MINUTES

Shady Grove Elementary PTA Board Meeting

October 13, 2016

Third Meeting of 2016-2017 School Year

Present: Katherine King, Greg Bula, Natalie Nelson, Iryna Dolynuk, Susan Parker, Gwen Jahangiri, Sarah Fox, Kim Berselli, Ann Vaughan, Zak Young, Brigitte Sicat, Kristin Clarke, Mary Wilson, Britta Quick, Radha Joshi, Dr. Regina Schwab, Crissy Lynn, Debbie Taylor.

Absent: Sally Raderer, Amy Jessup, Christine Price, Alexandra Bula, Shannon Hayes, Megan Gemmill, Irina Libon, Emma Gaccione, Deb Vuturo, Janet Sullivan, Kelly Bartlett, Jenny Conklin, Erin Reed, Joanne Rosel, Cheryl Bloor, Leslie Baker, Lara MacDonald, Stacy McLeod, Radha Joshi, Shannon Koshy, Beth Clark, Kevin Dodson, Seja Hoareau, Stacey McLeod, Holly Dougherty, Lisa Clarkson, April Kim.

**Call to Order** (Time: 6:30 pm) – Katherine King

Minutes from September meeting reviewed. Motion to approve by Greg Bula, seconded by Mary Wilson. General Membership meeting minutes from back to school night reviewed. Motion to pass the minutes by Greg Bula, seconded by Kim Berselli.

**Correspondence** - Natalie Nelson- none

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

A bullying brochure was sent home and should have been received by all parents and reviewed with their children at home. SCA spirit days were a success raising $805 for Maymont. The school has had safety drills for earthquakes and fires. They will have a hide and lock drill next. There have been 2 parent coffees: 1 for information about the gifted process and the other on the IB program. Destination Imagination is going to be spearheaded by Ms. Carson. (Mary Wilson commented that enrollment is currently low.)

**Treasurer’s Report- Greg Bula**

*Check Requests*:  Please continue to use the attached Check Request Form for all check requests.  Also, please continue to specify the “Expense Account”, as this is needed for proper bookkeeping.  Some of you have submitted the Check Request For and the supporting documentation (invoices, proof of payment) via email – this is fine, thus feel free to continue submitting this way.  I generally try to cut checks every 10-14 days – if you have a rush, please let me know and I will be happy to oblige.  I will bring over all the processed check’s to today’s meeting.

*Cash Deposits:* Please continue to use the attached Receipts Form for all check and cash deposits.  For compliance purposes, two signatures are required on this form – yours plus one.  It is preferable to obtain a Board Member’s signature as the secondary signature; if this is not possible, then any other secondary will suffice.  Please make sure you submit these at your earliest convenience.

*Tax Exempt Shopping:* Please continue to use the attached 501c determination letter for tax free shopping for PTA supplies.  You may choose to print out a copy and keep it in your car for quick access, or scan it to your phone as a jpeg file for even quicker access.

*Monthly Reporting*:  The operating expenses for your line item budget categories are updated on the monthly reports presented during our meetings.  If you need up to date information on your remaining budget during the course of the month, or require any other financial information, please feel free to reach out to me.

*Correspondence:* Please continue dropping off forms and documents in the PTA Treasurer folder of the PTA filing cabinet.

*Email:*  Please continue to communicate via my ‘[gbula@yahoo.com](mailto:gbula@yahoo.com)’ email address, as this is my preferred method.  I am sending this email from my work email as a one-off.

**President’s Action Items/ Announcements-Katherine King**

New and old board members have been working so hard and going above and beyond. Katherine very much appreciates everyone’s efforts! Tabitha Swertfeger has resigned as the membership chair and now Jenny Conklin will be filing that role. She has met with Natasha Gamboa, last year’s membership representative, and is up to speed on the details of the job. She will be meeting with Amy Foy and will be starting the directory soon.

