

MINUTES
Shady Grove Elementary PTA Board Meeting
August 28, 2012

Present: Sue Manley, Tracy Teal, Sally Raderer, Andrea Wright, Beth Clark, Amy Foy, Lucille Lindamood, Cheryl Bemis, Karen Wakefield, Laura Girard, Mary Wilson, Carrie Sweeney, Diana Tittermary, Kaje Stuckey, Esther Black, Susan Schools, Justine Sherman, Andi Elliott, Debbie Armstrong, Regina Schwab, Crissy Rhyne, Debbie Taylor

Absent: Stacey McKenna, AnnMarie Lobred, Deana Collier, Anett Crumley, Melissa Taylor, Brian Levitin, Alison Crowder, Stephanie Marcus, Kelly Plageman, Shannon Johnson, Michelle Bone, Amy Jessup, Sarah Westmoreland, Colleen Bohlman, Christine Shamus, Jenny Conklin,

Call to Order (Time - 11:42 a.m.) – Sue Manley

Approval of Minutes-Sue Manley

Motion made by Kaje Stuckey to approve the minutes from the June 2012 meeting. Beth Clark seconded the motion. No one opposed, motion carried.

Correspondence-Stacey McKenna

None.

President's Action Items/ Announcements-Sue Manley

*Open House is scheduled for Thursday, August 30th. Sue will speak to the kindergarteners. Board members were invited to set up a station in the cafeteria.

Principal's Update-Dr. Regina Schwab

*Please thank Mr. Claytor and other custodians for their hard work over the summer.

*The redistricting process is underway.

*Everyone was thanked for their patience in receiving the teacher letters.

Treasurer's Report- Tracy Teal

*The year-end audit has been completed. Many thanks to Audit Committee members: AnnMarie Lobred, Melissa MacAleese and Susan Beller. The audit was completed without any issues in the books. One significant recommendation made by committee is that all deposits must be made in a timely manner. Last year several checks bounced because accounts were closed after checks were written and then not deposited for several weeks. Each committee member is responsible for ensuring money is deposited promptly, even if it means multiple deposits for a continuing activity. Audit report will be submitted for approval by general membership at Back-to-School night.

Motion made by Amy Foy to approve the audit report. Esther Black seconded the motion. No one opposed, motion carried.

*The proposed 2012-2013 budget was presented. Board members were asked to review the budget for their area & let Tracy know of any questions or changes. If no changes, this is your number. Any anticipated changes throughout the year need to be communicated as soon as possible. We will be tracking our anticipated results and how they compare to the budget on a monthly basis. The sooner we know about changes or differences the better. The annual budget will be proposed for general membership approval at Back-to-School night.

* A new procedure for cash receipts and check request forms was discussed. New forms will be on the website under Board member names and also in folders in PTA room. Please read and follow instructions on top of form. New procedures for 2012-13 from Audit Committee recommendation: All deposits must be delivered to Treasurer within ONE WEEK of receipt. All receipts/invoices must be delivered to Treasurer within 30 DAYS of date on document. Let Tracy know if you have any questions.

Executive Committees:

1st VP Programs- Sally Raderer/Andrea Wright

*We are looking forward to a year of exciting Programs in the 2012-2013 school year, including:

September 13: Back to School Night
October 18: STEM night
November 15: Reflections Programs: "The Magic of the Moment"
December 13: Winter/Holiday Concert by 5th grade ensembles
January 24: Rock-a-thon
February 21: Magic Show / Community Service Project "The Magic of Books"
March 21: Auction (Parent-only event)
April 25: 4th Grade Performance

May 16: 2nd Annual Shady Grove Fun Run & Picnic

*We are currently collaborating with the staff STEM committee and Susan Schools, STEM Lab Coordinator, to plan the October 18 STEM Night. It promises to be a fun-filled family night, and a great showcase of Shady Grove's 21st Century skill focus in the areas of science, technology, engineering and math.

*Also, as the first week of school approaches, we are pleased to report that the Gaga pit will be installed during Teacher Work Week. We are appreciative of the efforts of Dr. Schwab, Mrs. Reynolds, the SGES staff, David Murdoch from Henrico C & M, and many PTA members who supported this playground enhancement. Mrs. Reynolds will be providing Gaga instruction and safe-use instruction to the staff. Afterwards, we know the students will enjoy this wonderful addition to the playground.

2nd VP Finance- Beth Clark/AnnMarie Lobred/Deana Collier

***OPEN HOUSE:**

- Letters were sent through the front office on 8/21 to new Shady Grove families and kindergarten families welcoming them to Shady Grove foremost, and telling them about our fundraising opportunities as well as showing them a preview of our one stop shopping form.
- The website updates have been sent and are mostly up for the Fundraising and Box Tops pages.
- We have also prepared a general fundraising sheet and our Martins A+ registration sheet for our open house folders.
- We are preparing speaking points for Sue to discuss our check writing campaign at the Kindergarten Orientation.

