

**TES PTA AGENDA**  
General Meeting Minutes  
October 5, 2015

**I Call to Order**

**II Approval of the June and September Minutes** – distributed via email and copies provided at meeting.

A motion to approve the June 2015 and September 2015 minutes was made and passed. Blaire Wyatt made the motion and Emily Hare seconded the motion.

**III Principal's Report** – Everyone seems to be off to a good start this year. This Thursday there will be a new assembly. The American Red Cross will be working with TES to help the students understand the purpose of a blood drive. The assembly and skits will be age appropriate. The 5<sup>th</sup> graders will help present the information to the students. Renovation Update- The windows are in along the powwow patch and the framing for the glass team rooms is also up. They are still on schedule which means that the students should be back in their classrooms when they return from winter break. Thank you for the PTA funds that have helped purchase picnic tables, walkie talkies, etc. to help make the time in the trailers safe. The leftover funds will be used for the transition back to the new space as there may be some items that the new classrooms could use. The students seem to be enjoying the trailers- they can work outside, etc.

**IV Teacher Representative/Mrs. Archer** – Thank you for all of the start up money for the teachers. It is always helpful and appreciated. The teachers are looking forward to a great year. They missed the students on the 23<sup>rd</sup>. The delicious food is always appreciated. Thank you for buying the sunshades...it has made a world of difference. The shades reduce the glare of the sun which allows the teachers to use their promethium boards.

**V Report of Officers**

**Treasurer's Report** – We made our annual fund budget of \$21,685. The total income is \$23,043. The spirit wear merchandise has made over \$4,000. The Accelerated Reader program has been paid for this year as well as the PowWow hardscape- the remainder will be used at a later date. The sunshades have been installed in the classrooms. If you have any questions about deposits or reimbursements, Dana is happy to help you.

**Treasurer Elect's Report** – Online registration for the PTA Fee Form and ASE are complete. Emily let the respective committees (Directory, Yearbook, and Annual Fund) provide their reports. Emily was glad to report we have 736 PTA members so far this year. If you have not joined yet, and are interested, please contact Emily directly. The online registration for Drama Club and Duathlon are open right now and will wrap up in the next few weeks. The online registration for Volunteers is open. Emily is currently working with the Veteran's Day Committee for their online registration.

**President Elect's Report** – If you have an item for *Signals*, please email the information to [tessignals@gmail.com](mailto:tessignals@gmail.com) by Friday. Please do not email information to Erin's personal email. Be sure that you have the information formatted the way you would like it to appear.

**Corresponding Secretary's Report** – The cafeteria workers and custodians will be honored this week with gift cards to local restaurants. The bus drivers will be honored at the end of October with a similar gift.

**Parliamentarian's Report** –Angela reviewed the standing rules that have been added to the TES PTA Bylaws. She explained that the rules are all in place to protect parents and students. Angela Kennedy proposed the following standing rule:  
*Any PTA event in which the single day collection of cash (not online) exceeds \$500.00 will require 2 PTA committee members to count the cash and sign off on the amount before giving the cash to the treasurer for deposit. Any PTA event in which the predicted single day collection of cash (not online) exceeds \$1500.00 will require a minimum of 1 Executive PTA member to be present along with the committee members to count and sign off on the cash before giving the money to the treasurer for deposit.*

Copies of the standing rule were made available at each table for PTA members to review.

A motion to approve the standing rule was made and passed. Emily Hare made the motion and Kim Hugo seconded the motion. This will be standing rule #6.

**President's Report** – The PTA is going to be co-sponsoring a parent-coffee speaker with the counseling department. The speaker from Commonwealth Parenting will be presenting "Finding Balance in Character and Achievement." The presentation will occur either in November or March. The cost will be split evenly between the PTA and the counseling department. There has been discussion about co-sponsoring future events. Picture Day is October 28<sup>th</sup>. A Sign UP Genius will be sent out asking for volunteers. If people could not make the committee training, Amy will distribute notes and procedures in the next few days. No new paper has been ordered this school year because there is a lot of left over paper in the PTA office. Please use this paper when making copies—DO NOT use the paper already in the copy machines; it belongs to the school and they are on a tight paper budget. There was a discussion surrounding the importance of cutting back on paper whenever possible. While we have met and surpassed our annual fund goal, please encourage others to continue to give and to look into corporate matching.

**HCCPTA Representative** – none

**VI New Business** – none

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

**VII Committee Reports (Executive Board)**

- ASE – After School Enrichment starts this Wednesday and will run for 6 weeks. Online registration was a success thanks to the help of Treasurer-Elect, Emily Hare. This fall we have 220 students registered and 15 different classes offered. Response to our request for parent volunteers has been terrific but there are still opportunities to help and get involved!

