**MINUTES**

**Shady Grove Elementary PTA Board Meeting**

**October 8, 2015**

**Third Meeting of 2015-2016 School Year**

**Call to Order (Time: 6:35 pm) – Sally Raderer**

**Approval of Minutes-\***Motion made to approve the minutes from September made by Shannon Koshy and Erin Reed seconded the motion. No one opposed. Motion carried.

**Correspondence-Stephanie Estey (Amy Foy standing in)**

\*attendance sheet circulated

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

\*Recognized super heroes (board members with positive attitudes and smiles) – Brigette Sicat and Kelly Bartlett with Hospitality; Sejla Hoareau with Grounds; Heather Prather with STEM; Sarika Malani with ASE

\*Making our PTA sustainable…In efforts to encourage new people to join the PTA board, we need to communicate to other parents the positives of being on the board and think about how we may be able to scale back our jobs a bit so not to appear overwhelming to new volunteers coming in. Begin to think about who would be a candidate for President next year. It should be someone with PTA board experience.

\*PTA School of Excellence Award – a brief description of the award was given and the board is interested in hearing more details regarding the application process and the potential benefits if awarded. Sally will find out more details and report back.

\*School Supply kits – are we interested? Discussion tool place with some board members stating they do not want another duty to take on and others expressing interest and proposing finding a parent interested in looking into it. Mary Wilson made a motion to explore the options of school supply kits and Zak Young seconded the motion. No one opposed. Motion carried.

\*Communication requests coming from schools and organizations from outside the school wanting to post in our blast or website. Colleen getting requests and at this point has allowed for limited information to be posted. This will be an ongoing discussion.

**Continuing Business**

\*Standing Rules – thank you Alexandra Bula for providing a draft for review. Motion made by Natalie Nelson to approve the Standing Rules, Kirsten Hanson seconded the motion. No one opposed. Motion carried.

**Principal’s Update-Dr. Regina Schwab (Mrs. Gil standing in for Dr. Schwab)**

\*Spirit Week is going well and over $400 collected on Day 1.

\*Three parent coffees this month – Gifted identification, Reflex Math at home and IB application

\*Interim reports go home tomorrow.

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

\*see budget sheet – distributed to board members. No discussion.

**Executive Committees:**

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

\*Fun Run a week away.

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

**Box Tops for Education-**

\*1) The Fall submission are due at school by October 23rd, must be mailed by Nov 2nd.

2) Counting is underway and so far I've counted approximately 10000 Box Tops.

3) Interim counts by class will be communicated out next week.

**Finance report-**

\*55% of goal for check writing campaign.

|  |  |
| --- | --- |
| Check Writing | $4,383.00 |
| STEM | $1,530.00 |
| Technology | $1,316.00 |
|  |  |

**3rd VP Volunteers- Diana Tittermary/Kirsten Hanson**

\*Praise to Member Planet for volunteer function. We have 212 volunteers registered which is higher than normal

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

**Publicity Report**

**\***The first couple of blasts have gone very smoothly - thank you for your support!  The website is fully updated and we are getting good traffic to it from the Blasts and Facebook page.  Member Planet has been very easy to work with and integrate to our website - we encourage you to consider online forms for easy capture of information if that applies to your PTA role.

We have updated the blast schedule (impact in December).  If you need to access the most current version of the schedule, it can be downloaded at the bottom of the Contact the PTA Board page on the website (with the other buttons for check requests and receipt forms.)

The next blast will be published on 10/13 to promote the Cardinal Fun Run on 10/15. Content is due today 10/10 (but Friday is OK too - please let us know things are coming.)

Facebook Promotions - We have been getting more requests from outside organizations to publicize information on our Facebook page (for example from youth sports organizations, camps, charities).  In the past, we have posted only information requested/sponsored by the teachers, administration or the SGES PTA and we plan to maintain that position going forward.  If we promote some, but not all, it becomes very difficult to draw a consistent and fair line.  Sometimes there is overlap to non-PTA events - for example, we are promoting the Short Pump Mile because Mrs. Reynolds asked us to encourage SGES participation in an effort to earn a cash prize for the PE program.   Recently, we were asked to promote a student run charity art contest (by the parent of the student whose siblings have and still attend SGES).  We'd love to support this type of thing, but unfortunately, the date/timing of that program conflicted directly with the Reflections Program.  The Reflections team and publicity team felt it would be confusing and potentially damaging to Reflections participation to promote two separate art contests with deadlines just 1 day apart.  While we turned down that specific promotion, we encouraged the parent/student to let us know if there are other opportunities to support their efforts in the future.

