

KES PTA 2017-18

Board Meeting Minutes: 01/09/18



- 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 6:33pm on January 9, 2017, at KES.
- II. **Adopt Minutes from the November Board Meeting** Angie Wetzal, KES PTA Secretary, recommended the board adopt minutes from the November Board Meeting.
- III. **Treasurer's Report** Jennifer Baldwin could not be present. In advance of the meeting, she shared the following: the Treasurer Reports for both Nov and Dec are posted on the website if anyone needs the numbers about a certain line item in the budget.

November

Starting Balance : 43,097.53
Deposits : 3,892.28
Withdrawals : 3,912.86
Ending Balance : 43,076.95

December

Starting Balance : 43,076.95
Deposits : 4,372.28
Withdrawals : 16,827.28
Ending Balance : 30,621.95

We still have one last payment to the company that did the outdoor classroom, Jennifer is waiting on Adam to submit the check request.

- IV. **Principal's Update** Mr. Buffkin reported in Mrs. Patterson's absence. Mr. Buffkin shared enrollment is currently 427; this number has remained steady since Kaechele opened. The comprehensive safety audit for the school is coming up. The school is audited annually, but periodically a more extensive review is conducted. On the first review, when the school was new, the plan was commended by the visiting team. The safety plan is written by the safety committee and the full team with feedback from parents, staff, students, and others. Mr. Buffkin reminded parents that in the event of an emergency, the team wants parents to know their role in safety of the school. Information has been shared in the courier.

The outdoor classroom is now open. The leadership will survey the teachers for suggestions on how to outfit and use the space. The school anticipates a memorial ceremony. Students will be involved in personalizing the space.

Mr. Buffkin shared this was a better week to miss for snow, if we were going to miss, as not many events of scheduled activities were affected. Please stay tuned to the Coyote Courier. Faculty look forward to International Night.

- V. **Teacher Representative Update** Mrs. Bosse shared how much the teachers appreciated the sweet treats in December. The teachers are really excited to use the space; sometimes it is nice to be outside and out of the classroom for learning. Teachers look forward to added trees and softscapes.

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VI. Chairperson/Committee Reports

- A. **Boxtops for Education Carolyn Brosnihan** The first check to Kaechele should arrive before the end of January, totaling just over \$600. We already earned over \$200 more. Carolyn would really like to encourage use of the app; the app offers great deals just by photographing your receipt with box top items. The current contest will be extended.
- B. **Clothing to Cash and Facebook Heather England** Heather reported we earned \$52 this past month. It seems donations are down; perhaps other agencies are pulling donations from the school.
- C. **Corporate Donations and Matching Keri Fail** Absent. Report will be deferred to February.
- D. **Coyote Courier Angie Wetzel** Please submit content to Angie by end of day Wednesday to be submitted to Mrs. Patterson by Thursday.
- E. **Fifth Grade Celebration Kim Imajo** The committee meets tomorrow to plan and will share updates soon.
- F. **Grocery Store Rewards Soni Mirchandani** Absent.
- G. **Hospitality Mary Robbins** Absent.
- H. **Original Works Brooke Zehmer** Original Works is all done. The art department will receive a little over \$1300. Jill Martin will co-lead with Brooke next year.
- I. **PTA Bulletin Board Lisa Harrington** Absent.
- J. **Reflections Sri Murali** Absent.
- K. **Room Parent Coordinator Raminta Sandhu** Absent.
- L. **Spirit Nights Amber Keppler** The next spirit night is January 30 from 4:30-7pm. More information about the cost, tickets, waivers, and the likes will be shared in the upcoming Coyote Courier.
- M. **Student Directory Melanie Kuftic** Absent. Student directories were delivered to KES and went home with students the week before winter break started. The PTA made a \$7.10 profit this year on the printed directories. I emailed Copy Cat this evening to confirm that they've received a check from the PTA for the printed directories. Families should continue to make updates/corrections to their directory information (including any family that needs to add their information). I'll be updating the online directory in February.
- N. **Yearbook Jessica Murphy/Wendy Vokac** Absent. A reminder for parents to purchase a yearbook will be shared in the courier soon. Debbie Casey shared that the cover art is complete. Class photo pages are closed. However, pictures can still be added and edited.
- O. **School Kits** We need a chair for this committee next year. Jennifer Bradshaw has done extensive research on an alternate company and has notes prepared. Carolyn Brosnihan volunteered to research pricing from the available companies. Debbie Casey suggested the PTA survey families to understand how much they are willing to spend; Angie Wetzel added the survey might prompt for a volunteer to lead the initiative. It was noted that we earned over \$2000 for the PTA this year from the project, but this was much higher than previous years due to the "bonuses" we received due to late

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delivery.

VII. Old Business

- A. **Membership Update Keri Fail** Angie Wetzel indicated membership is approaching 96%. Although we already submitted funds to VA PTA for 100% membership. Additional members help the PTA recoup costs.
- B. **Outdoor Classroom** The PTA would like to thank the Gelruds for their time and commitment to this project.

VIII. New & General Business

- A. **Nominating Committee**. Cory Dunn, Holly Myers, Margaret Popik will serve as PTA members on the nominating committee. They will be elected at the general membership meeting in February.
- B. **International Night** Ramnita was absent. Debbie Casey shared that almost 20 countries will be represented, so it will be bigger than last year.

IX. General Discussion

- A. Debbie Casey shared that Henrico County has employment openings. The academic year for 2018-19 will begin on September 4.

X. ADJOURNMENT

Brooke Zehmer moved to close the meeting, Kim Imajo seconded. All in favor. Debbie Casey adjourned the meeting at 7:21pm.

The next KES PTA General Membership Meeting will be February 15.

Minutes submitted by: _____Angie Wetzel_____

Minutes approved by: [] As submitted
[] As corrected on _____

Approval date: _____