

TES PTA AGENDA
General and Executive Board Meeting
May 4, 2015

I Call to Order

II Approval of the April Minutes – distributed via email and copies provided at meeting.

A motion to approve the April minutes was made and passed. Heidi Frenzel made the motion and Brooke Wojdyla seconded the motion.

III Principal's Report – Paul Carper, Construction & Maintenance Director, and David Murdock, School Safety Coordinator, from Central Office with Henrico County Public Schools attended the meeting to discuss the odor. Mrs. Ford has been working with the Henrico County Fire Department and environmental personnel. There have been no readings that would indicate there is an environmental issue. Odor smelled on March 10. Gas meter had an intermittent leak. Trial and error to remedy the situation. Boiler would kick on and the gas would come through and kick out a small leak of smell. Since the boiler does not run continuously it was hard to determine. The gas meter has been replaced. Boiler had a valve that was bad and it was an older part. The part was replaced on April 15th. Another call came in about an odor last week, but that odor is still being investigated. The fire department have determined that the smells come in through the intake system. Only smell the odor under certain conditions. Industrial Hygienist came in and evaluated and there are no health risks to the students and faculty.

Angela Kennedy asked what would happen if the smell comes back during testing. Mrs. Ford would evaluate and move the students accordingly. Yvonne Faucet, head of testing, would help with the situation. It would be addressed on a case by case bases.

Parents voiced support in how the school has handled these past situations.

Communications have not been sent since the odor is not completely resolved.

During the upcoming renovations many pieces of equipment will be reviewed during the process.

Stantec (architect firm) has been speaking with Mrs. Ford and the teachers about their vision when it came to the renovation and the 21st century school room. There will be 8 classrooms. The ramp will be regraded. Two classrooms will be connected by a doorway in the back that will go to a glass cubical that is between the classrooms. This will cut down on students sitting in the hallway in small groups. This small cubical is great for intervention and enrichment time. There will be whiteboards in the hallways for additional space to collaborate. The window units will be removed and central air will be implemented.

The trailers (eight in all) are starting to arrive on the blacktop. One 4th grade class and one 5th grade class will not be in a trailer next year. The trailers do not have restrooms therefore a safety plan will be implemented and explained at the beginning of next school year. Starting the first week of July and should be complete and back in the building by Winter Break.

The gym is being renovated and it is separate from the other renovation. The doors will be replaced. The wireless has already been implemented. The carpet is going to be replaced. The flooring in the foyer and gym floor will be replaced – maple floor with a green inlay. All walls will be painted. They are going to try to save the Indian head in the middle of the gym so that it can be preserved and used in another way.

Pow Wow Watch renovation should have been started by now, but due to test rescheduling the renovation has been postponed until after school is out in June.

IV Teacher Representative/Mrs. Archer – Mrs. Archer spoke about adventures being turned into a learning experience (i.e. renovation, smells, etc.). She thanked PTA for the nice breakfast this morning.

V Report of Officers

Treasurer's Report – Financial Update:

- Annual fund - we received a donation of \$1080 from Master Cho's Tae Kwon Do. They did an ASE class for us and donated their fee to the annual fund.

- Corporate support - still waiting on the check from UR for the basketball fundraiser. It is expected to be about \$1000.
- Spring fling - Right now, they have a profit of \$8339 and I expect more expenses of about \$1300, so they will end up with a profit of around \$7000. This result is fabulous! We decided not to do the silent auction baskets (which generally make around \$2000-\$3000) and it was a very wet day, both of which were not reflected in the budget.
- Chess club is over budget because they still need to collect a payment from one of the participants.
- Communications is over budget because of the timing of the payments made to Constant Contact, which we use for our online payments and registrations.
- Empowering Writers designation is not needed and will be re-designated in June.
- Pow Wow Patch is supposed to happen at the end of June, so funds are still needed this year.
- SEATS is working on its end-of-year programs, which will determine how much money may be left over. Some of this money has already been committed to programs that are coming up.

Designations: Last call for any committee that wants to request designation money. I am currently working on an estimate of where we will end up at the end of the year to determine how much money is available for designations. The executive committee will evaluate all designation requests and will make recommendations to the general PTA membership for a vote at the June meeting.

Next year's budget: As you are updating your notebooks for next year, please let me know if your committee needs a change to its budget. If you are changing how your committee will function next year, you most likely will need to change your budget to reflect your operational changes.

