

KES PTA 2017-18

Board Meeting Minutes: 11/07/17

- 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 6:35pm on November 07, 2017, at KES.
- II. **Adopt Minutes from the October Board Meeting** Angie Wetzel, KES PTA Secretary, recommended the board adopt minutes from the October Board Meeting.
- III. **Treasurer's Report** Jennifer Baldwin reported an ending balance of 40,157.29 on 9/30/17. In October, KES PTA income totaled 7353.16 with 4858.04 in expenses. KES PTA budget has a balance of 42,652.41 as of 10/31/17..
- IV. **Principal's Update** The first nine weeks has just wrapped up. Report cards will go home to families on November 21st; this date is set by the county. Veterans Day Assembly will be Friday, November 10. All parents and families are welcome. The special guest is a 93 year old World War II veteran. This assembly creates the opportunity to create a real-life connection for students to concepts like citizenship, patriotism, and heroism. Mrs. Patterson encouraged folks to please encourage veterans to attend and be recognized. Pictures will be covered by several individuals.
- V. **Teacher Representative Update** Thank you for the delicious lunch today provided by the Hospitality Committee.
- VI. **Chairperson/Committee Reports**
 - A. **Boxtops for Education Carolyn Brosnihan** Carolyn reported KES should receive a check for just over \$600 for the first collection of Box Tops. Prizes are available with certificates for participating students, pencil for students with 25 or more box tops, additional prizes for the top three students. The winning class will get the pride of keeping the traveling trophy until the next contest. Carolyn is considering other ideas to bring additional awareness. Roughly 100 of the 430 students participated. Carolyn indicated \$14+ has come in through the available app. Debbie suggested Carolyn include content in Facebook.
 - B. **Clothing to Cash and Facebook Heather England** Heather reported 845 pounds of donations were received by the school; the PTA received approximately \$84. The winning schools for each month receive additional money. Facebook participation is low, so individuals need to like and share posts to make content more visible.
 - C. **Corporate Donations and Matching Keri Fail** Keri Fail reported that November 10 – mid December is the time frame for most company deadlines for corporate matching. Capital One is ending their program this year. They represent a large portion of our corporate matching program income. Keri is collaborating with primary.com for additional giving to the KES PTA.
 - D. **Coyote Courier Angie Wetzel** Please submit content by end of day Wednesday to be submitted by Thursday. Angie Wetzel reported that content should be submitted by Wednesday night. If you have content that is not date specific, please let Angie know how long you would like content to stay posted and be sure to refresh content periodically to prompt folks to read. Heather England asked why the decision was made to not email the Courier separately on Sundays. Mrs Patterson indicated she received feedback that parents followed teacher blogs more closely than school wide emails and she hoped this would streamline communication into one place. This is a pilot this year, so feedback is welcome.
 - E. **Destination Imagination Tracy Robinson** Debbie Casey reported that we will not have a

KES PTA 2017-18

Board Meeting Minutes: 11/07/17

Destination Imagination team this year.

- F. **Grocery Store Rewards Soni Mirchandani** Not present; no report.
- G. **Hospitality Mary Robbins** In Mary Robbins' absence, Angie Wetzel shared the submitted report from Hospitality: Today the hospitality committee hosted a luncheon for the faculty. We tried something new with a variety of salads. Going forward we will have our one and only holiday sweets and treats for our kaechele staff. I will send something for the courtier and a flyer for nlist sign up. This year we are going with a homemade holiday treat theme and a savory side as well. We recently recognized the bus drivers for bus driver appreciation day with mcdonalds gift cards and the cafeteria workers as well with target gift cards and flowers. We are excited for 2018 and have a few special things planned as well!
- H. **Original Works Booke Zehmer** Brooke reported that the deadline has been extended to Friday, November 10. However, no orders can be submitted after the date to allow time for ordering and shipment. To date, orders exceed \$3000 with an expected profit of \$1000. Jill Martin will take over when Brooke graduates and will shadow her next year.
- I. **PTA Bulletin Board Lisa Harrington** No report.
- J. **Reflections Sri Murali** This year, we have 17 students electing to participate. This is down in participation from last year. Content was shared on morning announcements and via at home flyer. This year, Kaechele has six entries moving on for further competition. Sri asked Cindy Patterson how we will recognize participants at the Festival of the Arts; Cindy would like to create a dedicated time to recognize participants, but plans can be finalized closer to the spring.
- K. **Room Parent Coordinator Raminta Sandhu** No report.
- L. **Spirit Nights Amber Keppler** Amber shared the first Spirit Night was hosted at Chipotle. Income was down from last year, totaling around \$600. The next spirit night will be at Longhorn Steakhouse in December.
- M. **Student Directory Melanie Kuftic** Melanie requested that Keri Fail please share the number of paid and unpaid directories to be printed. Printing costs are quoted on a sliding scale. Melanie is pulling staff and PTA board emails from the website. Debbie Casey will ensure these are accurate.
- N. **Yearbook Jessica Murphy/Wendy Vokac** Jessica Murphy reported that KES PTA is partnering with TreeRing again this year. The base price is reduced slightly this year, so KES PTA will earn \$5 per book in fundraising support instead of \$2.50. We expect additional income over last year. Additional details about deadlines and photos will be shared with families.