Executive Committees

**1st VP Programs-Sally Raderer/Amy Jessup**

**Report given by Katherine King:**

The Fun Run is next week and many volunteers are still needed.

Oct. 20- Fun Run (with a brief PTA General Membership meeting between K-2 and 3-5 races)

Nov. 17- Reflections (with a brief PTA General Membership meeting at the beginning)

Dec. 7- holiday concert (with a brief PTA General Membership meeting at the beginning)

Jan. 19- International Night (with a brief PTA General Membership meeting and prize drawing at the end)

\*January 26 - snow date for International Night\*

Feb. 16- STEAM Night (with a 25th Anniversary theme)  (with a brief PTA General Membership meeting and prize drawing at the end)

\*Feb. 23- snow date for STEAM Night\*

March 16-Rock- A-Thon

May 18-  Shady Grove's 25th Anniversary Celebration Picnic, with special guests invited (with a PTA General Membership meeting)

We anticipate needing a lot of volunteers for our programs. Middle school and high school students are welcome, but we need adults too. If you, your child, or someone you know wants to volunteer for programs, please contact Amy Jessup or Sally Raderer. Thanks!

**2nd VP Finance-Chrissy Price/Iryna Dolynuk**

We have reached approximately 71% of our budget. November spirit night at Ashland Roller Skating rink will be on Friday, November 11 from 5-7 pm to raise money for the PTA. $5 per Shady Grove Cardinal. Siblings and parents free. The rink will be open just for our school! Flier will be distributed Nov. 1. Other upcoming spirit nights will be Chipotle, Panera and in December will be Skate Nation. Donor parking spaces will be changing the first of each month.

**Box Tops for Education- Sarah Fox -** We have raised approximately $700 with box top submissions!

**3rd VP Volunteers- Alexandra Bula/Shannon Hayes**

Volunteers have been in full swing now that the county has cleared our parent volunteers to fill the Cafeteria back Up Bunch, Morning greeter and welcome desk sign ups. While we have had many interested parents sign up via Member Planet, the sign up genius is still in need of many, many volunteers for all roles, but especially the lunch room. Please help us spread the word to neighbors and friends. Anyone interested in becoming involved with the BUB groups can reach out to us directly.

We are currently working to get each committee their volunteers spreadsheet using the Member Planet data. We’re hoping to have that completed by this weekend.

**4th VP Communications – Irina Libon/Megan Gemmill**

Blast will go out on Oct. 11. Next content will be due on 10/20 for the 10/25 Blast. Be sure to put “publicity” in the subject line.

**Lay Advisory- Kim Berselli/Ann Vaughn**

Next meeting is Oct. 18 at 7 pm in conjunction with the HCCPTA at Henrico High school at 7 pm.

**County Council/Legislative - Kevin Dodson/ Emma Gaccione-** No report

Standing Committees

**PTA Technology- Zak Young**

Will be following up with Shannon Koshy and Radhi Joshi to create a google folder that can be shared for teachers to upload their pictures at the new gmail address that was created for yearbook.

**After School Enrichment - Deb Vuturo/Holly Dougherty/Lisa Clarkson**

ASE is in full swing and the pick up time is getting shorter as the process continues to be improved.

**Rock a Thon Fundraiser - Leslie Baker/April Kim -**  No report

**In school Student Programs - Janet Sullivan/Gwen Jahangiri**

The first CA program will be Pocohontas on Oct 24 for 2nd and 3rd graders. This is a new program for Shady Grove and we are excited to hear how the students like it.

**Hospitality - Kelly Bartlett/Brigitte Sicat**

Hospitality hosted a light dinner for the teachers on Back to School night. As many of you know, our teachers work hard preparing for this night and many of them don’t have time to leave to eat before the event. That’s a long day for them, so hospitality graciously catered dinner.

Our next hospitality dinner will be a lunch for the teachers on Wednesday, Oct. 19 and we will be using out Volunteers for the first time. If you’d like to help out, let us know and we’ll be happy to add your name to the sign up genius.