Treasurer Elect's Report – Spring Fling was the last online sign up for the year and that has closed for the year. The audit is July 16th so the books will be closed from June 30th until the audit is complete. Contact Dana over the summer if you to discuss anything.

President Elect's Report – The Ice Cream Social is now May 28th. The event was changed from May 7th due to the change in testing dates. Jennifer Pounders will post the change on Facebook. We are still looking for a few committee chairs for 5th Grade Musical Co-Chair, HKC Crafting Chairs, SEATS Chairs, Reflection Chair, and Yearbook Chair. Amy will send out a list of chairs and she requests that the old and new chairs meet to discuss the positions.

Corresponding Secretary's Report – No report.

Parliamentarian's Report – No report.

President's Report – Angela mentioned that with the Pow Wow Patch renovation, it is only the hardscape part of the project. The softscape will be addressed in the next plan. In next week's Signals, the online kit for school supplies will be available.

Angela and Laura McCoy showed a video from Fair Oaks Elementary that showed students thanking TES for supplies and books.

Angela and Mrs. Ford explained the remediation for the testing that will take place in the coming weeks. The remediation for a student that does not pass a test will be presented by a teacher and a substitute teacher will practice with students who do pass.

HCCPTA Representative – Alana Davis

VI New Business –

The meeting took a 5 minute break to mingle and allow those to leave if needed.

VII Committee Reports (Executive Board)

- ASE –
- Annual Fund –
- Book Fair – The book fair committee welcomes Louise Bald as co-chair for the 2015-16 school year. We are working on scheduling two in school book fairs with local book shop bbg for the next school year.
- Buildings and Grounds –

- Calendar and Directory -
- Chess Club –
- Community Service –
- Drama Club –
- Duathlon –
- Facebook -
- Family Night –
- Field Day – Moved to June 9th due to testing. Field Day will also be Picnic Day.
- Fifth Grade Celebration – We will have events every day that week. There will not be an evening party. Monday will be a SEATS event and receiving yearbooks. Wednesday is the picnic and party for students. Thursday is the celebration with food afterward (family invited) and will be completed by lunchtime. Friday is the TES salute and kickball game.
- Fifth Grade Musical – Monday and Tuesday evenings.
- First Grade Musical –
- Holiday Kids Corner -
- Hospitality –
- Lego Team – Parents of rising 3rd and 4th graders, please stay tuned for Senior FLL advertisement flyers and an announcement of the 2015 Kick-Off Meeting. It will be scheduled for late May in the evening. Parents and students with possible interest are strongly encouraged to attend, although not mandatory. Our goal is to form senior teams before the end of the school year. For each senior team, we need two coaches. This is a minimum of 4-5 hours a week from August-November with some summer preparation. If you're interested in coaching, please contact Heather Gavin before the end of the year. Additionally, if you have a student planning to join, please consider a Lego Robotics camp for them this summer, the Math and Science Center, the YMCA, and William and Mary all offer programs.
- Newcomers – Newcomers is busy working on plans for a social for new 1st-5th grade students, called "New TESers," their families and our TES ambassadors (formerly called buddies) and their families who will help welcome them to TES. We are looking into a pizza party the evening of Wednesday, September 2 in the TES cafeteria. This will enable ambassadors to focus solely on the "new TESers" instead of meeting them during the busy, yet exciting open house the next day. This will also give parents of both the New TESers and ambassadors a chance to visit and get to know each other. Additionally, we are inviting new TESers and ambassadors to arrive 30 minutes early to the September 3 TES Open House where we will give a brief presentation to parents in the auditorium while Ms. Ozmore and Ms. Ramsey give new TESers and ambassadors a tour of TES. We hope to finalize details by late May and update everyone at that time.
- Reflections –
- Room Parents –
- SEATS – April in review:
4/13 Young Scientists visited Kindergarten with a workshop about Time Changes Ahead in May/June
Still working to secure dates for the following events:
K - Dairy Farmer Donna Kerr
K - Builder
1st grade - Science Museum of VA Busy Bees program
June 8th - The Challenge Discovery TeamMobile Unit will be back for a Team-Building Event with our 5th graders. Participants will work together to come up with creative solutions to tough challenges. The challenges help develop self-esteem with a focus on problem solving, decision making, communication, leadership, creativity, conflict resolution, trust and more.
- Signals -
- Spirit Nights/SCA –
- Spirit Wear –
- Sponsorship –
- Spring Fling – Thank you to all who hung in during the rain! It was quite an adventure! We have a rain plan for future. Kite Grams will stay up another week or so. The used books that did not sell will be donated to Fair Oaks (children's books). We are looking for a place to donate the adult books. Katherine and Meredith have enjoyed their past two years but are looking forward to passing along to Tyler Cox and Melissa Berrey.
- Square One Art -
- STOP –
- Teacher Appreciation – This morning's email had the incorrect date for the flower delivery to the teacher and a correction will be sent tonight or tomorrow. Gift cards for the daily raffles are straggling in.
- Veteran's Day Assembly -
- Volunteers –

