**MINUTES**

**Shady Grove Elementary PTA Board Meeting**

**October 9, 2014**

**Third Meeting of 2014-2015 School Year**

**Present:** Sally Raderer, Gwen Jahangiri, Kevin Dodson, Erin Reed, Meghan Gemmill, Colleen Bohlman, Kelly Plageman, Amy Foy, Justine Sherman, Alexandra Bula, Kim Berselli, Katherine King, Debbie Taylor, Crissy Lynn, Sejla Hoareau, Irina Libon, Diana Tittermary

**Absent:** Stephanie Estey, Joanne Rosel, Mary Wilson, Karen Manning, Sarika Malani, Ann Vaughan, Shannon Johnson, Jenny Conklin, Maria Galbraith, Deana Collier, Dr. Regina Schwab, Kelly Rapp, Tabetha Swertfeger, Renee Kreiser, Natalie Lewis, Kirsten Hanson, Bill Gemmill, Anna Gibellato, Janet Sullivan, Natasha Gamboa, Christine Van Epp, Lisa DeFrank, Deborah Vuturo

**Call to Order (Time –6:32p ) – Sally Raderer**

**Approval of Minutes-\***

***\*Motion made by Irina Libon\* to approve the minutes from the Aug 2014 meeting. \*Diana Tittermary seconded the motion. No one opposed. Motion carried.***

**Correspondence-Stephanie Estey**

\*Stephanie Estey wasn’t present so Amy Foy stood in for her.

\*Circulated draft of 2014-2015 directory for the third time to triple check the member info which also doubled as an attendance sheet.

\*Stephanie just stocked the PTA Room with supplies and tries to get in as often as she can to file what is in the PTA bin. She put all of the PTA thank you cards along the dry erase board in case anyone is interested in looking at them…they are mostly from the students and are very sweet.

**President’s Action Items/ Announcements-Sally Raderer**

\*757 Students here at Shady Grove now.

\*Copier schedule in PTA room, only available copy time is Mon from 11-12p. Let Sally know if you are unable to use at that time and you can discuss other options.

\*PTA Training coming up on 10/27 in the evening at Harvey Elementary…Contact Sally or Bill Gemmill if interested.

**Principal’s Update-Dr. Regina Schwab**

\*No report submitted.

\*Mrs. Gil was present in place of Dr. Schwab as Dr. Schwab’s sister is being honored at Jefferson tonight.

**Treasurer’s Report-** **Gwen Jahangiri**

**\***Monthly Financial report was circulated. (Printed out for mtg)

**Executive Committees:**

**1st VP Programs- Tabetha Swertfeger/Erin Reed**

\*Erin and Tabetha have been busy with the upcoming STEM Night and Digging with Dads, which is about to become more hectic.

\*Met with Maria Galbraith and Mr. Prettyman to discuss roles at STEM Night.

\*Met with Dr. Schwab and Crissy Lynn for planning.

\*Met with Sejla to discuss STEM and Digging with Dads.

\*Emails between Crissy Lynn to discuss teacher involvement.

\*Discussed with Mrs. Blouch her speeches for night of STEM.

\*Compiled shopping lists for both events and will have purchased all by next meeting.

\*Heading to Strange’s to discuss possible donations for Digging.

\*Meeting to prep all STEM Night bags, make signs etc…with some PTA volunteers.

\*Created Signup Genius to get volunteers for this (needing to discuss this as volunteers are coming up short.)

\*Will be creating map for evening of STEM.

\*Photocopying until our fingers bleed;)

\*Writing up descriptions and directions for each STEM station.

\*Countless trips to Starbucks to keep me caffeinated and smiling☺

**2nd VP Finance-** **Renee Kreiser/Meghan Gemmill**

**Box Tops for Education-** The summer submission has finally been processed for a total of $451.90.

\*We’ve received an additional $5.00 from Bonus Box Tops.

\*This week a fall themed submission sheet will go home in folders.

