

**MINUTES**  
**Shady Grove Elementary PTA Board Meeting**  
**October 13, 2011**

**Present:** Kaje Stuckey, Stacey McKenna, Tracy Teal, Sally Raderer, Julie Lang, Angela Roupe, Beth Clark, Branton Smith, Melissa Taylor, Lucille Lindamood, Brian Levitin, Alison Crowder, Stepahnie Marcus, JoElle VanRoekel, Deb Holden, Michelle Bone, Mary Jordan, Christine Shamus, Delphine Hartsel, Kelly Plageman, Justine Sherman, Regina Schwab, Crissy Rhyne, Debbie Taylor

**Absent:** Sue Manley, Esther Black, Vicki Parlantieri, Shannon Johnson, Penny Sellers, Deborah Vuturo, Laura Girard, Jennifer Conklin, Sarah Westmoreland, Lisa Weisner, Colleen Bohlman, Penny Ohman, Andi Elliott, Amy Foy

**Call to Order (Time - 6:35pm) – Kaje Stuckey**

**Approval of Minutes-Kaje Stuckey**

*Motion made by Deb Holden to approve the minutes from the September 2011 meeting. Branton Smith seconded the motion. No one opposed, motion carried.*

**Correspondence-Stacey McKenna**

- \*Board members were thanked for submitting committee reports prior to the meeting.
- \*Several thank you notes from students and teachers were circulated during the meeting.

**President's Action Items/ Announcements-Kaje Stuckey**

- \*Board members were thanked for all their hard work to make the first month of school successful.
- \*Susan Schools is working hard on the directory.
- \*The Cookbook Committee is busy collecting recipe submissions. Students are voting on a title for the cookbook (three choices: The Shady Grove Stove, Lettuce Eat and Cardinal Cuisine). Anyone submitting a recipe this week will be entered to win a free cookbook. Also soliciting recipes from local restaurants. Currently have 90 pre-orders for the cookbook.
- \*The PTA Convention will be held November 4-5 in Richmond. Let Kaje know if you are interested in attending.

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

- \*This month the students went "WILD" for Maymont and the SCA raised over \$500.
- \*In September, students discussed the school's anti-bullying campaign.
- \*At the end of January, our school will be subject to a comprehensive safety audit. This audit takes place every three years. As we review our safety procedures, Dr. Schwab will be including information in the blasts about certain safety measures and why they are in place.

**Treasurer's Report- Tracy Teal**

- \*Tracy explained a new financial report that she will be using throughout the year. The new report will be a tool to help forecast the PTA's financial results for the year. Board members can help by (1) turning in timely cash receipts and check requests, (2) reviewing the monthly Financial Report to determine if they will receive/spend more or less than their remaining budget, and (3) communicating any significant differences (e.g. greater than \$100) to Tracy as soon as possible.
- \* Forms are in the PTA room for cash receipts and check requests. Tax-exempt forms are also in there, but they generally require that payments be made using PTA checks.
- \* A copy of the new liability insurance coverage is also in the PTA room.

**Executive Committees:**

**1<sup>st</sup> VP Programs- Sally Raderer/Julie Lang**

- \*Getting ready for the Cardinal Fun Run on October 20<sup>th</sup>. Registration will begin at 5:00 p.m. with grade specific runs to follow at 5:30 and 6:30 p.m. Have five community sponsorships (Kid Med, Jason's Deli, Trader Joe's, 3 Sports and Traveling Yoga Sisters) that will help defray the cost of the event. Thanks to all who have volunteered to help out.

\*Upcoming Programs: Reflections on November 17<sup>th</sup>, Fifth Grade Choral Concert on December 15<sup>th</sup>, Book Swap/Story Time & Presentation for Parents on January 19<sup>th</sup>.

\*Discussed possibility of selling Wrap-N-Mats. Will discuss further at next month's meeting.

### **2<sup>nd</sup> VP Finance- Angela Roupe/Beth Clark**

\*Check Writing Campaign has already raised \$28,590!! This is well over our budget (\$22,000). Waiting on approximately \$700 in matching gifts. Total school participation is approximately 72.5%. Will create a bar graph to display participation by grade level. So far, Mrs. Doyle's fourth grade class is in the lead to win the ice cream party for having the most class participation. Will also award an extra cultural arts program to the winning class in each grade.

\*Box Tops have raised \$1,411 so far this year. Sent home themed sheets for collecting Box Tops. The September winner for Box Tops collections was Mrs. Marshall's second grade class. The first collection deadline is October 21.

\*In September, we earned \$210 from Papa John's pizza sales. The next Papa John's nights will be November 8-10. We will be competing for the teacher's trip to Massanutten in November. Still interested in having a Teacher Delivery Night in the spring.

\*Earned \$606 from Book Sox sales at Open House. Earnings were less than prior year due to third grade only requiring four instead of five.

\*We received our check from Target for \$1,047.

\*Approximately 100 people have registered their Martin's cards.

\*Our third annual Barnes & Noble Book Fair Spirit Night is scheduled for December 6 from 5:30-8:00 p.m. Will have teacher volunteers reading their favorite books again this year. Plan to collect a wish list from each teacher of books they would like to have for their classroom.

\*Spirited Art Spirit Night will be held on Tuesday, November 15. Registration for the event will be done online. Information will be sent home soon.

### **3<sup>rd</sup> VP Volunteers- Branton Smith/Sue Manley**

\*We are all set with volunteers for picture day on Friday, October 21.