***SPIRIT NIGHTS:**

- **Papa John's** dates have been set for the year, the first being on September 11-13th. Papa Johns is again interested in speaking to us about having a Teacher delivery night if there is any remaining interest. Our Papa John's introduction sheet will go out the second week of school.
- Papa John's checks total \$264, for May and June purchases.
- We are setting up our first Spirit Night at **California Pizza Kitchen** in late September. The date is TBA.
- On 8/21 I met with **Silver Diner** about future events and to receive our Eat Well/Do Well (EWDW) benefit checks for 2011-12. Robert Mantari their manager asked that I forward on information about Silver Diner sponsoring a Teacher's Appreciation Luncheon and hopefully that is now in the works.
- Silver Diner checks total \$578.09 (\$250- bonus check for having over 30% of our school population joining EWDW, \$328.09 spring EWDW profits)
- Keep encouraging parents to use their EWDW Card – 5% goes year round to SGES
- Coupons for dining will go out at the end of the first week of school.
- We are looking to set our date for B&N shortly, if possible. I have already spoke to Mr. Brady and his choral groups would again like to perform. We are going to work on getting a mike in there and a few logistical problems to make the event run smoother.

***CHECK WRITING CAMPAIGN:**

- Rewards were discussed and firmed up with Dr. Schwab at the end of last year.
- Cardinal Donors (those who give \$100 or more receive) will again receive:
 - A Cardinal Donor Magnet (which are here and have been printed)
 - A free directory
 - Entrance into 2 competitions:
 - One class in each grade level with the highest number of Cardinal Donors will be awarded an extra cultural arts program sponsored by the PTA.
 - The first classroom that receives 100% participation in this campaign, no matter the amount of donation, will get to celebrate with an ice cream party.

- A deadline of Nov 7th has been set for our contest to allow time to deliver the rewards before the holidays.
- While significantly lower on the number of students, the Board felt strongly that we could not raise our \$45 recommendation per student, and \$100 recommendation to become a Cardinal Donor. The goal this year of the check writing campaign is to cover our expenses, leaving the Silent Auction in the spring to build our Book Room. If we do go over what we need, we would like to say what the additional money will be used for in advance (i.e. technology)

***Martins A+** - Check collected for 2012-13 school year totals \$1304.68

* **BOX TOPS:** Some of the changes you will see include: Classroom tracking with results available online, more online opportunities to participate, New and Different rewards to attract our upperclassmen

- Fall Deadline – TBA (Grades K-2: 1 extra recess for the classroom that is the highest collector of box tops; Grades 3-5: 1 extra recess for the classroom that is the highest collector of box tops)
- Spring Deadline – TBA (Grades K-2: 1 extra recess for the classroom that is the highest collector of box tops; Grades 3-5: 1 extra recess for the classroom that is the highest collector of box tops)
- END of year winner (The classroom with the most collected box tops by the year end deadline, will receive a Kickball game against their parents at school during school hours complete with water and sugar-free popsicles.)

3rd VP Volunteers- Amy Foy/Anett Crumley

*nList request will be sent out for Morning Drop-Off and Cafeteria Duty.

*Each Board member is asked to sign up for at least three shifts.

4th VP Communications – Melissa Taylor

*The next PTA blast will go out on Sunday, September 9. Please get all info to Melissa Taylor by Saturday, September 8.

*The new website is up and running. Please review your section and let Melissa know of any changes/additions. We can now do pictures, slideshows, video clips and polls. We have a lot more flexibility with the new format, so if you have some new ideas let Melissa know.

Lay Advisory- Lucille Lindamood/Cheryl Bemis

*No report.

County Council- Brian Levitin/Karen Wakefield

*No report.

Standing Committees:

After School Programs- Alison Crowder/Stephanie Marcus/Laura Girard

* We are doing on-line registration again this year. The website should be up and running by early in the week of August 27th, allowing 3 weeks for enrollment. We will be sending out a 2-sided flyer during the first week of school. This will have class descriptions on one side and the release form on the other side. Hopefully this will help solve some problems people encountered last year during the registration process.

*Deadline for registration is Friday, Septemeber 14th. People will be notified of classes by the middle of the following week. Classes start Tuesday, October 2nd.

College Scholarship Fund- Kelly Plageman/Shannon Johnson

*No report. The Rock-a-Thon will be held in January.

Cultural Arts/ Education Enhancements- Mary Wilson

* We have booked performances with Theatre IV, The Bureau of Lectures, The Latin Ballet, The Richmond Ballet, Young Audiences and the Richmond Symphony. Most of the dates have been confirmed but there are a few conflicts we are still trying to iron out. I am currently working with Dr. Schwab and the vendors to firm up the dates.

