

KES PTA 2017-18

Board Meeting Minutes: 10/03/17

- I. **Call to order** Debbie Casey, Kaechele Elementary School PTA President, called to order the PTA Board Member Meeting of Kaechele Elementary School PTA at 6:47pm on October 03, 2017, at KES.
- II. **Accept Minutes from the previous General Membership Meeting** Angie Wetzel, KES PTA Secretary, recommended the board accept minutes from the General Membership meeting in September.
- III. **Treasurer's Report** Results of the audit of the 2016-17 accounting were submitted to the Virginia PTA.
- IV. **Principal's Update** Mrs Patterson shared that Mr. Kaechele day is this Friday. The school hopes to make this an annual event to keep his memory alive. Cindy noted it is very unusual to actually know the person for whom the school is named; Kaechele was in a unique position to get to know him. He personified the mission of the school, and Mrs Patterson wants to help the kids understand his character. Fifth graders have done a great job planning and supporting Mr. Kaechele day, connecting the day to their study of Henrico County government. Mr. Kaechele's daughters will be on the Friday morning announcements participating in an interview with Mrs Patterson. Fifth graders have now decided they will write a book about Mr. Kaechele, about his life and work, that will be published at the end of the school year.

Cindy noted the Fall Festival is coming up. Cindy emphasized that the cakewalk is run by staff of KES. Also, there will be a staff participation event that is voluntary. Money from those two events comes directly to the teachers. Funds are distributed through collaborative decision making between Mrs Patterson and teachers. Mrs Patterson also extended a thank you, in advance, for supporting the book fair. A percentage of proceeds from that event go to Mrs Hyman in the library to purchase books for the school library. Thank you for your support.

- V. **Teacher Representative Update** Ms Bosse shared that teachers appreciate the copying. Debbie indicated Beanie Kelly, Associate Pastor at SGUMC, will be serving as mystery reader for many classes. Debbie will help her sign up to keep it simple for teachers and for Beanie.
- VI. **Chairperson/Committee Reports**
 - A. **Boxtops for Education Carolyn Brosnihan** First collection deadline is October 20. Debbie offered to help Carolyn organize and submit box tops. Carolyn is shooting for a prize that will incentivize participation, small and larger scale. Carolyn would like to encourage participation on a monthly basis. Debbie encouraged Carolyn to meet with Cindy to discuss options for incentives.
 - B. **Clothing to Cash and Facebook Heather England** Flyer was shared Heather said she has been receiving content for Facebook and is thankful. She requests that folks please send content as a jpg rather than as a PDF.
 - C. **Corporate Donations and Matching Keri Fail** Keri is expecting around \$2500 from corporate donations. Keri expressed concern that Capital One accounts for roughly half of our corporate matching annually. However, Capital One is sunsetting that support.
 - D. **Coyote Courier Angie Wetzel** Please submit content by end of day Wednesday to be submitted by Thursday.
 - E. **Destination Imagination Tracy Robinson** No report.
 - F. **Grocery Store Rewards Soni Mirchandani** Soni indicated Heather shared information from last

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year's program. Soni stated she reached out to Publix and Wegmans; they do not offer the program. Soni is working to have our Martins account reinstated. Target is sunseting their program. Soni is reapplying for Kaechele to be recognized by Kroger after verifying our 503c status. Soni would like to send out instructions in the next couple of weeks. Debbie thanked her for exploring additional stores and options. Cindy suggested Publix may offer some other ways to support our school. It was requested that Soni reach out to Food Lion to check.

- G. **Hospitality Mary Robbins** No report.
- H. **Original Works Booke Zehmer** Brooke shared that art work is happening now and will be coming soon. We are on schedule to place orders and receive content back in time for winter break gift giving. A percentage of the proceeds go to the art department. Brooke offered a reminder offered that she is looking for a new volunteer as she has just one more year at KES.
- I. **PTA Bulletin Board Lisa Harrington** On Lisa's behalf, Debbie indicated if you would like something posted, please share with Lisa and she will post.
- J. **Reflections Sri Murali** Debbie Casey stated that Reflections flyers with information came home to families. Submissions will be shared at the Festival of the Arts in the spring. It was requested that the school actively encourage participation from students. Mrs. Patterson shared that all of the arts will be showcased at the Festival of the Arts, including Reflections entries. This year, the hope is this will promote Reflections participation.
- K. **Room Parent Coordinator Raminta Sandhu** Room Parent lists are finalized. Some nLists are not yet active. Ramnita will reach out to see if individuals need training.
- L. **School Beautification Adam & Becky Gelrud** Mrs Patterson indicated negotiations continue. More information to come.
- M. **School Kits Jenn Bradshaw** All items have finally arrived and were distributed to students by Sept 26. We are receiving an additional 20% of total sales for the late delivery, so we are banking roughly \$3100 this year. Thank you again to the teachers who were nothing short of gracious in dealing with this situation. Thank you to parents for their participation and patience as well. If someone is interested in chairing the sale next year, I would be happy to answer questions about it and advise them through the process. I am also available to vet other companies as we look into other vendors. Debbie asked about the incoming checks. None have been received. Jennifer Baldwin indicated no checks have been received to date. Debbie requested Jennifer please reach out to Jennifer Bradshaw. The question was raised whether we should pursue school kits in future years. The board expressed mixed opinions. Mrs Patterson has limited capacity to store school kits in the summer due to activities within the school over the summer that prevents receiving goods earlier. Keri Fail made a motion that we continue to keep School Kits on the menu for next year. Carolyn Brosnihan seconded. All in support.
- N. **Spirit Nights Amber Keppler** Chipotle Spirit Night on October 25. Amber continues to explore options for an event at Boomerang Air Sports for February in lieu of Ashland Skating.
- O. **Student Directory Melanie Kuftic** To date, 137 responses have been submitted for the student directory. A note will go in the Coyote Courier and on Facebook to encourage more families to register their information. The deadline will be extended. Nicky Hansen suggested Melanie share with room parents to encourage sign ups.

