

**Keene Mill Elementary School PTA
Board Meeting #3 September 13, 2016
Minutes**

Attendance:

Renee Miller, Principal; Danielle O'Neal, President; Penny Dunlop, 1st VP; Molly Summers, Treasurer; Tori Burgess, Secretary; Kelly Wevley, Volunteer Coordinator; Kelley Hempson, Membership Coordinator

1. Meeting called to order at 9:50 am and agenda adopted.
2. Minutes from August 18, 2016 meeting approved with edits.
3. **Principal's Message** First week has gone well. Kiss & Ride a challenge with new flow of traffic. Addressing new SACC dismissal procedures where parents are not allowed to walk through the school building to pick-up children from the gym as was done in prior years. There is a concern based on past events of SACC parents walking unescorted through the building to pick up their children outside of the SACC rooms and dropping into teachers' classrooms unannounced during those pick-up events. Will work with SACC on the best solution for dismissal procedures. General dismissal going more smoothly. New classroom rugs continuing to arrive. Staff thanks the PTA for Teacher Breakfast and Staff spirit wear.
4. **Staff Representative Message** Eve Waring (Librarian) will be the new Staff Representative. Danielle will draft brief job description to send to Ms. Waring.
5. **President's Message** More families were able to attend the New Student Meet-up at Hidden Pond due to evening timeframe. Low number of volunteers signed up to donate food for Teacher Breakfast; sign-up will go out sooner next year. Whole Foods rep willing to donate for future events.
6. **Treasurer's Report** Board will use ballot for voting at Back To School Night. Copies of proposed budget and completed audit will be made available at PTA table, along with ballot. Voters names will be cross-referenced against current membership list in order to vote. Issues continue with receiving banking statements in a timely manner for monthly reconciliation. Discussed capturing screen shot of monthly statements online to send via email for Secretary to sign. Motion made by Penny to approve 2016-2017 proposed budget version #6. Motion carried. Motion made by Kelly W. to approve updated financial forms. Motion carried. Motion made by Kelly W. to approve switching to online banking for bank statements. Motion carried.
7. **Reports of Standing Committee Chairs were as follows**
 - a. **Volunteer**—Filling positions ongoing. Volunteer Coffee to be held at 9:30am and 6:00pm in the library on October 4. Requesting a table and extra chairs for the Parent Workroom. Possibly use any old furniture being replaced by new furniture.
 - b. **Membership**—New membership ongoing. Anyone who signs up for new membership at the PTA table during BTSN will walk away with new membership card. Tori to send out thank you letter for all donations \$10 and greater. In process of obtaining signage and banner.
8. **Reports of Special Committee Chairs were as follows**
 - a. **Spirit Wear**—Ordered additional spirit wear for BTSN. Order forms will go into Thursday folders this week. All orders due by Sep. 23 for fulfillment by Oct. 14.
 - b. **Enrichment Activities**—Flyer went home last week in Thursday folders and News & Notes. Delay of info on PTA website. Chess has been approved and individual flyer will be sent home. Vendors will have tables at BTSN.
 - c. **Back To School Picnic**—Volunteer recruitment ongoing. Assessing PTA closet for supplies. Playground readiness TBD.
 - d. **School Supplies**—Delivery of kits was challenging. Board to price out shipping for consideration to ship kits directly to parents. There were many kits not picked up at Open House that needed to be distributed individually to classrooms.
 - e. **Restaurant Nights**—Planning ongoing. Ledo's Pizza Oct. 11-12. Signage will be at Kiss & Ride.

9. Unfinished Business

- a. **Motion to approve Standing Rules for Event/Committee Chairs**—Electronic vote held. Motion made by Danielle to approve Standing Rules for Event/Committee Chairs. Motion carried.
- b. **Motion to approve Financial Standing Rules**—Electronic vote held. Motion made by Danielle to approve Financial Standing Rules. Motion carried.
- c. **Motion to approve Membership Standing Rules**—Electronic vote held. Motion made by Danielle to approve Membership Standing Rules. Motion carried.

10. New Business

- a. **Directory**—In progress and on track. A to Z will input data and create a unique username and password for each family to log in and verify data and/or make any edits. A to Z Guides due to for delivery around 9/15. Guides will include info about enrichment programs, camps, etc. PTA will earn money for each distribution. Renee to review and approve before distribution.
- b. **Reflections**—Still looking for Chair. Kelly W. reaching out to interested volunteers.
- c. **Pyramid Challenge**—Looking for Chair, volunteers to run KMES table on race day, volunteer to pick up cases of water from Wegmans and set up on morning of the race. Advertised in News & Notes, Facebook, PTA website. Flyers to go home.
- d. **Costume Bingo**—Have co-chairs for event. Checking PTA closet for any leftover prizes from last year.

11. Announcements

- a. **Next PTA Board meeting:** October 11 @ 6:00 pm at KMES Conference Room.

12. Motion made by Tori to adjourn. Motion carried. Adjourned at 11:30 am.

Board Meetings

(PM mtgs @ KMES Conference Room)

Aug. 18 – 10:30 am
Sept. 13 – 9:45 am
Oct. 11 – 6:00 pm
Nov. 15 – 9:45 am
Jan. 10 – 6:00 pm
Feb. 21 – 9:45 am
Mar. 21 – 6:00 pm
April 18 – 9:45 am
May 9 – 6:00 pm
June 13 – 9:45 am

PTA Events & School Events 2016-2017

Aug. 29 Teacher Breakfast 8:30 am
Aug. 31 Envelope Stuffing 9:30 am (KMES cafeteria)
Sep. 1 Kinder.-New Student Meet-up (Hidden Pond) 6:30-7:30 pm
Sep. 2 School Open House Kinder 10 am, new student 10:30 am, grades 1-6 11 am
Sep. 16 Back-to-school picnic (ice cream social) 6 pm
Sep. 16 Booster-thon (not a PTA event)
Sep. 19 Back to School Night K-2/PTA meeting 6 pm
Sep. 22 Back to School Night 3-6/PTA meeting 6 pm
Oct. 4 Volunteer Coffee 9:30 am & 6 pm
Oct. 11-12 Ledo Spirit Nights
Oct. 15 Pyramid Challenge
Oct. 28 Costume Bingo/PTA meeting
Nov. 18 Family Fun Night/Raffle
Nov. 19 Family Volunteer Day (making cards for service members)
Dec. 5-6 Spelling Bee
Feb. 2 Family Science Night 6:30 – 8:30 pm
Feb. 21-Mar. 3 Book Drive
Feb. 26 - Mar. 3 Read-a-thon Fundraiser
Mar. 21 Innovation Fair/PTA meeting
Apr. 6 6th Grade vs. Teachers Volleyball Game (subject to avail.)
Apr. 21 International Night/PTA meeting
May 1-5 Teacher Appreciation Week
May 19 Movie Night/ PTA mtg
June Board Transition

PTA General Membership Meetings

Need at least the following 4

Sept. Audit and Budget approval
Mar. Elect Nominating Committee
Apr. Present Officer Slate
May Officer elections