

Mays Chapel Elementary School PTA



General Meeting Minutes

May 19, 2015

In Attendance: Michael Quinn, Melissa Whatley, Kelly Sevier, Katie Murray, Bridget Watson, Christi Ranck, Monica Koors, Janell Cowley, Jon Tarrant, Tricia Guildener, Anna Wong, Darcy Bisset, Tami Payne, Veronique Marzullo, Laurie Tingley (Mays Chapel United Methodist)

1. Call to Order and (Re)Introductions

2. **Meeting Minutes:** The minutes from the general meeting on April 17, 2015 were reviewed and approved.

3. President's Report: Michael Quinn, President

- a. **FIT Family Night:** April 21st – Great success and definitely an event to be repeated next year.
- b. **PTA-Sponsored Assembly:** Totally Courageous Basketball was a very good program with a strong, positive message and enjoyed by all the students.
- c. **Guys Night Out:** Will be held on May 21st with our male teachers taking the lead.
- d. **Teacher Appreciation Week:** Was absolutely amazing! Big thanks to Jeanette Guy for organizing a wonderful week. Rave reviews and great thanks from all the teachers and staff. Thanks also to all the volunteers who pitched in all week, especially during the luncheon so that all our teachers could have lunch together.
- e. **Mays Day:** The event was beyond expectations and we were all blown away by how much was accomplished in such a short time! Thanks to co-chairs Janell Cowley and Irene Angelos and Silent Auction chair Monica Koors and all the volunteers. People are still talking about it!
- f. **Report on Our Inaugural Year:** Michael Quinn presented a summary of the accomplishments during our first year and expressed his deep appreciation for everyone's support in making the year such a huge success. A copy of his report is attached as Annex A.

4. Treasurer's Report: Kelly Sevier, Treasurer

- a. **Current balance:** Approximately \$23,000
- b. **Mays Day:** Raised approximately \$6,500 (in large part thanks to the Silent Auction) which is amazing for what was expected to be a break-even event.

- c. **Outstanding Issues:** Biggest outstanding expenses remain teacher reimbursements and spiritwear invoices. We are asking that all remaining teacher requests be submitted by June 1, 2015.
 - d. **Future Outlook:** We will close the year with at least a \$7,000 carryover.
- 5. Assistant Principal's Report:** Katie Murray, Assistant Principal
- a. **Mays Day:** What a phenomenal success and what a community builder. It was wonderful to see the community to come together to have fun. Thank you!
 - b. **Teacher Appreciation Week:** Many thanks from the teachers and staff for the fabulous week. Thanks to Jeanette Guy!
 - c. **Kindergarten Registration:** Seventy kindergarteners have been pre-registered, with Pre-K registration still to come. There are 40 slots available for Pre-K. Thanks to the PTA volunteers who helped greet registering parents and students.
 - d. **Assessments:** PARCC testing is just about complete. There were some glitches that are being addressed with the testing company. Results are expected to be mailed directly to parents over the summer.
 - e. **Reid Wiseman Assembly:** Our 3rd grade will travel to Dulaney High School for an assembly with NASA Astronaut and BCPS alumnus Reid Wiseman. He will talk about his experience aboard the International Space Station.
 - f. **Campus:** A portion of the playing field area is now open for use during recess, and the walking path surrounding the school will also soon be completed.
 - g. **Important Dates:** The schedule for the last week of school will feature full days on the 15th and 16th and half days (12:50 pm dismissal) on June 17th and 18th. The first day of the 2015-16 school year will now be Monday, August 24th rather than Wednesday, August 26th as previous listed. Please also check the newsletter and website for many other important dates (field trips, field days, year-end celebrations, farewells) as we close out the school year.
- 6. Committee and Coordinator Reports:**
- a. **Health and Wellness:** Arisa Kirk
The Hopkins Safety Mobile Van was a great resource but it might not be best suited to the Mays Day festivities. It has too many features that weren't fully utilized in the carnival setting. Perhaps a better fit for a different event.

