**MINUTES**

**Shady Grove Elementary PTA Board Meeting**

**September 10, 2015**

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

**Present:** Sally Raderer, Gwen Jahangiri, Stephanie Estey, Erin Reed, Kirsten Hanson, Diana Tittermary, Irina Libon, Alexandra Bula, Kim Berselli, Natalie Nelson, Zak Young, Anna Gibellato, Goutam Gandhi, Janet Sullivan, Mary Wilson, Sejla Hoareau, Brigitte Sicat, Shannon Koshy, Natasha Gamboa, Katherine King, Kelly Rapp, Radha Joshi, Ani Revilla, Dr. Schwab, Crissy Lynn.

**Absent:** Tabetha Swertfeger, Renee Kreiser, Meghan Gemmill, Colleen Bohlman, Kevin Dodson, Leslie Baker, April Kim, Kelly Bartlett, Emma Gaccione, Amy Foy, Joanne Rosel, Stacy McLeod, Heather Prather, Deana Collier, Debbie Taylor.

**Call to Order (Time: 6:09 pm) – Sally Raderer**

**Approval of Minutes-\**Motion made to approve the minutes from the last meeting of 2014-2015 school year by Kim Berselli. Diana Tittermary seconded the motion. No one opposed. Motion carried.***

***\*Motion made to approve the minutes from the first meeting of 2015-2016 school year by Kirsten Hanson. Katherine King seconded the motion. No one opposed. Motion carried.***

**Correspondence-Stephanie Estey**

\*Circulated the contact list to have new PTA members verify the information listed by their names and to add any additional info needed. This list also doubled as an attendance sheet and members were asked to put a check by their names to prove attendance.

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

\*Member Planet implementation has been highly successful. There have been some minor technical issues, but overall doing well.

\*We are absorbing processing fees, through a line item in the budget. As the year progresses, the Board will continue to look at fees and overall satisfaction with Member Planet. At this point, we’re very pleased with it.

\*Can’t thank Zak Young enough for his extra hard work and efforts on this. Other PTA’s have been reaching out to inquire about our new system in place.

\*4 classrooms need promethean boards as well as Mr. Guider.

\*Member Planet states that “Tech Funds” are for promethean boards.

\*Individual recognitions were handed out to a number of PTA members this evening to thank them for the efforts.

\*Budget was discussed and Sally and Gwen went over the budget and stopped at various line items to explain.

\*Sally went over how the budget works to the board.

\****Motion made to approve the budget being submitted to the general membership for review by Erin Reed. Kelly Rapp seconded the motion. No one opposed. Motion carried.***

\*Parent coffee in October which will be talking about Reflex Math, per Dr. Schwab.

\*Item of new business-Sally asked for any volunteers to help in putting together the PTA buttons for Back to School Night.

\*Continuing Business-Standing Rules draft has been written up by Alexandra Bula. Sally will circulate this for review.

\*At closing of the meeting, Sally wanted the board to start thinking ahead to those who can take over the roles that will be open and available in the next school year.

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

\*Hopeful that we as parents have been getting great feedback on the start of a good school year from our kids.

\*So thankful for all of the help from the PTA in getting the beginning of the year started.

\*In the upcoming month we will be having a New Parent Coffee on 9/24. We will have a very active Parent Coffee Program planned for the year.

\*September 23rd Heather Prather will be coming in to talk about her program and to talk to the staff about the program.

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

\*Audit completed in July. Gwen thanked everyone for helping to get it approved. It will be presented at Back to School Night.

\*With regard to check requests forms, for any reimbursements please complete them with the receipt attached within 30 days. Put it in Gwen’s folder in the PTA room and send an email to let her know it is in there. This is the same for cash receipts, please fill them out and leave in her folder.

**Executive Committees:**

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

\*Fun Run is set for October 15th. We will be having a meeting with Mrs. Reynolds Tuesday to get the ball rolling for planning it.

\*Try to volunteer for it if you can, as it is really needed for events like this.

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

**Box Tops for Education-**

\*A letter to teachers about the program will go out the week of September 13th.

\*A letter to the parents about the program will go out the week of September 13th.

\*Meghan recommends setting the goal at $3,000, this is the same as last year and we missed slightly.

\*At this point, I am recommending the same rewards for the most Boxtops in the Fall/Spring of an extra recess and a kickball game for the class with the most submissions throughout the year.