\*So far, I have processed approximately 7000 Box Tops that will be submitted before 10/15/14, a second submission will be made by November 3rd; these submissions contribute to the December payment from Box Tops.

\*Class standings through mid-October will be shared on PTA Box Tops page and hopefully through teacher emails.

\*A Box Tops reminder with some helpful tips will be included in the next PTA Blast.

**Check Writing Campaign-**We have a total of $31,103 so far. We have surpassed our goal so we are very pleased.

\*Renee will start to work on corporate matches now.

**Spirit Nights-**PapaJohn’s September was $79.70. October Papa John’s is next week!

\*Pie Five Spirit Night-we got some feedback that the lack of flyers caused a lower turnout. We did however get $200 for the night. The owner is a parent so he rounded up☺

\*There will be a Silver Diner coupon sent home soon for parents to enjoy and we will get a portion of the EWDW Cards for anyone that uses those when they dine.

**3rd VP Volunteers- Natalie Lewis/Kirsten Hanson**

**\***We have almost 170 volunteers, most signing up to do multiple roles. We’re not sure what numbers have been in the past, but that seems like a great amount of volunteers!

\*The Master List has been sent to PTA. Eventually another one will be sent that notes all county approved names.

\*Marquee volunteer positions are filled into December.

\*Morning greeter volunteers are filled through winter break, except for 5 openings in December (we’ll resend the signup link when we are closer to December).

\*The Back-Up Bunch for Welcome Desk and Cafeteria Help have been absolutely key in filling open shifts for classes. While the Back-Up Bunch for Welcome Desk may only have 1-2 open shifts per week as we get further into the year, the Cafeteria Back-Up Bunch will likely be utilized throughout the school year for several shifts. Due to the heavy amount of volunteers for both groups (Welcome Desk has 63 and Cafeteria Help has 67), we haven’t had any trouble filling open shifts thus far.

\***WARNING-**The upcoming STEM Night is really lacking in volunteers. I think they have two…they are emailing the volunteers again that signed up to assist for STEM Lab and are planning on putting it out to the PTA if necessary. (Tabetha is contact point.)

\***THOUGHTS?-**Kirsten received a number of emails from people on the PTA saying that they turned their form in, but were not included on the master list. There are definitely forms that went MIA! If we know this is happening just from PTA folks, imagine how many forms didn’t make it to us from the general school population who can’t check the volunteer list to see if they are there or not. How can we avoid this in the future? Kirsten and I will likely ask people in the next newsletter to contact us if they signed up for a committee or group and haven’t been contacted by that group yet..but are still thinking over the best approach to solve for this.

**4th VP Communications – Colleen Bohlman/Irina Libon**

**Publicity Report**

\*We have been working hard to get the website updated and publish the PTA Blast email communications. Thanks to everyone who has sent information! Any feedback on the process or publications is welcome.

\*For the first several blast emails, we used last year’s member email address list and a duplicate request to teachers to forward to their classes. Before the next blast, I will upload our new member list and we’ll use that going forward. Anyone can opt in(or out) by clicking links in the email, so if someone complains they are not receiving it, please forward a blast and have them click to join the mailing list. The tool will handle this automatically.

\*Our last blast had 47.5% unique open rate-so not everyone is seeing the info, but it’s there if they decide to look. Industry average newsletter open rates are in the 25% range, so 47% isn’t as bad as it might seem.

\*We are both up to speed on all of the tools for the website and blast and are alternating the work load. Please include our three email addresses on any requests:

Colleen: [cmcb41@gmail.com](mailto:cmcb41@gmail.com)

Irina at work: [irina.s.libon@dom.com](mailto:irina.s.libon@dom.com)

Irina at home: [islibon@yahoo.com](mailto:islibon@yahoo.com)

\*Colleen has been handling Facebook, so please send any specific requests for that to her. This should be reminder type data or congrats/thank you’s. A photo is helpful to get more people to look at the post. If we have a lot of requests in one week, we’ll spread them out so the messages don’t get lost in a single day.