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- P. **Watch DOGS Jason Jones** The Watch DOGS program held its kick-off meeting and sign up on Thursday September 28th from 6:00-7:00 PM. There were 238 people (Dads/Father Figures and students) signed up to attend the kick-off. It was our largest event to date. The Watch DOGS program currently has 126 Dads/Father Figures registered to volunteer during the school year; the Watch DOGS program will begin its services at KES in the first week of October. Mrs Patterson indicated there are directions in the Coyote Courier this week on how to register if someone missed the event. The forms to volunteer are online as is the Coyote Courier.
- Q. **Web Master J'Tanya Idiodi** Debbie shared on Jay's behalf that all is well.
- R. **Yearbook Jessica Murphy/Wendy Vokac** Two moms volunteered and a Glen Allen high school student wants to help. They will pursue a team approach to manage the yearbook this year.

VII. **Old Business**

- A. **nList Teacher Codes on Website Debbie Casey** The vote will be held to keep nList codes off of the website to ensure security and confidentiality.
- B. **Membership Update Keri Fail** Keri Fail indicated to date, we have 304 total memberships. Twenty-six faculty and staff have signed up. Cindy suggests that is roughly half of the staff. Cindy indicated we have 430 students. We need one membership per student to achieve 100% participation.
- C. **Direct Donation Amber Keppler** Amber indicated this is the time of the year to send out tailored sheets to promote membership if it is needed. This can also be done again in January.
- D. **Spirit Wear Nicky Hansen** To date, the PTA has net approximately \$3500. Orders are complete.

VIII. **New & General Business**

- A. **Library / Book Fair Alicia Davis** Volunteers are still needed to work the book fair after school and also during the preview days for the classes. Alicia will send out another email to request additional support and will post to Facebook. It was requested that a communication be sent to clarify what the "donations" are to support raffles for the teachers. Content is on the website banner and in the courier. Shelving volunteers and book processing volunteers are needed for during the year also.
- B. **Fall Festival Ramnita Sandhu** Ramnita shared details of the Fall Festival, scheduled for Friday, October 13. Three high school students will be volunteering to face paint. There will be two balloon artists and the same three bounce houses as last time. Ramnita has had challenges securing food trucks due to competition with another festival. Efforts are in place to make food available. Ramnita collected ideas from the fifth graders for how to engage the staff. Students suggested color dry paint toss or a moon bounce joust. The joust would be located in the front lot. The board discussed pros and cons of various activities. The moon bounce joust was selected as the preferred choice and tape the teacher as an alternative. Finally, Ramnita indicated the photo booth is quite expensive. Mrs Patterson's daughter is volunteering to take pictures with peers.. The printer is cost prohibitive. Pictures will be uploaded for families to access after the event.

Debbie indicated there will be a welcome table 4:30-6pm. A board member should be available during the event. An nList will be in place for board members to select 15 minute shifts. Heather England

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volunteered that Deep Run Key Club may be a resource for volunteers in the future.

- C. **Bylaws Revision Christi Hart** Christi indicated key changes to the bylaws recommended by the Bylaws Committee: 1) revise officers, 2) position descriptions for officers, and 3) audit report timeline adjusted from 30 days to submit down to 15 days. Christi indicated the Standing Rules were streamlined. Christi Hart made a motion to accept the bylaws and standing rules as written. The motion was seconded by Melanie Kuftic. The motion met no opposition. Bylaws and standing rules will be shared with parents for a vote at the next general membership meeting.

IX. **General Discussion** None.

X. **ADJOURNMENT**

Carolyn Brosnihan moved to close the meeting, Melanie Kuftic seconded. Debbie Casey adjourned the meeting at 8:20pm.

The next KES PTA Board Meeting will be Tuesday, November 7.

Minutes submitted by: _____ Angie Wetzel _____

Minutes approved by: [] As submitted

[] As corrected on _____

Approval date: _____