*Hope to have a poster at the Open House and Back to School night that will help inform parents of these programs.

*Plan to provide information to be included in the PTA Blast's each month detailing what performance is taking place and which grade level(s) it is for.

*Sue added a "thank you" to Mary for working on a tight budget this year.

Hospitality-Carrie Sweeney/Michelle Bone

* We are planning to move the hospitality day back to Wednesdays (Mondays were tough for both teachers and parent volunteers to remember). We are finalizing the exact dates and themes and will submit them to Dr. Schwab for the master schedule.

*The first Teacher breakfast is this Monday (8/27). Silver Diner is hosting (owner Roberto Mantari is a SGES parent)!! We will use our budget to subsidize any additional items need (coffee, decorations, etc...)

*We are hoping to solicit new volunteers for our committee during Orientation Day.

Legislative-Diana Tittermary

*Ballots will be handed out at Back to School Night.

Membership- Amy Jessup

*Will be offering "family membership" option this year - \$5 for first adult, \$3 for second adult.

*Ms. Taylor will distribute membership envelopes to teachers so they can join.

Outdoor Classroom-Sarah Westmoreland

*No report.

Parliamentarian-Kaje Stuckey

*The by-laws need to be re-approved. Kaje will work on this once she has a due date.

*Shelly Beauchamp will be assisting Kaje in producing this year's directory. Directory will cost \$3, but will be free for Cardinal Donors.

*We have lots of extra directories from last year. Let Kaje know if you would like one. We will order fewer this year.

Reflections- Colleen Bohlman/Mary Wilson

*This year's theme is "The magic of a moment"

*The entry process has been redesigned to be easier for kids/parents and the Reflections chair. I am hopeful that it will be a huge improvement.

*The National PTA has added a new category called "Special Artist" In the past, special needs students have been encouraged to participate, with entries placed at developmentally appropriate levels vs. by age. That said, the entry still had to be completed 100% by the child. This new category will span all age groups and allows for assistance with the execution of the child's vision. Specific rules on eligibility and how assistance can be provided are already posted on the website. We plan to promote this new category in the next PTA blast.

*All entry forms and rules will be on the SGES PTA website. We will not ask teachers to provide those this year, but we would welcome their continued support in encouraging kids to enter.

*Entry deadline is Friday, October 12th and the recognition reception will be November 15th.

Room Parents-Esther Black

*No report.

School Store- Christine Shamus

* The school store will be opening towards the end of September. The actual date needs to be discussed with Ms. Taylor. We need to make sure we have parent volunteers and students to run it. We will send out an email to let board members know when it will open.

*Ms. Taylor delivered the monetary donation from last year's proceeds to Laburnum Elementary and they were very grateful for our support.

Spirit Wear-Jenny Conklin

*No report.

STEM Lab Coordinator-Susan Schools

- *Ms. Rhyne and Mrs. Arthur have headed up the development of the STEM Lab.
- *Received a \$1,000 grand for the STEM Lab from Henrico County Education Foundation.
- *Unveiling for parents will be in October.

Yearbook- Justine Sherman/Andi Elliott/Debbie Armstrong

*The Jostens website will be up and running on September 1st to take on-line credit card orders. The website is www.jostensyearbooks.com. I am working on getting all the information to Melissa for the website. The books will be the same price as last year \$23 online and \$25 through the SGES PTA. The deadline for on line orders and personalization is 1/31/2013. *Yearbooks will once again be on the Open House form to order.

*Personalized yearbook orders can only be ordered on line.

*Yearbook Committee will be donating 8 copies to the Hospitality committee to raffle off at various teacher events.

*We are considering raffling off 2 yearbooks to everyone who orders a yearbook before a certain date (mid October?) The winner would be reimbursed the cost of 1 book. This was built into our budget.

*Justine Sherman and Andi Elliott are working to finalize the cover of the 2012/2013 yearbook. They met with Jostens in the spring and have met over the summer. They are awaiting a proof to approve.

*This year Justine and Andi will be hoping to have one class yearbook liaison instead of multiple class photographers. In the early fall there will be training for these parents.

*Andi and Justine will also be doing the Back-to-School Night slideshow and helping this year with photographing school events.

Teacher Reps- Ms. Rhyne/ Ms. Taylor

*Thanked Board for wonderful breakfast.

*Invited Board members to email Ms. Taylor or Ms. Rhyne (for distribution to teachers) and information about events or announcements.

Other Business

*Mrs. Reynolds, Health and Physical Education Teacher, made a presentation of the Governor's Nutrition and Physical Activity Scorecard for Shady Grove.

Time ended: 12:50 p.m.

**Respectfully submitted,
Stacey McKenna, Secretary
(notes taken by Amy Foy)**

**Next Meeting:
Thursday, October 11, 2012
6:30pm**