\*The fall submission date for the school will be October 23, 2015. Boxtops are due by November 1st for the December check.

**Finance report-**

\* Sally mentioned that magnets have been ordered for Cardinal Donors and you can pick them up at Back to School Night.

\*For Direct Donations this is the total so far…Cardinal donations: $11,500, Check Writing Campaign: $2,720 which totals $14,220.

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

\*Welcome Desk is filled and Morning Greeter is nearly filled up. Kirsten thanked the board for their help.

\*Spots in the cafeteria are still available.

\*Diana completed class schedules and will be sending those over to Katherine to submit to the teachers in a week or two.

\*Volunteer committee will be speaking at Open House about volunteers before posting a sign up on Member Planet.

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

**Publicity Report**

\*We are awaiting final dates for Digging, Donuts, and Dads and or the other Spirit Nights. We may adjust the Blast schedule as these dates are finalized.

\*Blast is scheduled every two weeks, with a few stretching to three weeks. Many of the due dates for Blast content align with PTA Board Meetings.

\*Content will typically be due the Thursday prior to Blast publication.

\*First Blast is scheduled to be distributed next Tuesday, September 15th. Content is due to Colleen and Irina this Friday (could wait until Monday morning at the latest).

\*As Colleen mentioned, we have been working to simplify the website.

\*We have done an evaluation of each of our web pages and have put together an action list of what needs to be reviewed.

\*Please review your pages and send Colleen and me any updates/changes.

\*As a reminder, please email all communication requests to both Colleen and Irina and place “Publicity Request” in the subject line.

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

\*No report.

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

\*No report. Natalie will coordinate the meeting schedule with Kevin.

**Standing Committees:**

**After School Programs- Anna Gibellato/Zak Young/Goutam Gandhi**

\*ASE is nearly ready to go live on September 16th or 18th and will be able to take payments and registrations through Member Planet. This will be a first come first serve basis for signing up.

\*There will only be one session of ASE in the fall and the flyer will be going out next week.

\*There will be 6 classes on Tues and 6 classes on Thurs.

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

\*Finalized calendar is ready now and very excited about programs this year.

\*Any extra info will be put on The Blast.

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

\*I am meeting with Mrs. Molloy on Monday to set our calendar for the fall and Destination Imagination flyers will go home soon thereafter.  As in the past, we'll charge a fee to cover team registration and tournament fees along with a small supply budget for each team manager.  At the end of last year, we surveyed team managers and parents and are making a few adjustments based on feedback: [NOTE: This information has changed since the meeting where these minutes were reviewed/approved. See next board meeting minutes for updates]

* Fees will be $60 for grades 3-5 and $45 for K-2.  This is because Rising Stars (K-2) do not compete at State
* T-shirts will be a separate option vs. included in the DI Fee

\*As always, the number of children we can accommodate is dependent on the number of volunteers who sign up to be Team Managers.

\*Team Manager training will be 10/24 at Goochland High school and our goal is to have the teams formed before that so all team managers can take advantage of the training.  Tournament Dates are set for March 5 and April 9th.

\*If you have any questions about DI, don't hesitate to ask!

**Grounds – Sejla Hoareau**

\*This fall we have spent $900 on all of the plants etc.

\*We donated various produce to a local food bank.

\*Working on planning for Digging, Donuts, and Dads. We need more support for this event due to the heavy labor with setting up, mulch, and wood.

**Hospitality-Brigitte Sicat/Kelly Bartlett**

\*We met with Dr. Schwab to establish the monthly teacher and staff hospitality event dates this year. We’re looking forward to hosting some fun events this year which include Tailgate Luncheon, Thanksgiving Lunch, Chili Cook-Off, Favorite Holiday Snacks, Soup and Salad Party, Cinco de Mayo, and a Sugar Overload Ice Cream Party.

\*The first event was a fabulous Back to School Breakfast on August 31st sponsored in conjunction with the Silver Diner. The next event will be a bagel breakfast the morning after Back to School Night on Friday September 18th.

**Legislative-Emma Gaccione**

\*No report submitted.

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

\*Doing well with memberships at 345 members as of today. The new system in place could be the reason that we are only at half of what we want it to be for membership. The Blast could help more members to join.

\*No cards being issued from the National PTA, but there is a template available if you need it.

\*100% membership means that we have enough actual PTA members to cover the number of children in school.

\*Ms. Lynn mentioned to have the Blast info forwarded to her via email so that she can send to the teachers who will then send to parents.

