**MINUTES**

**Shady Grove Elementary PTA Board Meeting**

**August 26, 2014**

**Second Meeting of 2014-2015 School Year**

**Present:** Sally Raderer, Stephanie Estey, Gwen Jahangiri , Erin Reed, Renee Kreiser, Natalie Lewis, Kirsten Hanson, Alexandra Bula, Kim Berselli, Anna Gibellato, Janet Sullivan, Katherine King, Karen Manning, Natasha Gamboa, Kelly Rapp, Lisa DeFrank, Deborah Vuturo, Dr. Regina Schwab, Debbie Taylor, Crissy Lynn

**Absent:** Meghan Gemmill, Bill Gemmill, Joanne Rosel, Mary Wilson, Diana Tittermary, Sejla Hoareau, Colleen Bohlman, Kelly Plageman, Tabetha Swertfeger, Irina Libon, Kevin Dodson, Sarika Malani, Ann Vaughan, Shannon Johnson, Amy Foy, Joanne Rosel, Justine Sherman, Jenny Conklin, Maria Galbraith, Deana Collier, Christina VanEpp,

**Call to Order (Time – 12:03P ) – Sally Raderer**

**Approval of Minutes-Sally Raderer**

***\*Motion made by Deb Taylor to approve the minutes from the June 2014 meeting. Deb Vuturo seconded the motion. No one opposed. Motion carried.***

**Correspondence-Stephanie Estey**

\*Circulated draft of 2014-2015 directory for the second time. Requested to make revisions as necessary just to be on the safe side as I had received a couple of emails after the previous meeting to revise info.

\*Extended a thank you to those who had taken the time to send in their committee reports prior to the board meeting. Encouraged those who hadn’t to please try and remember to make that happen for next time around.

\* It was asked what this step was meant for and it is truly so Sally and I have a heads up before the meeting as well as have something to glance at during the meeting as a reference. Lastly it is an opportunity to speak for you on your behalf should you have to miss the meeting last minute.

\*To make things easier for meeting dates in the future, an Evite will be sent out instead of a regular email. This will help to keep tabs better and to have one place to refer to.

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

\*A big thank you was given to the PTA board for all of the efforts and hard work this summer.

\*The Audit Report was given to Sally from the Audit Committee which was read to the PTA Board. It will also be presented to the general membership and will then be filed into the PTA records.

\*It was mentioned that Sally wanted a good showing at Open House and to dial up the friendly and welcoming feeling. It was expressed that she needed more volunteers from the PTA to help and represent. Recruit Cardinal Donors and Non Cardinal Donors. Ask and encourage every adult to join. We want 100% membership. Membership can even be extended to grandparents as well as aunts and uncles.

\*You are able to purchase yearbooks at the Open House as well as put your information down to be listed in the directory. Donations can be made as well.

\*Mentioned that only Executive Board Members can handle money, so please try to be there. Also if you want to promote your area, feel free to use a display to show what your area is all about.

\*Labeler isn’t working so we are having parents (donors) fill out their own info at the top right corner for the directory. Please make sure it is legible.

\*Kirsten Hanson added to please bring in volunteer pictures from parents volunteering at the school with their kids for a board.

\*Budget was presented and had a handout for all to see. It was mentioned that support of all teachers is the most essential aspect. So funds were increased for them to continue ease of learning.

\*Various funds were mentioned to highlight where the increments were being distributed.

***\*Motion made by Kim Berselli to approve the 2014-2015 budget. Jenny Conklin seconded the motion. No one opposed. Motion carried.***

***\*Motion made by Katherine King to approve the sending of the budget to general membership. Kirsten Hanson seconded the motion. No one opposed. Motion carried.***

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

\*Thanking everyone in the PTA for being here and commented on appreciating the volunteers and how great the grounds look.

\*Hospitality did great with providing food this week.

\*Technology-New copiers are here and have good reviews. Teachers have their new Dell computers. Classroom Dells will be here this week as well.

\*”Power School “is a district wide tool for new usage for schools. The school is still getting acclimated to it and anticipates it being a great tool to use.

\*Zipp slip was mentioned to see if any of us had gotten a chance to check it out.

\*School security and safety is always top priority. The badge machine was mentioned and the location of where it is in the front office. You will need your license to feed into the machine so that a badge can be printed out for you.

\*Welcome Center Committee if you could come in in September to help parents using it for the first time and if you could take the time to learn it yourselves before then, that would be great.

\*Bear with us as we get to learn this new security set up ourselves.

\*Safety can sometimes mean inconvenient, but promote safety for our kids. They are continuing to work on a good system/set up.

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

\***Audit**-The year-end audit has been completed. Many thanks to the Audit Committee members, Susan Beller, Sarah Westmoreland, and Gwen Jahangiri for their diligence and time. The audit report will be submitted for approval by general membership at Back-To-School night by Susan Beller.