**Destination Imagination Committee Report**

**\***Carin Molloy and Colleen have been busy the past couple of weeks with parent meeting, team managers meeting, and putting together DI teams.

\*This year we had 67 children sign up- a bit less than last year, but more than previous years, so the fee does not seem to have been a barrier to participation. For reference, the DI fee covers/includes: Team Registration, Local and State Tournament Fees, a “starter” supply budget for team managers, an SGES DI T-shirt (custom designed by Cathy Buckenmaier) and optional participation in skills workshops and full dress rehearsal for the teams.

\*This year we have 6 competitive teams (grades 3-5) and two early learner teams (grades K-2). We also have 3 Cardinals competing at the middle school level with former SGES teammates who are now Moody Raiders. Unfortunately, we did have to turn away 8 of the (K-2) kids due to not getting enough volunteers for team manager.

\*Team managers are working to get schedules set and the next step is to register the teams. The DI organization lowered the price for the team registration, so this will end up costing us less than budgeted (we lowered the fee accordingly).

**Lay Advisory- Alexandra Bula/Kim Berselli**

\*Alexandra Bula and Kim Berselli attended the first Lay Advisory Meeting of the 2014-2015 year. The chair is hoping for more interaction with the school board this year as the relationship strengthened and is hoping for more public interaction, the meeting details will be better communicated to facilitate this. The Lay Advisory Chair, Hank Chambers, suggested the main topics of discussion will be:

\***Updating the Code of Community Conduct**, the general opinion is that more specifics are needed around discipline to ensure consistency throughout the district. It is also a concern that there may be disparity with minorities. Byrd Middle School is where the Town hall Meeting will be held on 10/21 @ 6:30p.

\***Math Readiness**-this was a major theme last year and 2014 SOL scores in math continued to decline in the district(and Shady Grove as well).

\***Budget Issues**-there is new staff at the district level in this area.

\***SOL**’s-no elaboration provided on this topic.

\***Laptops**-this was a bigger issue last year, but the use should be monitored going forward to be sure they are helpful to teaching.

**County Council- Kevin Dodson/Bill Gemmill**

\*There is going to be a VAPTA Advocacy Day at the General Assembly on Monday, January 26, 2015. This is an

approved field day for any student that wishes to attend. The goal of this day is to get students involved in the

legislative process and to help advocate for the VAPTA and its causes. Any student may participate. There will be

an advocacy training day for students on Sunday, January 25, 2015.

\*Reflections Program-contact person is Stephanie Thornton (804-687-9666 or [reflections@hccpta.com](mailto:reflections@hccpta.com))

HCCPTA Deadlines are: November 19th-There will be a drop off location in the east and west end. November

24th-drop dead deadline date at the General Board meeting at Hungary Creek.

\*Only one entry for each level and each category.

\*Each entry must have completed student entry form.

\*Every entry has name and school on them.

\*The Voice Newsletter-we are encouraged to sign up for this letter if we haven’t already.

\*Participation in National School of Excellence is encouraged. Participation is yearlong and it requires schools to

do at least two surveys.

\*This year’s HCPS Theme is: Right to Achieve, Support to Succeed. This will be done through:

a. Student Safety

b.Academic Progress

c.Closing Gaps

d.Relationships

\*The Code of Student Conduct is going to evolve into the Code of Community Conduct. Meeting to be held in each

district to discuss further. The idea is to have more than just the students participate in this promise/commitment.

**Standing Committees:**

**After School Programs- Anna Gibellato/Sarika Malani/Ann Vaughan**

**\***We have 173 students enrolled in ASE Program this fall. Our Robotics class turned out to be the most popular class. Unfortunately, we had to cap enrollment as there were limited seats and many students could not get a class of their first choice! We will consider having 2 Robotics sessions during the winter program.

