

Mays Chapel Elementary School PTA



General Meeting Minutes November 11, 2014

In Attendance: Michael Quinn, Kelly Sevier, Melissa Whatley, Stephen Coco, Katie Murray, Liz Kaiser, Monica Koors, Niki Jones, Sarah Lange, Christina Sterner, Amy Spencer, Allysin Bridges, Karen Wolfe, Julie Elliott, Opalyn DeVera, Linnea Elder, Julia Flukinger, Allen Keeney, Emily Bateman, Kim Mentzer, Darcy Bisset, Kimberly Nelson, Shelley Moores, Jacque Pfeifer, Tricia Guildener, Christi Ranck, Tami Payne, Christina Prescott, Amy Madsen, Mariana Lange

1. **Call to Order and (Re)Introductions**
2. **Meeting Minutes:** The minutes from the general meeting on October 10th were reviewed and approved.
3. **President's Report:** Michael Quinn, President
 - a. IRS exemption was approved so any contributions are tax-deductible.
 - b. Still working toward affiliation with the Maryland PTA.
 - c. Liz Kaiser is our PTA Faculty Liaison.
 - d. Still seeking a Special Education Liaison.
 - e. Special thanks to Monica Koors for organizing our Picnic in the Park!
4. **Treasurer's Report:** Kelly Sevier, Treasurer
 - a. **Current Balance:** ~\$13,000 with roughly \$1,000 in outstanding expenses.
 - b. **Reimbursement Forms:** Available from Kelly
5. **Principal's Report:** Steve Coco, Principal
 - a. **Fall Celebration:** Special thanks to all the room parents for helping organize the Fall Celebrations. Also, thank you to Tricia Guildener for organizing the Room Parents: We now have coverage for all classes and special areas.
 - b. **Cafeteria Position:** Mrs. Shumate has taken the open cafeteria position. Additionally, MCES now has a partnership with The Arc which provides support for the cafeteria with three workers and a supervisor. Additionally, thank you to Janine Eikenburg for organizing volunteers for the cafeteria.
 - c. **Picnic in the Park:** Special thanks to Monica Koors for organizing the event. It was a great community-building event.
 - d. **American Education Week:** All are welcome to visit during American Education Week. A flier was sent home (and is available on the school website as well) asking for pre-registration for folks who are planning to visit. This will help streamline the process with so many folks entering the building. The school will be showcasing the blended learning environment, particularly our student-centered classrooms.
 - e. **Board Meeting:** On November 18th, there will be an update on the STAT Initiative at the BCPS Board Meeting specifically looking at access, the learning environment, and the mix of technology. Please visit the BCPS website to give feedback.
 - f. **Student Council:** Mrs. Powers and Mrs. Counsell are heading up the SCA and we now have a president and reps from the 5th grade classes.

They gave speeches, held elections, and are now focusing on leadership, service, and support. Approved to pursue doing some type of Valentine Grams to support 5th grade activities.

- g. **Safety Patrol:** Mrs. Lanier, our school nurse, is the head of the newly formed Safety Patrol. They are reviewing the roles and responsibilities of the new members.
 - h. **Newsletter:** The MCES Newsletter will be published the first week of each month. In an effort to Go Green, families are encouraged to visit the MCES web site to join the electronic mailing list to have the Newsletter automatically emailed each month. Hard copies will be available in the office.
 - i. **Ribbon Cutting:** The formal ribbon cutting ceremony will be held on the morning of Tuesday, November 25th with the Office of Communications organizing. Students will be involved and present for the ceremony.
 - j. **Community Building:** Mr. Coco continues to be proactive in the Mays Chapel community, and the reception has been very positive.
- 6. Assistant Principal's Report:** Katie Murray, Assistant Principal
- a. **American Education Week:** Volunteers are needed to help greet parents in the front lobby as well as help in the office to help with logistics. Asking that parents don't arrive until 9:30 to give the students a chance to get settled for the day.
- 7. Faculty Liaison's Report:** Liz Kaiser:
- a. **Girl's Night Out:** An event organized by Mrs. Counsell for 3rd, 4th and 5th grade girls on January 23rd. There will be pizza and a movie along with crafts.
 - b. **Assemblies:** There are two assemblies in the works that will be sponsored by the PTA.
 - c. **Ballroom Dance:** The 5th Grade will have a weeklong special Ballroom Dance program in early May.
- 8. Scholastic Book Fair:** Tami Payne, Chair
- a. **Volunteers:** Need volunteers both to set up the Book Fair and throughout the week during the fair hours.
 - b. **Friday Night Event:** Would like to have a Family Fun Night on the Friday night of the Book Fair.
- 9. Store Loyalty Programs:** We are looking at setting up accounts with the local store loyalty programs: Giant, Target, Amazon, etc.
- 10. Giving Tuesday:** Amy Madsen will organize a Giving Tuesday campaign to benefit the MCES PTA.
- 11. Organizational Structure: Committees/Committee Chairs:**
- a. **Finance:** Kelly Sevier, Ronda Kunkel
 - b. **Volunteer Coordinator:** Janine Eikenberg
 - c. **Membership:** Karen Wolfe
 - d. **School Directory:** Susan Oh
 - e. **Teacher Appreciation:** Jeanette Guy
 - f. **Sunshine Committee:** Sue Caldwell
 - g. **Spirit Wear:** Jacque Pfeifer, Shelley Moores

- h. Room Parent Coordinator:** Tricia Guildener
 - i. Health and Wellness:** Arisa Kirk – The committee will focus on the following five initiatives. Additionally, we are looking at offering a CPR certification course.
 - i. Injury Prevention
 - ii. Infectious Disease Control: Flu ends With U
 - iii. Nutritional Excellence/Being Fit
 - iv. Urban Garden
 - v. Five A Day
 - j. Yearbook:** Kelly Sevier and Melissa Whatley – We have signed a contract with LifeTouch and will begin the yearbook process and form a committee.
 - k. 5th Grade Committee:** Tricia Guildener and Melissa Whatley – We have a fundraiser scheduled with RedZone in hopes of defraying some of the costs associated with the activities and events for the 5th grade.
 - l. Outreach Committee:** Linnea Elder – Will work with Mrs. Counsell for a school-based holiday project to provide gifts for families. It will be called a “Blizzard of Support.”
- 12. Organizational Structure:** To continue to develop our PTA, we have decided to pursue adding three additional officers to our Board of Directors and are also open to the idea of having “nonofficer” Board members. These folks would serve until the end of June 2015, and we would plan to have elections at the May general meeting to designate the Board and officers for the next school year. Tami Payne will head up the Nominating Committee. Please contact her if you are interested in serving on the Board. Proposed elections in January 2015.
- 13. Communications/Web Site:** Additional volunteers interested in team effort to develop specifications/wish list of features and functionalities and a plan not only for initial implementation. We also need a plan for keeping content fresh on an ongoing basis, as well as coordinating social media to begin moving this forward.
- 14. Community Building:** Brainstorming took place about ways to strengthen the school community and to integrate all of our new families into our school community. Perhaps some specific activities, programs and events could be developed. A Parent’s Night Out at a local restaurant or community activities might be fun.
- 15. Next meeting:** Tuesday, January 13th at 7:00pm at Mays Chapel Elementary School.
- 16. Adjournment**