- Walk to School –
- Yearbook-

VI Adjourn

2014-2015 PTA Executive Board Regular Attendees

President: Angela Kennedy

Treasurer: Beth Robbins

Corresponding Secretary: Jennifer Pounders

Recording Secretary: Emily Hare

President Elect: Amy Belcher

Treasurer Elect: Dana Johnson

Parliamentarian: Heidi Frenzel

2014-2015 Budget Report v2 - Year To Date

7/1/2014 through 5/1/2015 Using TES PTA Budget

5/1/2015

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Category	7/1/2014 Actual	- Budget	5/1/2015 Difference
INCOME	54,176	46,085	8,091
Contributions	27,268	26,085	1,183
Annual Fund	25,543	23,435	2,108
Corporate Support	1,330	2,150	-820
Membership	395	500	-105
Fundraisers	26,907	20,000	6,907
Book Fair	1,715	1,500	215
Duathlon	2,543	1,500	1,043
Holiday Kids' Corner	4,247	2,000	2,247
Spirit Merchandise	3,220	1,000	2,220
Spring Fling	8,339	9,000	-661
Square One Art	6,844	5,000	1,844
EXPENSES	16,613	46,085	29,473
Management & General Expenses	2,224	3,185	961
Bank Service Charges	888	900	12
Insurance PTA	305	305	0
Office Supplies	514	800	286
Parliamentarian Expenses	48	80	32
President - Discretionary	244	800	556
PTA Conventions	225	300	75
Program Expenses	14,388	42,900	28,512
Scholastic Enrichment	12,165	16,120	3,955
1st Grade Musical	831	800	-31
5th Grade Musical & Video	0	1,100	1,100
After School Enrichment	202	500	298
Drama Club	359	800	441
Family Night	0	0	0
Field Day	42	500	458
Legos Competition	254	420	166
Peter Rabbit's Garden	316	400	84
Reflections	0	100	100
SEATS	10,161	11,500	1,339
School Support	5,924	13,580	7,656
Buildings & Grounds	575	2,500	1,925
Teacher Appreciation & Room Parents	232	4,700	4,468
Teacher Funds	5,118	6,380	1,262
Services	-3,701	13,200	16,901
5th Grade Celebration	175	2,500	2,325
Birthday Ribbons	0	100	100
Chess Club	80	0	-80
Communications (Signals, Website)	298	250	-48
Community Service	1,019	1,100	81
Correspondence Secretary	1,071	1,800	729
Directory	-59	0	59
Guardian Angel Fund	1,281	1,750	469
Hospitality	1,220	2,200	980
National Walk to School Day	118	100	-18
Newcomers	575	700	125
PTA Programs-Socials	150	2,000	1,850
Scholarship-High School Support	0	500	500
Veterans Day	195	200	5
Yearbook	-9,824	0	9,824
Net Difference:	37,563	0	37,563

2014-2015 Designations Budget - Year To Date

7/1/2014 through 5/1/2015 Using TES PTA Budget

5/1/2015

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Category	7/1/2014 Actual	- Budget	5/1/2015 Difference
EXPENSES	10,585	37,907	27,322
Designated Expenses	10,585	37,907	27,322
Accelerated Reader	1,000	1,000	0
Bike Rack	250	250	0
Book Room	320	7,000	6,680
Color Printers	473	500	27
Empowering Writers	0	5,431	5,431
Expanding Expressions Toolkit for Speech	230	230	0
Horseshoe Signs	500	500	0
iPad for Art	599	600	1
Lakeshore STEM kits	2,993	3,000	7
Lego Robots	0	560	560
National Known Author	3,494	5,000	1,506
Pow Wow Patch	0	7,000	7,000
Reading A to Z	510	600	90
SEATS	0	5,936	5,936
Spring Fling Signs	216	300	84
Net Difference:	-10,585	-37,907	27,322