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

\*The Lay Advisory Council held its first meeting of the school year on September 21st. The meeting was primarily organizational in nature as there is new LAC leadership.  The main topic was putting together the meeting topics/agendas for 2015–16. The topics suggested by the group:  
  
1. Bullying  
2. Drugs in the schools  
3. Tutoring - which students are eligible and how is this determined. This brought up a discussion about Power School, I do not think Shady Grove is utilizing this tool, we seemed to be the only school at the meeting where this was the case. HCPS  employees have suggested getting ready rid of interim reports so it may be more important in the future.  
4. Math (again!)  
  
Please let me know if there are any other topics Shady Grove would like to see discussed by lay advisory and perhaps brought to school board, the agenda has not yet been finalized. As a reminder, these meetings are open to the public.

**County Council- Kevin Dodson/Natalie Nelson**

**\***Natalie attended the first County Council Meeting on Tuesday, September 29. There was quorum and the new budget was approved. The next meeting is scheduled for Oct. 19 and Kevin Dodson will be representing Shady Grove.

**Standing Committees:**

**After School Programs- Anna Gibellato/Zak Young/Sarika Malani**

* \*We have 183 students enrolled in the Fall session- 98 on Tuesdays and 85 on Thursdays.
* We are in the process of collecting invoices from vendors and a few check requests have been made.
* 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**

**\***CA is off to a great start with of "Tales as Tall as the Sky" performed by Theater IV for our K and 1st graders.

Also this week the Richmond Symphony will share their Stings Quartet with our 1st graders.

These first 2 programs were provided through Henrico County as a way to support the arts in our schools.

Next week our PTA provided funding for the 3rd graders to have a science lesson on Simple Machines taught by Young Scientists.

CA has many more exciting and educational activities planned this year!

**Destination Imagination Committee Report-Colleen Bohlman/Irina Libon**

\*Mary Wilson recognized Colleen Bohlman for all her hard work and dedication last year with DI.

**Background**

In May of 2014 the PTA recognized an opportunity to help the school and DI faculty rep solve a number of significant problems generated by increased demand for DI.  We responded by setting up a DI standing committee (composed of the PTA representative and the DI Faculty Rep) to:

* plan/budget for a DI program that is self-funding to cover any number of children and not dependent on county or school budget
* support the school by administering finances - collecting funds and making DI payments
* support the faculty representative by setting up/managing processes for team assignment and communications to parents/TMs
* expand support for kids, teams and TM's through additional services

Last year, SGES had 9 teams at the Rising Stars, Elementary and Middle Level.  An additional team (with 1 SGES Student and participants from other schools) registered independently.

**Going forward**

As with any first year undertaking, there was a lot of setup work and learning from mistakes and successes along the way.  A survey was conducted at the end of the year to gather information from TM's on how things could be changed or improved and feedback from many sources was carefully considered and incorporated.  We are also making changes to simplify things going forward so that the PTA role is better defined and the work effort easily sustainable for future volunteers.  Most notably:

* Simpler fee structure - lower fee will cover just team registrations, the regional tournament fee and dress rehearsal custodial fee.
* The program will be simpler and eligibility to participate more clear
  + templates and tools are in place and processes established
  + things that created more work than benefit (and those that a majority of TMs did not value) have been eliminated
  + PTA donated funds ($1500 in our approved budget this year) are available for the benefit of current SGES students and will be used for a variety of purposes including: expense overages and travel for students participating in Global Finals. If unused, this $ reverts to the PTA.
  + Former SGES students MAY be members of SGES DI Program Teams (within specific limits) by opting in and paying the fee for the entire team.  They may take part in services offered, but are not eligible for funds donated by the PTA.
  + Whether the PTA should continue to facilitate money handling for DI teams that choose to fundraise is being evaluated - conversations will involve the committee, PTA Treasurer, PTA President and input from TMs.
* This year's DI survey will include a broader response base to add parent perspective of participants and non-participants (anyone who could not be placed or dropped out).