\***Budget**-The proposed 2104-2015 budget was prepared. Board members were asked to review the budget for their area with any questions or changes. The result is a budget of $38,432 for 2014-2015. Committees should notify the Treasurer of any changes throughout the year. Also, committees should spend the budgeted funds accordingly and be mindful of any significant overrun. The annual budget will be proposed for general membership approval at Back-To-School night by Gwen Jahangiri.

\***Procedures**-Check request and cash receipt forms are both in the mailroom and on the website under the list of PTA Board members. Please continue to deliver receipts/invoices WITHIN 30 DAYS of the date on the document for accurate accounting, processing, and controls. Please deliver to the Treasurer’s mailbox at the school.

\*Cash collection-when collecting money, please remember to use extra care and provide supporting documentation, which is listed on the forms. Also ensure two signatures are used to document the receipt of cash as an important control.

\*Credit Cards-Two Squares will be used again this year to streamline the banking process, and parents should be encouraged to use this feature at BTS night.

\*Sally added that we get “locked out” in June and funds are available again in September but not before then.

**Executive Committees:**

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

\*Currently waiting for Chrissy Lynn to respond about a meeting to plan STEM night.

\*In discussion with Mrs.Bouch about her giving the Internet safety discussion at STEM night.

\*Discussed with yearbook committee about how they’ll fill a thumb drive with pictures for the photo montage to be shown at the end of school year picnic.

\*Planned 2 Digging With Dads after discussing the needs of the garden with Selja.

\*Question was asked about getting a STEM teacher in the library for smaller groups versus larger ones in the gym.

\*Miss Lynn put thoughts out for how to orchestrate STEM related venues. She mentioned Mr. Stein is really good with helping to organize stuff like that.

\*Waiting on approval for vendors.

\*Erin asked how Bricks 4 Kidz could be set up in the classroom as she was asked by them.

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

\***Check Writing Campaign**: $30,500. Cardinal Donor contribution amount to $115. Each Cardinal Donor Family will receive two memberships in the national PTA. They will also receive a free student directory, in which their name will be recognized and the new Cardinal Donor car magnet (while supplies last). Based on the budget, our suggested contribution is $48 per child for non Cardinal Donors.

\***Spirit Nights**: $1500/ we will continue Papa John’s Nights. Each month 3 days (T-Th) will be designated Shady Grove Nights. We also plan to continue with Silver Diner Run the Diner in the spring. We will be considering Five Guys or Pie Five as these were both very successful last year.

\***Retailers: We have many of the details in our finance letter in back to school folders. We will have a “Going Shopping this Weekend” Email one week in September as a reminder to communicate all these programs**.

\*Target’s Take Charge of Education Program

\*Kroger Plus Card for Education

\*Martin’s A+ Program

\*Food Lion

\***Box Tops for Education-**$3,000/There are two collection periods, fall and spring with the following deadlines for submission to the coordinator:

\*Fall-October 24, 2014, postmark required by November 3, 2014.

\*Spring-February 20, 2015, postmark required by March 2, 2015.

\*I would like to have same recess incentives as last year, for both fall and spring, an extra recess for the top collecting class in the two groups, K-2 and 3-5.

\*Last year we also did a Kickball Game of students vs. parents for the top collecting class for the year. Does anyone have an opinion on this? I think we need an overall prize but is a kickball game during the school day motivating? Could we do a second extra recess instead?

\*Plan for communication is a letter home to parents and a separate letter to teachers the week of September 8th. Additionally, with the parent letter there will be a submission sheet. A second submission sheet will go out the week of October 6th.

\*Renee discouraged any additional fundraisers due to complaints in previous years. As much as they can be fun, some view them as being a burden.

\*Limiting paper this year but Box Tops papers will still be sent out.

\*Kids loved the kickball game according to Deb Taylor.

**3rd VP Volunteers- Natalie Lewis/Kirsten Hanson**

\*Thanked all that showed to help with folder stuffing this year.

**\***This school year, each class will be assigned a volunteer for Cafeteria Help and the Welcome Desk. Each class Room Parent will create an nlist sign-up on [www.nlisthelp.com](http://www.nlisthelp.com) for these volunteer opportunities. I already completed the assignments for each class, making sure no class had both Welcome Desk and Cafeteria Help in the same month.

\*We are also excited to introduce the **Cafeteria Help Back-Up Bunch (BUB)** and **Welcome Desk Back-Up (BUB) this school year.** Each Back-Up Bunch is for parents with a flexible schedule that may be able to fill in slots that remain open one week prior to a class’s assigned week, despite the Room Parent’s efforts to get these slots filled. BUB help will be requested, not required. I will contact each BUB group myself via email, if needed, after reviewing the nlists each week.

