MINUTES

Shady Grove Elementary PTA Board Meeting

September 8, 2016

Second Meeting of 2016-2017 School Year

Present: Katherine King, Greg Bula, Natalie Nelson, Sally Raderer, Amy Jessup, Chrissy Price, Alexandra Bula, Shannon Hayes, Irina Libon, Megan Gemmill, Ann Vaughn, Emma Gaccione, Zak Young, Deb Vuturo, Leslie Baker, Janet Sullivan, Brigitte Sicat, Kelly Bartlett Wheeler, Kristin Clarke, Erin Reed, Mary Wilson, Cheryl Bloor, Joanne Rosel, Lara MacDonald, Radha Joshi, Shannon Koshy, Britta Quick, Radha Joshi, Beth Clark, Dr. Regina Schwab, Crissy Lynn, Debbie Taylor.

Absent: Sarah Fox, Iryna Dolynuk, Tabetha Swertfeger, Susan Parker, Kim Berselli, Kevin Dodson, Seja Hoareau, Stacey McLeod, Holly Dougherty, Lisa Clarkson, April Kim, Gwen Jahangiri, Sejla Hoareau,

**Call to Order** (Time: 6:50 pm) – Katherine King

Minutes from June meeting reviewed. Motion to approve by Sally Raderer seconded by Lara MacDonald.

**Correspondence** - Natalie Nelson

Thank you notes from Ms. Arthur and from 5th grade.

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

The Birthday theme of 25 years of Shady Grove has been a success. There is a new incentive program in the cafeteria that the students learned about on Sept. 8. Half Day for all students on Sept.21. Parent coffee Sept. 22 for new parents. Student assessments with PALS begin Sept. 19 for 1st and 2nd graders and then MAP testing for 3rd, 4th, 5th, graders.

**Treasurer’s Report- Greg Bula**

Greg, Iryna Dolynuk, Anna Gibellato did an audit for the period of July1, 2015- June 30, 2016. They found Gwen Jahangiri’s financial records for the PTA to be accurate. Beginning balance was $14, 283 and the ending balance was $12,519. More money was spent than was brought in. Erin reed motioned for the audit to be approved. Cheryl Bloor seconded the motion.

The focus for the upcoming budget was on conservation. Two areas increased budgets by 10%. School store and yearbook budgets stayed the same. Teacher classroom funds were adjusted to compensate for the additional 1st grade class. Programs’ funds were increased by 33% . STEM was decreased by 50% as their was money left over from the prior year. Lastly in an effort to make a more conservative budget the “wish list” line item was removed.

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

Open house was a positive experience. Katherine appreciates all the hard work and volunteers leading up to open house and at open house. Special thanks to Zak Young for his efforts with Member Planet and trouble shooting technical problems at open house. Back to School night is Sept. 15th with a PTA meeting beginning at 6:30 pm in the auditorium. Budget will be reviewed. If committees need to speak at back to school night contact Katherine. Reminder to check PTA mailboxes on a regular basis. They are located in the file drawer in the copy room. Katherine passed out copies of he standing rules. The rules were reviewed and Zak young motioned for their approval. Janet Sullivan seconded the motion.

Executive Committees

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

The Shady Grove PTA meets on the 3rd Thursday of each month, September through May. We plan fun and informative activities, to encourage family involvement. The programs being planned for this year are:

Sept. 15- Back to School Night (with a PTA General Membership meeting at the beginning)

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

April - no evening meeting scheduled, due to Field Day

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**

 • Raised Cardinal Donor $115 to $120

 • Raised more than $11,000 Open House; Goal is $23,000

 • Raised Membership to $6/$10

 • Updated fundraising flier - added Amazon Smile

 • Planned for Cardinal Donor raffle - suggest: split/add prizes for September and October meetings.  Add more non-monetary prizes.  Prizes included Food Lion, Gelati Celeste, toothbrushes (?), Rock a Thon tickets (Iryna will make super cute!)