- b. **Scholastic Book Fair:** Tami Payne
The Buy One, Get One Book Fair at Mays Day was quite successful with sales of about \$1,200, giving us about \$300 in Scholastic dollars (which are good through next year). Our winter Book fair is currently booked for the same week in 2015 as it was in 2014. We will need a new chairperson for next school year as Tami will be moving out-of-state this summer. Thank you, Tami for all your hard work to give us two highly successful book fairs this year!
 - c. **Spirit Wear:** Jacque Pfeifer
We have processed another major spirit wear order and now have some inventory of basic items like water bottles, t-shirts, etc. We also have some leftover Mays Day shirts which will be sold at a discount.
 - d. **Yearbook:** Kelly Sevier and Melissa Whatley
The 68-page yearbook is completed. Delivery date is June 6th. We currently have orders for 270 yearbooks but have ordered 350 in order to have some to sell once they come in. Each book sells for \$20.
 - e. **5th Grade Committee:** Tricia Guildener and Melissa Whatley
Thank you to everyone who supported our fundraisers this year: Mays Day Pizza table, Bertucci's and RedZone – we were able to provide 5th grade class t-shirts and defray the cost of Genessee Valley among other things. We are now working towards the final end of the year activities.
 - f. **Mays Day:** Janell Cowley and Irene Angelos
Thank you to all who helped make our first Mays Day a huge success, especially Monica Koors for the Silent Auction and Katherine Meredith for working with the students to create the grade-level Adirondack chairs, which were the hit of the day! The committee has good notes from this year and has already compiled lessons learned.
7. **Bylaws:** Michael Quinn
- a. **Proposed Bylaws:** A copy of the proposed bylaws was distributed for review. Technically, these bylaws (which constitute our initial bylaws) are being adopted by the initial directors named in our articles of incorporation filed last summer, but they will be subject to further review and amendment by the board and the members at a future meeting.
 - b. **Comments:** If anyone has questions or comments about the proposed bylaws, please do not hesitate to contact me.
8. **Nominating Committee Report and Election of Board and Officers for Fiscal Year beginning July 1, 2015:**
- a. **Nominating Committee Report:** Tami Payne, who was designated as the chair of the Nominating Committee at a prior meeting, reported on the

slate of nominees for the coming year (which begins July 1st). Although the general expectation is that individuals will be elected to and will serve for two-year terms (and the bylaws provide accordingly), in order to ensure continuity and avoid turnover of the entire Executive Committee in any subsequent year, this year's nominees, if elected, will serve for the terms indicated below:

- i. **President:** Kelly Sevier, one-year term (July 1, 2015 - June 30, 2016)
 - ii. **Vice President - Communications:** Janell Cowley, two-year term (July 1, 2015 - June 30, 2017)
 - iii. **Vice President - Events:** Irene Angelos, one-year term (July 1, 2015 - June 30, 2016)
 - iv. **Vice President - Community Relations:** Monica Koors, one-year term (July 1, 2015 - June 30, 2016)
 - v. **Vice President (title to be determined):** Ronda Kunkel, two-year term (July 1, 2015 - June 30, 2017)
 - vi. **Treasurer:** Kim Mentzer, two-year term (July 1, 2015 - June 30, 2017)
 - vii. **Secretary:** Christi Ranck, two-year term (July 1, 2015 - June 30, 2017)
 - viii. **Counsel:** Michael Quinn, one-year term (July 1, 2015 - June 30, 2016)
- b. **Additional Nominations:** Additional nominations were invited from the floor but none were offered.
- c. **Election:** Upon a show of hands, all present voted in favor of electing the Nominating Committee slate of officers as listed above for the terms indicated. Under the bylaws, these individuals will serve as the Executive Committee commencing July 1 and, together with the Principal (or his designee), will constitute the organization's Board of Directors.

9. New Business

- a. **School Supplies:** SchoolKidz (which is operated by Staples) would like to partner with us to offer online ordering for back-to-school supply kits, which are customized by grade level. We would just need to provide the grade-level school supply lists for the coming school year and have someone coordinate the distribution of the kits next August when they are delivered to the school. Everything else would be handled online, *i.e.* we would not directly solicit/accept orders or handle any payments. The PTA would offer this opportunity solely as a service to our families and not as a fundraiser, and so the pricing for the kits would be at the cost quoted by

Schoolkidz, without any markup. After brief discussion, we decided to pursue the arrangement.