For 2015-16 we have 6 teams in the SGES DI Program: 3 Rising stars (grades K-2) and 3 Elementary (grades 3-5) thanks to the generous time commitment by parent volunteers to manage these teams.

There will be Cardinals participating on independent teams as well.  To maintain neutrality, the Middle Level team of the current DI committee chair (Colleen Bohlman) is opting out of the SGES DI Program and will register independently.  There are at least two other independent teams that have SGES students participating along with former students.  Students on these teams will not be eligible for PTA funds or services with one exception:  We will continue to promote and recognize all Cardinals (and former Cardinals) participating in DI within our school community, regardless of team affiliation or grade level.

**Grounds – Sejla Hoareau**

\*Digging for Donuts and Dads – info going out in blast and a flyer.

\*Upcoming – tulip planting for kindergarten and fourth graders

**Hospitality-Brigitte Sicat/Kelly Bartlett**

\* Third event will the tailgating luncheon

**Legislative-Emma Gaccione**

\*I will be setting up with the sign in people to try and get some more votes before they're counted and turned in (the following week)  I will bring the final count to the next meeting. It would be helpful to have a reminder added to the Fun Run info if possible letting parents know that I’ll be there and they have a final chance to vote if they haven't yet.

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

\*538 members – below our goal. Trying to brainstorm on ways to boost the number.

**Parliamentarian-Amy Foy**

\*Waiting for Member Planet directory to resolve directory accessibility issue. Zak in communication with MP regarding the issue.

**Reflections- Joanne Rosel/Mary Wilson**

\*Panicking again this year.  Have only received 2 entries.  I am hoping that we get a massive amount at the end of next week.  I thought the gift cards would be more of an incentive but so far we are not seeing any increase in submissions.  Keep your fingers crossed and please help me spread the word.

**Room Parents-Katherine King**

\*I am still working out the kinks with a few classes.  But I know that some parents are just meeting this coming week with their teachers, so we are getting there.  Slowly but surely!

**Scholarship Fundraiser- Leslie Baker/April Kim**

\* No report

**School Store- Kelly Rapp**

\*No report

**Spirit Wear-Stacy Mcleod**

\*Shipment delayed

**STEM Lab/Outdoor Classroom-Heather Prather**

\*The first nine weeks of the school year we are focused on setting up a system to run the STEM Program, which includes building a volunteer network (i.e., STEM Grade Level Leads), collecting information from the teachers from the STEM needs analysis, restocking and organizing the STEM lab, and conducting a Parent STEM Survey. Much of this important work has already been done. The second nine weeks we will implement the system with teachers beginning to conduct STEM lessons/activities inside and outside the classroom and utilizing parent volunteers. We encourage parents to be patient as we grow our STEM Program and step forward to contribute their STEM knowledge and skills in the spirit of "bringing STEM to the Cardinals in creative and collaborative ways."

**Welcome Committee-Deana Collier**

\*No report

**Yearbook- Radha Joshi/Shannon Koshy/Ani Revilla**

\*390 yearbooks sold

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

\*Thank you to hospitality for all the treats!

\*In response to some of the discussion regarding sustainability and increasing interest among other parents to join the PTA board, Ms. Taylor pointed out that we are doing such a fantastic, thorough job, that parents may get comfortable allowing the hard work to be done by others rather than pitching in to volunteer their time. Food for thought.

**Time ended: 8:22 pm**

**Respectfully submitted,**

**Amy Foy, Parliamentarian (standing in for Stephanie Estey)**

**Stephanie Estey, Secretary**

**Next Meeting:**

**PTA Board Meeting**

**Thursday, November 12, 2015**

**6:30pm**

**Fun Run**

**Thursday, October 15, 2015**

**3:30pm**