 • Updated how funds are spent and importance of fall fundraising event - talking points and visual for Katherine Back to School

 • Discussed paper check writing donations.  Obtain form to accompany check.  Need to post on website to replace old version and have ready at BTS night

 • No need for volunteers bc no time for MP signup

 • Add MP query code and link to agenda and minutes on seats for meeting

 • Working on updating finance tab of SGES PTA website

 • Revamp Spirit Nights - more active and social (suggestions: Ashland Skate, Jumpology, Skate Nation, Bowling)

Beth Clark asked if we would consider paper forms at BTS to join the PTA. Discussion led to the decision that a flyer with a QR code to scan would go on each child’s desk in the classroom. Katherine asked that Chrissy Price and Zak Young prepare the flyer. Ms. Taylor will encourage teachers to highlight this in their individual class rooms. Also, PTA members will try to sign up potential members at the end of BTS as they are leaving.

**Box Tops for Education- Sarah Fox -** No report

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

Volunteers committee has been hard at work to get the back to school folders and open house ready for SGES. Over a dozen volunteers came to Shady Grove to help fill 800 student back to school folders.

We are thankful to have had so many middle school and high school students helping us.

Open House is scheduled for Thursday 9/1, and several volunteers will be on hand in the cafeteria to assist families in the enrollment onto Member Planet, and hopefully into memberships into the PTA.

Sign-Up genius emails have been sent out to the PTA board in hopes of covering the first 5 weeks of volunteerism needs in the cafeteria, the welcome desk and morning greeter roles.

We are still in desperate need of volunteers for all positions. School parent volunteers will not be able to start filling spaces until the middle of October.

The Volunteer committee is excited for a year full of opportunities to have our school committee continue to support our great school!

Janet Sullivan inquired about the process of background checks and inquired if previous calendar year volunteers could be approved through September each year. this was not just board members would be asked to cover Back up Lunch Bunch, morning greeter, and welcome desk. Shannon Hayes to check with Ms. Gil.

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

The schedule for when all the blasts was emailed so that committees can get their information to the communications team prior to the blast updates. The blast goes out about every 2-3 weeks. The next blast is Sept. 13. Please email Irina or Megan with your blast updates.

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

The 2016-2017 Lay Advisory meeting schedule has been set, see PTA website calendar for dates and locations. As a reminder, these meetings are open to the public, please join us. It is a great way to see how the district operates and give input.

We are still selecting meeting topics. Please let Kim or Ann know if there are any topics you would like to see opened up for discussion with  the  school district. Past topics have included math, specialty centers, code of conduct, technology.

**County Council/Legislative - Kevin Dodson/ Emma Gaccione**

Monday, Sept. 12, 2016 is a meeting at Henrico High School and Emma Gaccione will be attending. Emma will be presenting 3 PTA legislative questions at BTS night and obtain a vote.

Standing Committees

**PTA Technology- Zak Young**

Prior to fee day, many member planet and PTA members renewed their membership. He encouraged all of us to the get the email of anyone we may come in contact with who wants to join but has not done so and contact them at a later date with the direct link and follow up as to whether they joined or not.

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

All vendors have been secured. Update was sent to the PTA website and to communications for the blast. Sign up goes live on Friday, Sept. 16 at 7 pm. Registration is on a first come first serve basis.

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

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

Janet expressed concern regarding the name change and that numerous forms and websites would have to be changed. Katherine expressed that the name could remain if Janet and Gwen decided that. Sally Raderer, Natalie Nelson, and Beth Clark gave information regarding the background on the name change.

The Cultural Arts programs have been scheduled and we're ready for another great year! There are many returning artists including Rivanna Music, The Brain Show, Tales of Griot and the Chinese Acrobats.

This year Virginia Repertoire (Theater IV) will be returning and bringing 3 new shows - Pocohontas, Harriet Tubman and Lyle, Lyle Crocodile.

The first CA program will be Pocohontas on Oct 24.