- Annual Fund – They came in over their goal. People can continue donating. While there isn't a paper form, you send in a check to the school. Remember to make it out to TES PTA, write annual fund on the memo line and include an address so the school can send a thank you letter in January.
- Book Fair- nothing to report
- Buildings and Grounds – Fall Clean Up has moved to October 17<sup>th</sup> from 9-12 because of the rain. Please bring shovels, gloves, wheelbarrows, etc. While there is usually a lot of middle school volunteers, adults are still needed to move mulch and other jobs that require a little more strength.
- Calendar and Directory – Emily Hare has sent Bridgit the spreadsheets. She is laying out the pages and adding some last minute orders throughout this week; she plans on having the directory to the printer by Monday. It then takes 1-2 weeks to print depending on how busy the printer is. Once it is at the printer on Monday, Bridgit will prepare the memos for the teachers.
- Chess Club –
- Community Service – There will be a food drive after Thanksgiving to ensure students at Fair Oaks Elementary have food to sustain them through the winter break. The food sign up will go through Sign Up Genius. This IS a different project than the school sponsored food drive. Please support both efforts.
- Drama Club – There has been a great response. There are 80 children signed up with a few on the wait list. Rehearsals will be Tuesday and Thursday, and they will begin next week.
- Duathlon – This year's Duathlon will be held Sunday, October 25<sup>th</sup> from 1-3pm. The Duathlon is a fun, non-competitive event that includes outdoor activities where parent/child partnerships complete tasks like: quick neighborhood run (.5 mile for K-2<sup>nd</sup> grade and .8 mile for 3<sup>rd</sup>-5<sup>th</sup> grade); corn hole- how many beanie bags can you dunk?; bike ride- 1 mile (or optional 2) through the neighborhood- bike helmets mandatory; finish with the inflatable obstacle course followed by a short run to the finish line; relax and enjoy the DJ, fresh refreshments and water! **New this year**- registration is on line <http://tinyurl.com/TESDuathlon2015Form> ; please register by Friday. Waivers will be sent separately; more volunteers and signage on the course; different location for bikes after event. They are still looking for small businesses that would like to sponsor the event. Teachers will be picking out the winning artwork for the t-shirts this week.
- Facebook - Jill Dunlap and Blaire Wyatt are working on Facebook postings this year. Email them if you need something posted. If you use photos, be sure that students are NOT in the pictures.
- Family Night – Unfortunately the Family Night Picnic was cancelled on September 25<sup>th</sup> due to the rainy weather. We looked into rescheduling to another Friday in October but no other Friday worked with both vendors' schedules. At this time we will not be rescheduling the event in November. Family Night is looking for new Committee Chairs for 2016! Let Suzy Sleman or Lauren Oakey know if you are interested.
- Field Day – nothing to report
- Fifth Grade Celebration –
- Fifth Grade Musical -
- First Grade Musical –
- Holiday Kids Corner - Things are moving along with preparations for the Holiday Kids Corner (**Friday December 4<sup>th</sup> from 3-5:30**). Volunteers for crafting are still welcome- please contact Katherine Fonville if interested. HKC flyers and a volunteer Sign Up Genius for help on the day of the event will be sent out in mid-November.
- Hospitality –
- Lego Team –
- Newcomers – we completed our Kindergarten and new TESers activities recently with our new Welcome to TES pizza party for 1<sup>st</sup>-5<sup>th</sup> grade students and TES ambassadors and their families; the open house activities; and our Kindergarten Send-Off Reception on the 1<sup>st</sup> day of school. **Pizza Party**- we hosted over 200 people in the cafeteria to pizza, lemonade, and freeze pops. It was a great success and we received lots of positive feedback from new and current TES families alike. **Open House/KG**- We helped KG teachers take their kindergarteners on tours of the school and head back to the classroom to try out their seats and meet fellow classmates. Then hosted KGers and their families on the playground for Kona Ice, play time and tours of a HCPS bus. Again, we received positive feedback from KG families both about the style of the open house (parents in the auditorium while KGers went alone on tours and to classrooms) as well as "playdate" activities, especially the bus tour. **Open House/New TESers 1-5**- Had Q&A with parents in the auditorium while new TESers went to cafeteria for time with ambassadors and other TES students. Then everyone reunited, in a little bit of mass confusion, to tour the school. The everyone dismissed to classrooms for official start of open house. We learned a lot and received great suggestions for next year. **Coffee and Kleenex**- on the 1<sup>st</sup> day of school there was a gathering at Trinity UMC for new kindergarten parents to meet each other and have light refreshments. Kara and I are meeting Friday to discuss what went well, and what we should change. We will meet with Mrs. Ozmores and Mrs. Ford to finalize any changes for next year and will report back to PTA. We are also working to establish an official committee with more volunteers. Any feedback, ideas, suggestions can be emailed to [emilyphaup@gmail.com](mailto:emilyphaup@gmail.com).
- Reflections –
- Room Parents – **Room Parent Assignments**- All teachers have 2 room parents in place (everyone has been notified). If Co-chairs need to have communication go out to all parents, please send Kerri or Amy an email to forward out (note that Room Parents are still trying to finalize their class email lists). **Teacher Treat Days**- Each month the PTA Room Parents host a teacher treat day where we bring goodies into the teacher lounge based on a theme. Room Parents have been notified of their day/month. First teacher treat day will be on Wednesday, October 14<sup>th</sup> (they are typically the 2<sup>nd</sup> or 3<sup>rd</sup> Wednesday of the month).
- SEATS –SEATS is off to a great start helping to support our teachers' classroom instruction and build on students' learning. **On September 25<sup>th</sup>**, 5<sup>th</sup> graders worked with Challenge Team Discovery to focus on teamwork and work collaboratively to solve challenges. **Tuesday, October 13<sup>th</sup>**, Susan Walton from the Museum of Natural History will give a lesson on fossils to the 2<sup>nd</sup> graders. Students will be digging for and assembling "dinosaur bones." **Thursday, October 15<sup>th</sup>**, SEATS is sponsoring Young Scientists lessons for both 3<sup>rd</sup> and 4<sup>th</sup> grade students. Third grade students will have a lesson on Food Chains and 4<sup>th</sup> grade students will have a lesson on Weather. **Tuesday, October**