\*We have collected invoices from vendors and PTA check request forms are ready.

\*ASE team is very grateful to all those who have volunteered to help us with check in and dismissal process. Thank you!

**Cultural Arts/Educational Enhancements – Janet Sullivan/Mary Wilson**

**\***Last month the 4-5th graders saw an adaptation of Don Quioxte from the Richmond Ballet. Next week Theatre IV will be here to perform Hansel and Gretel to our 1st and 2nd graders and later this month the 3rd graders will have hands on fun from The Science Place.

\*Also this month, The Brain Show (4th & 5th graders) and Rivanna Music (K) will be here.

\*A busy month for Cultural Arts at Shady Grove!

**Grounds – Sejla Hoareau**

**\***We have completed the “Watermelon Day” and KG group got to eat the watermelons from SGES garden (all organic).

\*We are working on getting the order in for Tulips and should be done by the end of the day (10/9/2014); planning to plant the tulips for Journey North Project with KG group during the week of 11/3/14.

\*Need to spend about $600-$800 on purchasing the wood, nails, soil, and mulch for 2nd grade garden…would welcome any donations of organic soil, organic mulch, and pickup truck time(to take debris out of the SGES garden after the upcoming grounds event).

\*Would like to have someone explain how the grant applications work and whether those are done by school officials or if PTA can apply for grants. They need money to help build shade in our outdoor area.

**Hospitality-Katherine King/Karen Manning**

\*Plenty of volunteers for the 10/15 Tailgate Luncheon.

**Legislative-Diana Tittermary**

\*Received 105 ballots back.

**Membership-** **Natasha Gamboa**

\*The Open House and Back to School Night have been a success with roughly 426 members and counting…

\*To date, we have raised $30,175 in Cardinal and non-Cardinal donations which puts us in good budget shape.

\*Letters will be going out to those families that have not yet joined in an effort to add them to our membership.

**Parliamentarian-Amy Foy**

\*The database is currently being reviewed and should be sent to the printer in the next 3-4 weeks for printing.

\*Will send teachers a list of missing names.

**Reflections- Joanne Rosel/Mary Wilson**

\*We are right in the heat of things. We so far have only received two entries, so if everyone can encourage their kids to submit something we would appreciate it. The kids feel very special and confident when their names are called at the ceremony and they see their hard work on display. We would love it if every child could feel this way. We are working on ordering supplies and getting the judges all lined up. It is a busy time for Joanne and myself.

**Room Parents-Justine Sherman**

\*We have room parents for all classes and we had the Room Parent Orientation on Sep 18th.

\*Room parents will continue to utilize nList, so sign up and encourage your friends to make sure they have too.

\*Room parents are now responsible for getting not only the cafeteria help, but also the welcome desk help. Each

class is responsible for one week, so please sign up and help out when it is your class week if you are able.

**Scholarship Fundraiser- Kelly Plageman**

\*College Scholarship-Nothing to report.

\*Rock-a-thon is 3/19.

**School Store- Kelly Rapp**

\*No report, all is well☺

**Spirit Wear-Jenny Conklin**

**\***No report submitted.

**STEM Lab/Outdoor Classroom-Maria Galbraith**

\*No report submitted.

**Welcome Committee-Deana Collier**

\*No report submitted.

**Yearbook- Christina VanEpp/Lisa DeFrank/Deborah Vuturo**

\*The fifth grade group graduation photo will be taken by Strawbridge on October 29th.

\*We met with the Jostens artist last week to create the cover and graphics. We should have a proof later this month.

\*We are continuing to take photos of students during recess and at school events. We will be photographing STEM Night and Digging, Donuts, and Dads this month.

**Teacher Reps- Ms. Lynn/ Ms. Taylor**

**\***No report submitted.

**Time ended: 7:41pm**

**Respectfully submitted,**

**Stephanie Estey, Secretary**

**Next Meeting:**

**Thursday, November 13, 2014**

**6:30pm**