- b. **Thank You:** Michael Quinn offered thanks on behalf of the PTA to Melissa Whatley, Secretary and Tami Payne, who has chaired our Book Fairs, for their exceptional efforts during this first year. Neither will be returning to the MCES PTA next year but their efforts to establish events and activities this year are deeply appreciated. Monica Koors also wanted to thank the administration and staff for a great first year.
- c. **Book Swap:** In response to a question first raised earlier in the year, Katie Murray reported that the school does not have the capability to house a permanent Book Swap location, but perhaps something along these lines might be an idea for an event next year.
- d. **PTA Storage:** Katie Murray reported that there is currently no space available for a “PTA Closet” at the school. There may be some space for the PTA to place a cabinet. The PTA would like to have a secure, dedicated space at the school to store items such as spirit wear inventory, hospitality supplies, financial records, and supplies purchased with PTA funds. We will work together to come up with a solution.
- e. **Directory:** There was much discussion on how to improve the collection of family information and communication among families. The PTA would like to see more participation in the school directory and to see if MCES would share the family information as long as the family has not “opted out” of disclosure of contact information as is done at other schools.

10. Next meeting: To be determined – tentatively in August 2015.

11. Adjournment

Mays Chapel Elementary School PTA



President's Annual Report

May 19, 2015

Since our last meeting on April 17, we've had a lot happening: FIT Family Night; the Totally Courageous Basketball assemblies that we sponsored; the Bertucci's 5th grade fundraiser; the Night of Innovation (attended not only by our families but by many from other area schools); an absolutely fabulous (thanks to the leadership of Jeanette Guy) Teacher Appreciation Week; and our first-ever Mays Day, which was a HUGE success, thanks to the hard work of our co-chairs Irene Angelos and Janell Cowley, of Monica [and Lenore] Koors (who headed up the silent auction), and of Tami Payne (who brought us another successful Scholastic Book Fair) and Kelly Sevier – and a whole host of others who came together to make this an event that people are still talking about.

We're now closing in on the end of our first school year, and as far as events are concerned, the list is now a lot shorter: Guys Night Out (this Thursday from 5:30-8:00); the 5th grade trip; graduation. The last full day of school is only four weeks from today.

As I look back over the past 12 months or so, starting with that June 11, 2014 organizational meeting at West Towson ES, I'm amazed not just at how much we've accomplished together but by the way we've come together as a community. You have all put so much time and energy into making this a wonderful year, starting with those planning meetings back in the summer and Sneak a Peek at Your Seat and the Teacher Breakfast the first day of school, through our first very simple (but totally fun) school picnic, our first Scholastic Book Fair, our first spirit wear sales; our first school directory, our first Fit Family Night, our first Teacher Appreciation Week; our first Mays Day, and our first yearbook. To say nothing of all of the ongoing activities begun during the year: The "sunshine" that has been spread throughout the year and will continue to be spread in years to come, the assemblies that have been sponsored, the Early Bird Gym sessions that have been established, the constant support for our teachers and staff – all of which has helped make this a wonderful school for our children.

But the best part of it all is that we're no longer Pot Spring and Pinewood and Warren and Padonia (and obscure places like Anne Arundel County or North Carolina). We have joined together to become "Mays Chapel." And by that measure, which is the most important one in my book, we have been wildly successful.

It's truly been an honor to serve as your President this past year and a pleasure to work with so many of you and with Principal Coco and Assistant Principal Murray as we achieved so many "firsts." I know that we leave some things undone (such as our website – but really, we'll get to that), and there were plenty of great ideas for things that we've deferred to next year. But Rome wasn't built in a day, and although it may not always have felt that way, we did manage to avoid biting off more than we could chew. Aware of the things still on our "to-do" list, I look forward to working with Kelly, soon to be our President, and all of you as we continue to move Mays Chapel forward.

Thank you – all of you – for your support of what we've done this year. I can't tell you how much I've enjoyed this job. It really is the best job in the world!

Respectfully submitted,

Michael Quinn
May 19, 2015