

Mays Chapel Elementary PTA

General Meeting Minutes

September 16, 2014 – MCES Library

In Attendance: Michael Quinn, Kelly Sevier, Melissa Whatley, Steve Coco, Katie Murray, Jen Guanti, Barbara Diaz, Susan Oh, Allyson Bridges, Linnea Elder, Janine Eikenberg, Ronda Kunkel, Jeanette Guy, Tami Payne, Arisa Kirk, Amy Spencer, Tricia Guildener, Sue Caldwell, Christina Prescott, Yvonne Wambaa, Monica Koors, Carina Alvarez, Yong-Yeon Ji, Amy Madsen, Jon Tarrant, Sylvia Tsakalos, Christina Sheridan, Susanna Price, Sarah Beatson, Cara Cameron, Sarah Lange, Wendy Oberer, Melinda Daniels, Cathryn Lee, Mark Lee, Julie Hubbard, Stephanie Elliott

1. Call to Order and (Re)Introductions

2. Meeting Minutes: The minutes from the steering committee meeting on August 18th were reviewed and approved.

3. President's Report: Michael Quinn, President

a. Update on Organizational Formalities:

- i. The Mays Chapel PTA has been incorporated (our legal name is Mays Chapel Elementary School Parent-Teacher Association, Inc.), assigned a Tax-ID number and applied for an IRS determination letter confirming tax-exempt status.
- ii. We are still in the process of establishing formal affiliation with the Maryland PTA.

4. Presentation from Pinewood PTA: Julie Hubbard, President and Stephanie Elliott, Treasurer presented a \$1,200 donation to the MCES PTA. This represented a portion of the proceeds from their Community Spring Fair/Carnival. They also spoke briefly about the Spring Fair this year and expressed an interest in having MCES PTA join in. It will be held on Saturday, May 16th, 2015 at the Timonium Fairgrounds.

5. Treasurer's Report: Kelly Sevier, Treasurer

- a. **Current Balance:** \$10,786 with roughly \$8,000 in direct donations to the PTA
- b. **Membership:** 277 PTA members so far

6. Principal's Report/Assistant Principal's Report: Steve Coco, Principal and Katie Murray, Assistant Principal

- a. **Thank you:** A big thank you to all for a good start to the new year, especially as the school establishes all the new procedures and processes associated with a brand new school.

- b. **Teachers:** Are well into their curriculum and expressed great thanks to the PTA for the phenomenal back-to-school breakfast and the folder stuffing that was done prior to the start of school.
 - c. **PTA Liaison:** Liz Kaiser will be the teacher liaison to the PTA. She will report to the faculty and bring information to the PTA from the staff.
- 7. Scholastic Book Fair:** Tami Payne, Chair
- a. **Dates:** December 1st – 5th with set-up prior to the Thanksgiving holiday.
 - b. **Ideas:** Monica Koors shared some ideas from successful Book Fairs in the area: Preview Day, Grandparent's Day, Board for Teacher Donations
 - c. **Volunteers:** Need to assemble a volunteer list both to help with set-up as well as staffing during the week
- 8. September/October Social Event:** Discussed the possibility of holding a social event early on to foster school/community spirit. Ideas included Movie Night, Picnic Event, School Dance. The idea of holding an event at Padonia Park Swim Club was shared. We are looking at an early October date – perhaps a Friday night from 5-7 pm. Monica Koors will make contact with the Swim Club and a DJ to see if it is possible. A ribbon cutting for the school will potentially be held in October/November.
- 9. Service Project – Message of Hope Foundation:** Kimberly Nelson has asked for assistance with a service project to collect rainbow loom bracelets, new coloring books, and handmade cards for children in local hospitals. Donations will be taken until Friday, October 3rd and will be distributed through The Message of Hope Foundation, which was created to provide items to children with special needs and chronic or life-threatening illnesses, through the donation of thousands of Happy Hope bags to children undergoing treatment.
- 10. Discussion and Approval of Draft Budget:** The proposed budget was reviewed, and with the deletion of the Dulaney High School Scholarship donation, it was adopted.
- 11. (Preliminary) Structure: Committees/Committee Chairs:**
- a. **Finance:** Kelly Sevier, Ronda Kunkel
 - b. **Volunteer Coordinator:** Open – Monica Koors will begin to compile a database of folks willing to volunteer and Janine Eikenberg will be in charge of distributing Sign-Up Genius for various activities and events. Yong-Yeon Ji also offered to be part of the committee.
 - c. **Membership:** Karen Wolfe – volunteered to produce and distribute the PTA Membership cards.
 - d. **School Directory:** Susan Oh – will begin to produce the school directory, which will be distributed to all MCES families.

- e. **Direct Donation:** Open – a reminder about the direct donation campaign will be sent out.
 - f. **Teacher Appreciation:** Jeanette Guy – looking at adding a Bakers Committee to draw on for donations for various teacher events, including the possibility of providing snacks for the Monday morning faculty meetings.
 - g. **Spirit Wear:** Jacquie Pfeifer, Shelley Moores
 - h. **Room Parent Coordinator:** Tricia Guildener – will visit the Faculty Meeting to let them know that we have plenty of volunteers who are willing to assist them.
 - i. **Health and Wellness:** Arisa Kirk -- will be focusing on three main areas:
 - i. Injury Prevention
 - ii. Infectious Disease Control
 - iii. Nutritional Excellence/Being Fit
 - j. **Scholastic Book Fair:** Tami Payne
 - k. **Yearbook:** Open – The school has contracted with LifeTouch to provide school pictures and they are also taking additional photographs throughout the start of school to assist with the yearbook.
 - l. **5th Grade Committee:** Tricia Guildener and Melissa Whatley with Elizabeth Johnson (4th Grade Parent) as a shadow chair.
 - m. **Sunshine Committee:** Sue Caldwell – would like to begin this new committee to recognize important events in the lives of our faculty and staff.
 - n. **Outreach/Community Service Committee:** Linnea Elder – would like to establish this committee to perform monthly community service projects.
- 12. Communications/Web Site:** Cara Cameron agreed to look into establishing our web sites and social media presence. This area will need a team effort to develop specifications or a wish list of features and functionalities. We will need a plan not only for initial implementation but also for keeping content fresh on an ongoing basis. We also need to coordinate social media exposure.
- 13. Next meeting:** Friday, October 10th at 9:30 am at Mays Chapel Elementary School
- 14. Adjournment**