**Membership - Jenny Conklin**

We have 494 memberships. The directory will be compiled soon.

**Outdoor Classroom - Sejla Hoareau/Kristin Clarke -**  No report

Dads, Digging and Donut Planning for Dads, Digging and Donut even is under way. The date is October 29, 2016, and Rain Date in November 5, 2016. We need a list of volunteers that have signed up for Outdoor/ STEM ASAP so that we can create a signup Genius volunteer listing/ request. We are working on reaching out to STEM to solicit feedback / ideas for STEM activities during this event. Wyndham Garden members will be revamping Butterfly Garden and will need a lot of hands. We will be giving community service hourly credits so if you have a child that is in middle or high school and needs to perform community services, please do encourage their participation. The invite cards will be sent out in children’s folders by mid next week. Planning for Journey North Tulip planting is under way as well. We will be planting mid-November with the KG group. May add 4th graders if we find enough support to teach the lessons just like last year. If you know anyone who may be interested in teaching Tulip classes, please let us know.

**Reflection - Erin Reed/Mary Wilson**

Eight days are left for a submission for Reflections. Erin and Mary will be meeting next week to have ongoing discussions about judging and the volunteer list. Mary Wilson discussed how proud students are to see their work displayed even if they do not receive an award.

**Room Parent Coordinator - Cheryl Bloor -** no report

**School Store - Lara MacDonald**

The school store is up and running and open every Wednesday and Friday.

**Spirit Wear - Stacey McLeod**

The Spirit Wear order should be coming in today or tomorrow.  Once it arrives I need a couple days to sort and then deliver to the rooms.  There was a lot of excitement about the designs this year.  Sales were decent but not as good as last year.  There will be a small profit but not what was expected.

**STEM Program - Susan Parker**

On Friday, September 23rd, I met with Nicky Gil, Joy Siegel (STEM Lead Teacher), and Shannon Maroney.  We discussed a number of potential STEM programs (listed below).

• Joy Siegel (STEM Lead Teacher) is interested in starting a STEM afterschool club.  The students would be involved in the organization of the STEM Lab and participate in STEM activities.  The club would function similar to afterschool enrichment programs.  Beth Clark (Chair, After School Clubs) and I will be discussing the logistics.  Some funding from PTA will be necessary, however, the final amount is still being determined.

• Following recommendations from the VA Department of Education, SGES has the goal of incorporating coding into every grade level.  The Robotics equipment will be well-utilized and Joy Siegel is working on developing grade-appropriate coding lessons for the younger grades.

• Randolph-Macon College student who interned this summer at the Science Museum of Virginia developing STEM Curricula for afterschool programs will present their curriculum to SGES 3rd-5th grade classes, depending on teacher need and interest.

• As part of the preparation for a larger grant being prepared by researchers at Randolph-Macon College, SGES will have the opportunity to select two teachers to send to Monkey Jungle in Miami for training on primate-related STEM curriculum.  Teachers will be selected by the administration following an application period.

Ms. Taylor asked if Ms. Parker is ready to get supply list from teachers. Ms. Parker and Ms. Carson will coordinate after the upcoming staff meeting.

**Yearbook - Radha Joshi/Shannon Koshy/Britta Quick**

No report

**After School Clubs - Beth Clark**

There have been several teachers that have expressed interest in forming clubs either next spring or Fall 2017. These teachers have expressed interest in a potential STEM club, a boy’s reading club, a "girls on the run" club, a running club and a recycling club. I am exploring with these teachers what their role will be, the purpose of what each club is, what the curriculum would be, who would be able to join the club and how we might fund these clubs.

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

Teachers really appreciated the back to school night dinner.

Time ended: 7:05 pm.

Respectfully submitted,

Natalie Nelson, Secretary

Next Meeting:

PTA Board Meeting

Thursday, November 10, 2016

6:30 pm

Fourth Meeting of the 2016-2017 school year