### **4<sup>th</sup> VP Communications – Melissa Taylor**

\*Currently have 564 active members on Constant Contact.

\*Open rate has increased slightly since last year.

\*Website traffic has also greatly increased.

\*Members were reminded to send important dates, flyers, links, etc. to Melissa to be included in the website.

\*Please review your section of the website to make sure information is current and accurate.

\*Please send Melissa any photos you would like to include on the website.

### **Lay Advisory- Esther Black/Lucille Lindamood**

\*First meeting of the year was held on September 19.

\*Discussed role, which is to provide information about what is going on at the School Board level to the PTA and school community. Can also bring concerns or ideas from the PTA/school to the School Board.

\*Good source of information is "Board docs" on the HCPS website

(<http://www.boarddocs.com/vsba/henrico/Board.nsf/Public>).

\*During breakout groups for the elementary school level, discussed SOLs, General Assembly ballots, nutritional value of lunches and the math curriculum.

### **County Council- Vicki Parlantieri/Brian Levitin (No report was given during the meeting. Report was received after the meeting. Included in minutes for informational purposes.)**

\*President's theme for this year is T.E.A.M. (Together Everyone Achieves More).

\*Discussed scholarships – HCCPTA gives approximately \$1,000 to a student at each of our high schools. Must be a member of the PTSA to receive the scholarship.

\*Also discussed current legislation. Voting is due on October 23.

\*The Virginia PTA Convention will be held November 4-5 in Richmond. Ann Carson, our past President will be installed as the Virginia PTA President.

\*Requesting information from all Henrico County schools for the Board directory.

\*Changes were made to the Reflections program this year.

**Standing Committees:**

**After School Programs- Alison Crowder/Stephanie Marcus/JoElle VanRoekel**

\*Budget was determined based on all classes reaching capacity. This did not occur so our numbers will be down from the budget.

\*Anticipate having a profit of approximately \$900 after the fall session. This is mainly due to savings incurred from going to online registration this year.

\*Volunteer sign-ups through nList have gone really well.

**College Scholarship Fund- Kelly Plageman/ShannonJohnson**

\*Working on the Rock-A-Thon.

\*Have hired a DJ (Manny Green) for the night. Discussing appropriate music and game ideas.

\*Working with Mr. Guider to design t-shirts to sell before the dance. Proceeds will go to the Technology Fund.

\*Will send home informational flyer in November. Registration forms will be send home in December. Will put information on website and will include in morning announcements.

\*Planning to talk to teachers about volunteering to “teach a dance” at the Rock-A-Thon.

\*Also discussed the idea of having a photo booth with a backdrop for taking pictures at the event.

**Cultural Arts/ Education Enhancements- Penny Sellers (absent, report read by Stacey McKenna)**

\*Schedule for 2011-2012 is complete. Will be providing two Science Place programs and one cultural arts program for each grade level. Programs were chosen based on teacher’s input from questionnaire distributed last year.

\*Teachers have been asked to let parents know, via email or newsletters, when their class participates in a PTA sponsored program in order to raise awareness of the need for continued PTA funding.

**Historian-Deborah Vuturo (absent, report given by Kaje Stuckey)**

\*Last year’s memory book is in the office and looks fabulous.

**Hospitality-Laura Girard/Jennifer Conklin**

\*No report.

**Legislative-Deb Holden**

\*Board members were asked to fill out legislative ballot.

**Membership- Michelle Bone**

\*Currently have 543 members, three of which are teachers.

\*Will be sending out letters to people who have not yet joined.

**Outdoor Classroom-Sarah Westmoreland (absent, report read by Stacey McKenna)**

\*Held a Weedy Weekend Workday. Kids trimmed bushes, weeded the garden and cleared out the Journey North Bed.

\*Next activity will be kicking off the Journey North fall bulb planting in November.

**Parliamentarian-Lisa Weisner**

\*No report.

**Reflections- Colleen Bohlman/Mary Jordan**

\*Entries are due October 21.

\*Judging will start the week of October 24. Still need one more judge in the music category.

**Room Parents-Penny Ohman (absent, report read by Stacey McKenna)**

\*All room parents have been selected and given access to nList.

**School Store- Christine Shamus**

\*School store has been very busy.

\*Will be allowing fourth and fifth graders who are on the honor roll to work shifts on Mondays and Wednesdays. SCA members will be staffing the store on Fridays. Staffing will be done using nList.

\*Will be meeting with Mrs. Siegel and Mrs. Venezuela to discuss how the proceeds from the school store should be used. Please email any questions or suggestions to Christine.

**Special Events-Delphine Hartsel**

\*Over 200 items were ordered.

\* Expect merchandise to be received soon.

**Yearbook- Justine Sherman/Andi Elliott/Amy Foy**

\*Have sold 351 books, over 50% of our sales goal.

\*Raffled off two yearbooks to people who ordered by deadline.

\*Cover theme has been decided and approved by Dr. Schwab.

\*Classroom photographers have been given directions and are working on uploading pictures. Anyone can upload pictures via the link on our website.

**Teacher Reps- Mrs. Rhyne/ Ms. Taylor**

\*No report.

**Time ended: 7:45 p.m.**

**Respectfully submitted,  
Stacey McKenna, Secretary**

**Next Meeting:  
Thursday, November 10, 2011  
6:30pm**