



STEVENS FOREST ELEMENTARY SCHOOL PTA

6045 Stevens Forest Rd. Columbia, MD 21045
sfespta.weebly.com

PTA General Meeting- 11/9/16

Quiana Holmes called meeting to order at 6:31 p.m. in room 44.

Board Members present:

President - Quiana Holmes
Vice President for Membership – Lena Kennedy
Vice President for Fundraising – Jessica Mahajan
Vice President for Programs – Krista Threefoot
Recording Secretary - Daphne Harrington
Corresponding Secretary - Jonathan Edelson
Treasurer – Jessie Patterson
PTACHC Delegate – Jacqueline Jacobs
PTACHC Delegate – Reg Avery

Administrators and Teachers:

Principal – Ernesto Diaz

General Membership Present:

See attached sheet.

It is established we have a quorum

Reading and approval of the meeting agenda:

1. Motion to approve the agenda
2. Vote: approved the agenda

Reading and approval of the Meeting Minutes: 10/5/16

1. Motion to approve the minutes
2. Vote: approved the minutes

Monthly Highlights: Quiana Holmes

The Oakland Mills Village Fall Festival: Thank you to Jon for organizing our participation and doing all of the running and buying of the additional food to sell. Thank you to the other PTA members who came and sold the food. The event was a fun event and a success.

Trunk or Treat: The combined event with Talbot Springs Elementary School seemed successful and there was a lot of support at the event. Everyone seemed to have a lot of fun and we had a good turnout of cars. Next year we think there

should be enough support to do on our own, which will make it a little smaller and will take the burden off of the families who have the cars and brought their own candy.

Teacher Birthday Treats: Claudia is making monthly birthday treats as hospitality chair.

The Author Visit: The author, Mary Amato, from Silver Spring, will be in the school on Dec 13th for grades 3-5. This author is coming only for secondary grades, and the program is the one sponsored by our community member, Erin Hayden. Quiana is working to have another author visit for primary grades.

Treasurer's Report – Jessie Patterson

The current balance is \$12,040.92. The Turkey Trot money that is starting to come in is not included in this balance.

The IRS 990-N form is due on November 15th and Jessie is working on that.

Bylaws Review and Approval – Daphne Harrington

The draft bylaws have been publicly posted for at least 30 days, and a print copy is available at the meeting.

The motion is made to approval the 2016 bylaws. The motion is seconded.

The 2016 bylaws are approved by a majority vote of PTA members.

VP of Membership – Lena Kennedy

Membership Raffle: Jon did a random number generator for the raffle and Lena used her spreadsheet to come up with the raffle winner. #70 is the winner, which is Betty Pacas, who has a 4th grader, Sophia Angel.

We have 145 members as of today. That is 5 members away from our goal. Lena thinks the breakdown is about 45 of these members are staff and 100 members are non-staff. Last year we had approximately 127 members, maybe about 40 of those members were staff.

VP of Fundraising – Jessica Mahajan

Amazon: Amazon-Smiles is working but we have no idea to the amount. They send back money in \$5 increments, and Jessica can tell a few people have used the site but only certain items qualify for this money back program. So there's no way to tell how much money we will get from this program.

BJs: We have 5 applicants so far, so that's \$20 back to us plus discounts for the families who have applied. The next application drive is December 1-16, so Jessica is going to coordinate sending out reminders about the program.

Jessica is going to talk to Costco as well to see if they have a similar program.

A motion is made and seconded to add BJs as a line to the budget.

The motion is approved by majority vote to add BJs as a line to the budget.

There is a discussion about the 3:1 ratio of fundraisers to events to make sure we still fall under the guidelines.

Dinner and Auction: We need volunteers to help organize the event and more money in the budget.

Discussion about how much money should be added or we need to add money to the budget for the auction. Currently the auction only has \$200 in the budget.

Motion is made and seconded to add \$600 to the auction budget line to make it \$800.

The motion is approved by majority vote to add \$600 to the auction budget line.

It is mentioned that we could change the donation line in the budget and move it out of the fundraiser section.

Principal's Report – Mr. Diaz

Maria Keefe, the SFES Spanish Liaison, was hired at Laurel Woods as a Spanish teacher. A goodbye gathering at school was done, and now SFES has a vacancy for a Spanish Liaison. There also is a vacancy for the custodial staff for the past couple of months, and HR finally has some applicants that they are looking through and that position should be filled soon.

PARCC results look pretty good as far as growth which was already released in the school newsletter. SFES has the highest growth percentage in English and Language Arts, and maybe the 3rd highest growth in Math.

Last year we were close to last in scores in Howard County, now we are a little higher on the placement list.

SFES has a new math specialist, Kelly Riley. She is in a non-teaching position, and coordinates every grade math curriculum.

Parent teacher conferences in 1.5 weeks. In the Friday newsletter, more information about how to sign up will be given. Conferences will be morning teachers, although you can contact your child's afternoon teacher if you have concerns. Dinner will be provided by the PTA on Monday, the 21st, which is always greatly appreciated.