27<sup>th</sup>, the 5<sup>th</sup> grade will learn all about the history and structure of Henrico County from our own Tuckahoe District, Henrico County Board of Supervisors Representative Pat O'Bannon. **Friday October 30<sup>th</sup>**, all TES students will have fun learning about math from The Math Maniac. SEATS is also working to help plan for the Henrico County fire department to visit the Kindergarten students. Again this year SEATS will help fund the 2<sup>nd</sup> grade engineering units.

- Signals –
- Spirit Nights/SCA – Some of the upcoming events include: **Tuesday Oct 13<sup>th</sup>**- Sweet Frog; **Tuesday Nov 10<sup>th</sup>**- Panera; **Thursday Nov 19<sup>th</sup>**- Vineyard Vines; **Saturday January 23<sup>rd</sup>**- University of Richmond basketball game against Davidson at 12:30.
- Spirit Wear – We ordered new items for this school year. We have adult t-shirts now, which have been a hit, as well as neon wicking tees, trucker hats, mesh bags, and new sweatshirts. Sales were strong at Open House and at Back-to-School Night.
- Sponsorship –
- Spring Fling – Melissa Berrey will be contacting the chairpeople from last year to see if they are interested in helping again this year. There are some new ideas for food items, games, etc. Spring Fling is April 16<sup>th</sup> from 10-2.
- Square One Art – Mrs. Ranson is working on the children's art. We will ship everything to Square 1 in mid-October. After Square 1 receives all of the art, they will create and send order packets to TES that will be sent home at the end of October. Orders are due back by November 11<sup>th</sup>.
- STOP –
- Teacher Appreciation –
- Veteran's Day Assembly – please email Riley Shaia at [rileyshaia@gmail.com](mailto:rileyshaia@gmail.com) if you are interested in helping.
- Volunteers – Cafeteria volunteers are in place and begin this Thursday. The copy volunteers for each grade have been working for the last few weeks and all is going well with that schedule. Committee chairs all received an email with the list of people who want to volunteer for them from the online volunteer form. All volunteer requests for the counseling department at TES have been filled. We are in the process of filling all the requests from the teachers for their parent helpers. Those positions are almost full and we have put the request in *Signals* and will also send it out through room parents to get the remaining slots filled. Volunteers will begin next week for those positions.
- Walk to School – Wednesday October 7<sup>th</sup> is Walk to School Day. It is simplified this year (no marching band) because of construction. Because it is simplified, there is no need for volunteers. There will be 10 people from the FHA to help at cross walks and handout treats. There will also be 3 police officers at major intersections. The event seems to be catching on at other schools- this year 16 area schools are participating.
- Yearbook- 600 yearbooks have been ordered. A request for picture captains for each grade level and event day photo volunteers will go out soon. Pictures can be emailed to [yearbooktes@gmail.com](mailto:yearbooktes@gmail.com).

## VI Adjourn

### 2015 - 2016 PTA Executive Board Regular Attendees

President: Amy Belcher  
Treasurer: Dana Johnson  
Corresponding Secretary: Blaire Wyatt  
Recording Secretary: Betsy Estes  
President Elect: Erin Reibel  
Treasurer Elect: Emily Hare  
Parliamentarian: Angela Kennedy