\*There will be one shift for Welcome Desk, 8:00-9:30am. A basket marked for lunches and anything else dropped off will be left at the desk so parents have a place to drop items when the volunteer is away from the desk delivering items. This will prevent items from being left at the office when the volunteer is away from the desk. The Welcome Desk BUB will be asked for additional help on days when many visitors are expected (i.e. grade-level events).

\*Another new volunteer opportunity this school year is Morning Greeter. Morning Greeter is ideal for the “morning person”, or working parents, who are able to volunteer 7:20 a.m.-7:50 a.m.. As Morning Greeter, a volunteer will welcome students inside the school, help in keeping our school safe, and instruct parents to sign-in in the office if they wish to visit any other area of the school. Kirsten will be overseeing the sign-up via signupgenius. (We will use signupgenius for sign-ups that are not class-specific because it sends an automatic reminder. This will free up nlist for class-specific sign ups.

\*Going forward, SGES Staff will direct traffic in the carloop.

\*The PTA Volunteer Form will be one sheet printed (front and back). We feel this will help ensure that it is not overlooked.

\*Marquee will change every Monday. Mrs. Askins will be the main contact for the volunteer to find out what the marquee should read.

\*The school store will be run by the SCA.

\*Encourage “Hugs and Kisses Zone”. Discourage parents coming in per Miss Lynn as it can cause increased upset with the kids.

\*Dr. Schwab recommended help for the new Morning Greeters.

\*It was mentioned if for the first week of school a roster could be handed out to the new Morning Greeters so that they have something to go by to direct the parents towards the proper classrooms if need be.

\*Kirsten mentioned that they got fun lanyards for the Morning Greeters.

\*Sally asked if the nList and Sign Up Genius made sense to all?

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

\*Destination Imagination. This Year we’ve added a committee and budget line item for DI. Hopefully, we have great participation again this year from students and parents. While having so many teams is great for the kids, it did generate a lot of unexpected administration and extra work for Mrs. Molloy, who serves as the school DI point person. It also meant a lot of scrambling to figure out how to fund 11 teams when HCPS can cover only one for each school. Anticipating that we will continue to have strong interest at SGES, we are going to do things a little differently this year.

\*Colleen Bohlman will serve as committee chair to help administer/organize the teams, recruit team managers and provide training and support events (such as Instant Challenge workshops and dress rehearsal) for team managers.

\*DI will be parent funded up front-we will charge a $70 fee per child which will cover the team registration, tournament fees, provide a supply budget for team managers and a competition T-shirt for the children. (Last year parents made up the difference after the PTA and HCPS put in what we could cover.)

\*The PTA will continue to support DI by providing additional funding for program needs and teams that move on to higher levels of competition. That budget is still being finalized as I write this.

\*Any questions or suggestions are welcome.

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

\*Nothing to report.

**County Council- Kevin Dodson/Bill Gemmill**

\*Haven’t had their first council meeting, nothing to report.

**Standing Committees:**

**After School Programs- Anna Gibellato/Sarika Malani/Ann Vaughan**

\*Fall After School Enrichment classes are from Sep 30 to Nov 11. (Skip Nov 4)

\*There won’t be any sports related classes.

\*Fee per child is increased from $65 to $68

\*We will continue to stagger the end times of the classes to alleviate the traffic congestion.

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

\*Janet Sullivan and I have come up with the tentative schedule for all of the programs. We are still fine tuning the science place programs and Janet is currently working on the documentation required by Henrico County and should have it to Karen Howard in the next couple of weeks.

\*The only outstanding item at this time would be budget approval.

**Grounds – Sejla Hoareau**

\*No report.

\*Comments were made about how beautiful the Butterfly Garden is. Dr. Schwab mentioned that grounds is working on mulching and getting the presentation of the school going.

**Hospitality-Katherine King/Karen Manning**

\*The Hospitality Committee plans to provide the teachers with bagels, juice, and coffee on their first official day back, this coming Monday, August 25th. Silver Diner will be providing hot breakfast for the teachers on Friday Aug 29th to congratulate them on finishing out their first official week and to help them gear up for the first day of school.

**Legislative-Diana Tittermary**

\*Nothing to report.

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

\*Natasha is in charge of membership and other than asking everyone to please encourage all families to join the PTA at the open house on Aug. 28, there is nothing else to report. The goal is 100% participation and it seems as though a large portion of that percentage is attained at the open house.

\*Deb Taylor said to email or give a hard copy of the form to distribute. We won second place in participation for the district last school year.

**Parliamentarian-Amy Foy**

\*No report.

**Reflections- Joanne Rosel/Mary Wilson**

\*Reflections flyers have been photocopied and ready to go in the folders. We won’t be doing much more with it until Oct.