**Hospitality - Kelly Bartlett/Brigitte Sicat**

The Silver Diner sponsored a wonderful Back-To-School breakfast for our teachers at their Opening Faculty Meeting on August 29th. We met with Dr. Schwab to finalize the schedule of events for the year. Please let us know if you'd like a copy.  We're looking forward to our next event which will be a light dinner fare starting at 3:30 pm for our teachers on Back-To-School Night Sept 15th.

**Membership - Tabetha Swertsfeger**

We have been busy working for last month on ideas to increase Membership and Cardinal Donors. Research and implementation of ideas/posters/ displays to explain reasons joining and donating to PTA is beneficial. Working with Zak and Katherine on MP to make sure launch back into school year was ready. Zak was MVP:)

Our total, of last Thursday, is $11,069.78 (before fees) and 288 members!

Now we're busy trying to plan our upcoming Back to School Night so we can draw in more families since history has proven that September/October are best months for people to join and donate. Want to discuss ideas at upcoming meeting (not sure I'll be present, but Katherine can discuss). Using birthday theme. Party? Cake? Focusing on donations, but need to also make sure we push for a 100% PTA Membership.

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

**Reflection - Erin Reed/Mary Wilson**

8/17 Copied flyers at SGES

Met with Mary Wilson 8/19 and received a very detailed sequence of events.  Also discussed judges, categories and ribbons.

Talked about the theme “What’s your story?"

Mary updated website for Irina.

Joanne made a tri-fold poster for open house 9/1and passed out a sign up for interested students.

We are meeting next week to discuss judges, back to school night, volunteer list, and getting information to Mrs. Blouch for morning announcement advertising.

**Room Parent Coordinator - Cheryl Bloor**

We have 32 teachers and 20 room parent forms submitted so far. Training will be Tuesday the 20Th at 8:30 am.

**School Store - Lara MacDonald**

Laburnum Elementary will receive the proceeds from the school store. SCA may be helping out with sales in the store.

**Spirit Wear - Stacey McLeod**

New spirit wear designs are in and done.  The shirts and logos look great.  The online store will be open from Sept 1st- Sept 25th for ordering.  A few new items were added this year such as ladies shorts, canvas bags, 1/4 zips, and vinyl string bags.  It would be helpful to have PTA blasts and/or reminders sent out to parents to order since the store will close on the 25th.  The vendor discouraged white shirts this ordering period. They are having trouble cleaning their screens and tough with a back and front logo.  We can add white shirts in with a different logo for the winter sale.  Happy ordering!!

**STEM Program - Susan Parker -** No report

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

-The Jostens’ website link in on the Shady Grove PTA website and a link will also be on the PTA Blast. All yearbook sales will be online only again this year.

-Britta Quick (brittajquick@gmail.com) is the point of contact for all sales.

-Last year Shady Grove profited approximately $3,300.

-Yearbook price is set by the school. We currently charge $25 per book. It is probably too late to change this year; however, we can discuss pricing for next year. The cost of one yearbook is $23.19 (shipping included). Therefore, Shady Grove makes approximately $1.80 per book.

-First reminder flyer was put in teacher boxes today (Thursday, September 8, 2016). Next flyer will go home in November.

* Stickers reminded kids to purchase a year book will be given to the teachers.
* Shannon asked that all important program dates be emailed to her so that she can have a photographer present on each of those events. She asked that we all take pictures and send them to ger.
* Crissy Lynn and Zac did a test last year on google to upload pictures and it worked well, so this will be a good option for teachers and classroom pictures.

**After school clubs - Beth Clark -** No report

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

The upper grades appreciated their agenda books. Teachers have appreciated all the food. Ms. Carson is going to be the liaison for Destination Imagination. Oct. 31 is the kindergarten book character dress up.

Time ended: 8:05 pm.

Respectfully submitted,

Natalie Nelson, Secretary

Next Meeting:

PTA Board Meeting

Thursday, October 13, 2016

6:30 pm

Third Meeting of the 2016-2017 school year