VII. **Old Business**

- A. **Membership Update Keri Fail** Keri Fail reported membership is presently around 375. We need 432 to be recognized for 100% participation. We will prompt folks again after a little break from advertising.
- B. **Spirit Wear Nicky Hansen** All orders are in and have been shared with families. Nicky is sorting out an invoice issue and can then share final fundraising amounts.
- C. **Fall Festival Ramnita Sandhu** Ramnita asked for feedback about the event. Photos taken of students at the event will be shared with families via Google Drive. Ramnita noted if the PTA would

KES PTA 2017-18

Board Meeting Minutes: 11/07/17

like to offer the photo booth with printer for students at the 2018 event, the PTA will need to plan in advance to budget for that expense.

1. 192 Girl Scout Troop Wendy Vokac Wendy Vokac shared on behalf of troop 192. The troop hosted a bake sale during the Fall Festival and raised approximately \$234. All funds go to support FeedMore.

D. Library/Book Fair Alicia Davis Alicia reported total fundraising of \$4100 from all sales. This is down slightly from last year but total number of sales are up. All is well with shelving and volunteers in the classroom; others are welcome to join. A November calendar is available for sign ups.

VIII. New & General Business

A. Outdoor Classroom Adam Gelrud Adam made a motion to recommend to the general membership that funds donated in memory of David A Kaechele be allocated to the David A Kaechele Memorial Outdoor Classroom; Melanie Kuftic seconded. All were in favor. Funds will address hardscapes first. Additional funds will be used for softscapes that can be completed as phase II. The full quote for the project was \$36,000, but through donations and otherwise, the total is around \$15,000. Cindy recognized the significant time and effort Adam has contributed to this project.

B. Reallocation of Funds Jennifer Baldwin Jennifer reported that \$5000 from the Kaechele Memorial donations are anticipated to be reallocated. In addition, the extra income from School Kidz and Fall Festival, \$1500 from the Teacher Mini Grants, funds leftover from Destination Imagination, Principal Fund, PTA President fund, among others could be allocated totaling over \$12000. In addition, Mrs Patterson shared that David Kaechele donated \$3400 prior to his death and his daughters recently made an additional donation totaling \$4000. This brings our total available funds to \$16000+. A motion will be made at the November General Membership meeting to move these monies to the David A Kaechele Memorial Outdoor Classroom. There will be options for donations in honor of students in hard or soft scapes in the future. However, Cindy shared that with the available opportunity we can be cohesive in the design and implementation of phase one, but additional stages will be included to make the space more unique and to recognize kids over time. Adam encouraged folks to look up and learn about outdoor classrooms and the options available. Jennifer made a motion to recommend the various monies in our budget be moved to the Outdoor Classroom and voted on at the General Membership. Amber Keppler seconded. Jennifer also made a motion to add in the expenditure for Lego Robotics at the General Membership meeting as this expense exceeds \$300 and must be considered by the general membership. Nicki Hansen seconded the motion. All are in favor. No opposition. Debbie noted we need to call a General Membership meeting. Cindy would like this to happen soon enough that the contract can be signed and work done over Winter Break. The meeting will be called for Thursday, November 16 at 6pm. The quorum requires 15 present. This will be shared via courier and school messenger. At this same meeting, the revised bylaws will be posted to begin the 30 day window for open comment.

C. International Event Sabin Kim & Ramnita Sandhu This event will be January 19th. Ramnita welcomes feedback and input. Ramnita encouraged folks to share ideas on countries - dance, foods, etc.

IX. General Discussion

A. Request of funds/Contracts: Debbie Casey indicated if you need to sign a contract, please contact Debbie for events after school or Mrs Patterson for events during the day. If you have a contract that

KES PTA 2017-18

Board Meeting Minutes: 11/07/17

you need signed by Mrs. Patterson and you can't make it to the school, be sure to contact the front office and have them support getting it to Mrs. Patterson. Debbie also asked that you please share contracts with Jennifer Baldwin early so she can anticipate expenditures. Be sure to communicate via email and follow up phone call if you have not received reply. Jennifer encouraged folks to plan ahead because of her work travel, and she is willing to help with forms and invoice questions. Cindy requested that you call Stacy Yenni first if you are planning any event during the school day; she will facilitate all the policies that need to be addressed in planning that sort of event.

- B. Updates:** Please look at the Henrico County website or your email for information about the 18-19 school calendar, budget, and to nominate a principal for the REB award. A new database will rollout next year nationally for PTA payments and membership; it is in pilot mode this year at select schools. Debbie indicated our Nominating Committee has to be in place by January and would like to select the Nominating Committee at our next meeting so individuals can spend January and February contacting and interviewing individuals. Debbie asked that board members please think of individuals that know people who would be willing to reach out and ask for participation.

X. ADJOURNMENT

Keri Fail moved to close the meeting, Nicki Hansen seconded. All in favor. Debbie Casey adjourned the meeting at 7:58pm.

The next KES PTA Board Meeting will be December 5.

Minutes submitted by: _____ Angie Wetzel _____
Minutes approved by: [] As submitted
[] As corrected on _____
Approval date: _____