\*The only outstanding item at this time would be budget approval.

**Room Parents-Justine Sherman**

\*Teachers will be recruiting from parents at Open House again this year. The goal will be to have the Room Parents in place by Back to School Night. There will only be one room parent per class.

\*An nList form will be given out at Open House to encourage families to sign up ASAP for nList. You must sign up for each class you have a child in as it is class specific. The form will be specific to each class with a code and will have step by step directions on how to sign up. Please talk this up! This makes it easier on the teacher and room parent to get the class up and running on nList if parents are already signed up.

\*Room Parents assist the teachers in getting volunteers for classroom volunteer opportunities like: reading parent, copy parent, welcome desk, cafeteria help, field day, teacher appreciation etc. Please consider being a room parent for your child’s class.

**Scholarship Fundraiser- Kelly Plageman**

\*College Scholarship Fund/Rock-A-Thon no report.

\*Shannon Johnson had to resign from the Scholarship Fundraising Committee.

\*Sally said this committee is a lot of work and they are looking for a volunteer to take over her position.

**School Store- Kelly Rapp**

\*The Cardinal’s Nest had a great year! We made a profit of $500, and Debbie Taylor presented this as a donation to our sister school, Laburnum Elementary, on behalf of Shady Grove. This year, the SCA will be in charge of running the school store. An nList will be set up to schedule the volunteer shifts for SCA members and their parents. The store will now be located in the hallway in front of the cafeteria, and will be open on Wednesday and Friday mornings (beginning the 3rd or 4th week of school).

**Spirit Wear-Jenny Conklin**

\*This year Shady Grove spirit wear will be provided by a firm called Zimmzang.com. Great things have been heard from parents who’ve purchased from the company through other schools. They are out of Kentucky and have worked with Twin Hickory ES, Short Pump ES, Pemberton ES, and Echo Lake ES.

\*This company will be setting up a web store for our families to order from directly. Our families will be able to customize items. For example, a family may choose any 3 SGES designs and have it printed on an assortment of products. We’ll also be offering bags, hats, football jerseys (with personalization) and jammie pants.

\*A web store is fantastic because…. (Insert drum roll here)…..there is no paper/check traffic from parent to child to teacher to pta room to me to vendor…..AND….no checks to count, deposit, and payout again. That paper traffic and check counting doesn’t sound like a big deal but the last field day brought in over 500 papers and checks in $9.25 increments.

\*We have finalized designs and chosen three based on your votes! During voting, I asked you to choose your top 2. The winner was the cardinal with the writing inside its body. Second place was a tie, off by 1 vote, for the cardinal on a branch and the cardinal head. Zimmzang was kind enough to create a screen for all 3 designs for us.

\*The web store will go live for orders the day of open house 8/28 and the last full day of ordering will be on Sep 14th. The products will be delivered to the school 10-14 days from the close of the sale and distributed to classrooms individually wrapped and labeled. The site will go live with the same products again in November (for Christmas items) and late January for winter items.

\*All of the items will be sold to our students at cost. SGES will not receive any profits from this sale.

\*Jenny intends to advertise the web store sale via a ½ page printed piece in folder, on the website, on Facebook and a last chance paper in folders. She also will have a small assortment of products coming to sell and promote at the open house.

\*Teachers will be getting Field Day t-shirts as well.

**STEM Lab/Outdoor Classroom-Maria Galbraith**

\*No report.

**Welcome Committee-Deana Collier**

\*Nothing to report.

**Yearbook- Christina VanEpp/Lisa DeFrank/Deborah Vuturo**

\*Already started taking pictures for Back to School Night for the slideshow.

\*New program through Jostens called the Blitz Program. If you order your yearbook online by Sep.7, you get four icons for free.

\*It was mentioned to make sure under “Homeroom” you put your teacher’s name.

\*The earlier you order, the less hassle there is to go through.

\*How is data put into the system? (Was asked) It is a manual process and try to only keep it to as few people as possible for sensitivity to personal info. Amy Foy will be doing a lot of that on the Open House day.

\*Question asked if the ordering number deadline can be revised (if needed) for an increase in the amount of yearbooks that need to be added on for the total order?

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

\*Ms.Taylor said they are happy to help in anyway if info is needed to be relayed to the class from any particular committee. Please forward to teachers and they can cut and paste and send for you.

\*They are very happy about their new promethean boards.

\*Bear with them while they are getting acclimated to their new email platforms.

\*Sally said to be good ambassadors for our teachers and let parents know to be patient with teachers having their new platforms.

**Time ended: 1:26P**

**Respectfully submitted,**

**Stephanie Estey, Secretary**

**Next Meeting:**

**Thursday, October 9, 2014**

**6:30pm**