

# Mays Chapel Elementary School PTA

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## General Meeting Minutes October 10, 2014

**In Attendance:** Michael Quinn, Kelly Sevier, Melissa Whatley, Barbra Diaz, Susan Oh, Janine Eikenberg, Ronda Kunkel, Jeanette Guy, Tami Payne, Tricia Guildener, Sharon Wambaa, Carina Alvarez, Darcy Bisset, Ryan Gumbs, Manena NGambi, Justin Buckingham, Lynn Peperone, Christine Cuevas, Chris Leone, Niki Jones, Karen Wolfe, Meredith Kohn, Kim Mentzer, Jeanette Guy, Joanne Hurt, Fran Lawrence, Suresh Shrestha

1. **Call to Order and (Re)Introductions**
2. **Meeting Minutes:** The minutes from the general meeting on September 16<sup>th</sup> were reviewed and approved.
3. **President's Report:** Michael Quinn, President
  - a. **Update on Organizational Formalities:** Liability and D&O insurance is now in place. We are still in the process of establishing ties with Maryland PTA.
  - b. **PTA Faculty Liaison:** Ms. Liz Kaiser has volunteered to serve as faculty liaison to the PTA. She and Michael Quinn recently met to discuss ways in which the PTA can help support our faculty. Specific topics included Spirit Days (1<sup>st</sup> Monday of each month); (ii) Assemblies/Grade Level Programming/5<sup>th</sup> Grade Ballroom Dancing; and (iii) Career Day.
4. **Treasurer's Report:** Kelly Sevier, Treasurer
  - a. **Current Balance:** \$12,655 with roughly \$1,000 in outstanding expenses.
  - b. **Reimbursement Forms:** Available from Kelly
  - c. **Copier:** There is PTA paper available to use with the main copier in the office.
5. **Principal's Report/Assistant Principal's Report:** Steve Coco, Principal and Katie Murray, Assistant Principal could not attend but wanted to pass along the following:
  - a. **BCPSOne:** Please make sure to register with BCPSOne as with the start of 2<sup>nd</sup> quarter this system will be utilized even more within BCPS.
  - b. **Fall Celebration:** Each class will host a fall-themed celebration on October 31<sup>st</sup> with kindergarten and pre-K dressing in costumes. There will be no overall Halloween Parade.
  - c. **Cafeteria Position:** There is an open cafeteria position if anyone is interested.
  - d. **Picnic:** The Picnic in the Park has been postponed until Thursday, October 16<sup>th</sup> given the threat of inclement weather.
  - e. **Early Bird Gym:** Mr. Loyd is looking for a Parent Liaison to the Cockeysville Rec Council to enable MCES to set-up an Early Bird Gym program. Niki Jones volunteered.
6. **Scholastic Book Fair:** Tami Payne, Chair
  - a. **Dates:** December 1<sup>st</sup> – 5<sup>th</sup> with set-up and a preview day before the Thanksgiving holiday. The Book Fair will be held in room 201.
  - b. **Ideas:** Friday Night Event? Perhaps a Family Fun Night to encourage families to visit the Book Fair one extra time.
  - c. **Volunteers:** Need to assemble a volunteer list both to help with set-up as well as staffing during the week
7. **Outreach Service Project:** We will be supporting the From The Heart Thanksgiving for the Homeless project as a PTA Outreach Program. We will ask each grade level to contribute specific items: K – Hats, 1<sup>st</sup> – Gloves, 2<sup>nd</sup> – Socks, 3<sup>rd</sup> – Bags, 4<sup>th</sup> – L/XL Adult clothing, 5<sup>th</sup> – Blankets. Items will be

collected through American Education Week. Please contact Chris Leone ([chrisleone5@verizon.net](mailto:chrisleone5@verizon.net)) with any larger or additional donations.

8. **Store Loyalty Programs:** We are looking at setting up accounts with the local store and other vendor loyalty programs: Giant, Target, Amazon, etc. Our BoxTops account is established and will benefit the Music Department.
9. **Organizational Structure: Committees/Committee Chairs:**
  - a. **Finance:** Kelly Sevier, Ronda Kunkel – will also handle the Direct Donation Campaign
  - b. **Volunteer Coordinator:** Janine Eikenberg – has circulated a Sign-Up Genius to gather volunteers for various activities and events. A database is being built from the green volunteer forms that so many of you have returned
  - c. **Membership:** Karen Wolfe – still awaiting finalization of our affiliation with the MD PTA.
  - d. **School Directory:** Susan Oh – in process; a second push for information was effective and we now have over 75% participation.
  - e. **Teacher Appreciation:** Jeanette Guy
  - f. **Sunshine Committee:** Sue Caldwell
  - g. **Spirit Wear:** Jacque Pfeifer, Shelley Moores – looking to get something in place for American Education Week.
  - h. **Room Parent Coordinator:** Tricia Guildener – will have a meeting on October 14<sup>th</sup> at 9:30 to give some guidance and information to room parents.
  - i. **Health and Wellness:** Arisa Kirk -- arranging a meeting to begin organizing with focus on three main areas: (i) Injury prevention; (ii) Infectious disease control; and (iii) Nutritional excellence/Being fit.
  - j. **Yearbook:** Kelly Sevier and Melissa Whatley – will meet with LifeTouch to begin the yearbook process.
  - k. **5<sup>th</sup> Grade Committee:** Tricia Guildener and Melissa Whatley – will be holding a meeting immediately following this PTA meeting to begin organizing activities and events for the 5<sup>th</sup> Grade.
  - l. **Outreach Committee:** Linnea Elder – will undertake the first project for Thanksgiving for the Homeless in conjunction with Chris Leone. Mr. Coco also suggested we consider for a December project supporting “Operation Joy,” which is created and run by BCPS employees and benefits 3,000 homeless students in the BCPS system.
10. **Organizational Structure:** While we originally anticipated holding elections for permanent PTA offices and board positions in November, the consensus view was that it would be difficult to hold elections next month, since we are still getting organized, but that we definitely needed to be planning for future leadership. Some ideas for going forward included holding elections in January for 2-3 VP positions with an eye toward some mentoring and developing a leadership pipeline. The current president and secretary are willing to stay in place through the end of the year but would definitely want to “pass the torch” for the following year. This subject will be discussed further at the next (November) meeting, with the hope that we can settle on a plan and establish a nominating committee in anticipation of proposing a slate to be voted on after the first of the year.
11. **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.
12. **Next meeting:** Tuesday, November 11<sup>th</sup> at 7:00pm at Mays Chapel Elementary School
13. **Adjournment**