**Parliamentarian-Amy Foy**

\* No report.

**Reflections- Joanne Rosel/Mary Wilson**

\*Discussed incentives in order to get kids to volunteer into the program.

\*Plan to have a drawing for 2 gift cards as incentives for joining Reflections. If you enter the contest, your name will go into a drawing for these gift cards.

\*Competition isn’t the point; it is about showcasing the student’s talent.

\*”Let Your Imagination Fly” is the theme of Reflections this year.

\*A suggestion was made to ask Music or Art teachers about promoting Reflections.

\*Oct 16th is the deadline to get your stuff in.

 **Room Parents-Katherine King**

\*No report submitted.

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

\*No report submitted.

**School Store- Kelly Rapp**

\*Sally presented our sister school, Laburnum Elementary, with a $500 check. Again, they are very appreciative and grateful for our support. There is a thank you note posted in the PTA room.

\*Jessie Sanborn and I are working on setting up the NList. The store will be up and running the 3rd week of school, 9/25.

\*It will again be staffed by SCA members and their parents, and will be open Wed and Fri mornings in the same location.

**Spirit Wear-Stacy Mcleod**

\*Vendor limited shirts to 2 designs and only allowed minimal design ideas/changes this year, but overall shirts are great.

\*Online store opens 9/3 and will close 9/18 (will open again end of Nov/early Dec for holiday ordering with shipping of shirts 2nd week of Dec)

\*Will check over online school store for accuracy prior to opening day.

\*Shirts will be distributed to each class by end of Sep/early Oct.

\*Will have a display at school entrance as a reminder to order online during the open store time 9/3-9/18.

\*Minimal mark up of shirts approx $.50 to cover sample shirts, front/back printing for Field Day, and other incidental costs (same as last year)

\*Shirts will remain nonprofit unless board decides otherwise …historically shirts are to boost school spirit not for profit.

\*Will have teachers send email blasts, see if I can put reminder in teacher newsletter (need to find out who does this), reminder on morning announcements, and paper reminders in take home folders.

\*Need information on how and who can send a reminder via the PTA website.

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

\*We have developed a STEM brand, vision, mission, and goals to help communicate the importance of the STEM Program and promote a shared understanding of the program.

\*We have updated the SGES PTA STEM Program webpage to communicate STEM-related information to parents and children (check it out and spread the work).

\*We will be on the SGES Facebook page to communicate STEM news (i.e., what’s going on in STEM that our parents and children might want to know and learn about) to Facebook members (again, please help spread the word).

\*We are thrilled to have an increased budget this year. This will allow us to supply teachers and the approximately 36 classes the many necessary supplies and tools they need to “do STEM” inside and outside classroom, restock the aquariums and take care of the animals in the STEM lab, and purchase crittercams for the viewing of the animals. Further, we will be expanding the STEM Program by purchasing additional materials that will help grow the STEM Program (stay tuned).

\*We have a STEM Fund on Member Planet, so please donate if you can☺. We can do more with more funds and help plan for next year.

\*The first 9 weeks of the school year we will be busy setting up a system to run the STEM Program, which includes many steps, such as completing the teachers needs analysis, recruiting for the important position “STEM Grade Level Coordinator” and finding out how our parents can contribute to growing the STEM program (i.e., what are their areas of expertise in STEM).

\*We ask that our PTA members, parents, teachers, and Shady Grove community be patient and contribute any way they can (i.e., time, funds, expertise) as we roll out the STEM Program so that we can “**bring STEM to our Cardinals** **through creative and collaborative ways**.”

\*Any questions, want to get more involved, please contact Heather Prather at prather.heather@gmail.com.

**Welcome Committee-Deana Collier**

\*No report.

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

\*Need to get pictures done for Back to School Night slideshow.

\*Went over questions about how and when to get into school to take pictures for the yearbook.

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

\*Miss Taylor is home recovering from surgery.

\*Homework notebooks were well received and a big thank you was given to the PTA.

\*If you need any info passed along to parents, just forward info on to Ms. Lynn and she will help.

**Time ended: 8:00 pm**

**Respectfully submitted,**

**Stephanie Estey, Secretary**

**Next Meeting:**

**PTA Board Meeting**

**Thursday, October 8, 2015**

**6:30pm**

**Fun Run**

**Thursday, October 15, 2015**

**3:30pm**