There is a new look to SFES website, now it has a more intuitive look and pictures with our students, etc. Wendy Ryan sort of controls the website, she updates the calendar and makes adjustments for our specific page.

American Education week is next week, November 14th – 18th. Anyone is welcome, please come and sign in before going to your child's classroom.

Family involvement team is looking for ideas about new programs for the school.

School Improvement Team already has 4 or 5 people from the community who are interested, which is the most people that team has had. The goal of SIT is to bring together team leaders and community members who are interested and work together to help see a different perspective and path to continued growth. SIT meets at 3 pm maybe 4 times a year, usually after each quarter when HCPSS sends goals for schools. This year the SIT plan is very streamlined, maybe Mr. Diaz will bring it with him next month for PTA to look at.

VP of Programs – Krista Threefoot

We have about 20 Reflections entries. We will only need to judge primary visual arts and secondary literature. Krista's plan is to start judging next week and announce winners before Thanksgiving (probably).

Krista has ordered lots of tee shirts, including PTA tee shirts, and Turkey Trot tee shirts for kids and adults.

We started planning Art Night and we have a chair for the Valentine's Day Dance, Nadia Herron.

A motion is made and seconded to add a line item to the budget of \$300 for the Valentine's Day Dance.

The motion is approved by majority vote to add a line item to the budget of \$300 for the Valentine's Day Dance.

Corresponding Secretary – Jon Edelson

News and Notes: Current reach is 385 unique addresses. Confirmed open rate is about 30%. We are getting good responses to things like the call for Ice Cream Social and Turkey Trot volunteers when we run them. Special thanks to Glenda for translating all of the News and Notes and to Daphne for proofreading and testing links and attachments. It's still a bit of a struggle to do this consistently, which is why they aren't going out on the same day every week. Also, some weeks when we have events or due dates, we have enough communications specific to those things going out that we skip News and Notes so we don't flood inboxes. It would be helpful if committee chairs, etc. got Jon items they want to communicate a week in advance to allow more time for translation and formatting. As always, they don't have to write it out, just give him the reminder that you want something included or the gist of the message and he'll be happy to go from there.

Directory: Got the password and will start working on it. Trying to convey information while minimizing page count since it has to be printed. Quiana is confirming Richard Smallwood will print. He will also load the email addresses into the email system and try to set up the texting option using the phone numbers provided.

Oakland Mills Village Board Dinner invited community volunteers for a dinner. Instead of giving volunteers small trinket gifts, Oakland Mills makes an annual donation in their honor, and Judy Gottsagen requested money for SFES to go to a scholarship for the park and rec programs in the name of the Oakland Mills Village volunteers.

PTACHC Delegate's Report – Reginald Avery and Jacqueline Jacobs

Reflections is a big program now, which last year brought winners (several from MD) to Orlando to perform at the National level.

In Washington County, there was a case of a PTA treasurer who took money from the PTA. As a result, Washington County BOE decided that any money spent by a PTA must go through principal of the school for approval. This has not gotten through the court system yet, but several other districts have looked at what they've done to see if it's something they should do.

Booster-thon brings in a lot of money, but needs to have a promise of bringing in a lot of money. Since activities are done during school hours, some Howard County Schools are looking into having the money going into the school instead of the PTA. PTACHC is looking into this program to see if it's even a program that should be in Howard County Schools.

HCPSS has gotten stricter about how money is being spent for school day activities; such as if the PTA were to spend money on an event during school hours, this all needs to go through central office for approval.

New Board of Education members will come to a PTACHC meeting in January to talk.

Committee Updates –

Turkey Trot – Tracy Downard

Custom ordered medals have arrived (It has Stevens Forest PTA Turkey Trot 2016 engraved on the back)

Turkey charms and chains are divided by class. Ms. Martin is printing certificates.

We have \$1,225 of online donations and \$430 in cash/check donations so far.

Fruit donation was confirmed by MOM's. Water will be in coolers versus bottles.

Jon has volunteered to be Bobby.

Make t-shirt money checks out to the PTA, not to Krista.

Box Tops – Jessie Patterson

Over 2,000 Box Tops so far, which is about \$227. Currently, the standings in order are: 4th, 3rd, 1st, 5th, K, 2nd, and then Pre-K .

Send out another collection sheet right before the holidays.

Still need to schedule the silly string reward for this year's fifth grade since they raised the most Box Tops last year as 4th graders.

Elementary School Model – Quiana

Quiana has contacted ESM PTAs to see how they feel about the model and see if they would be interested in a joint report to the BOE about how ESM schools feel about the model program. A survey is suggested so we can get some feedback from the families of schools so we can provide good feedback to the BOE.

Closing Remarks – Quiana Holmes

The meeting is adjourned at 7:36 p.m.

Upcoming Meetings and Events:

Nov 14th – McDonald's Night, 5-9 pm

Nov 17th – Board of Education Meeting 3 & 7 pm

Nov 18th – Turkey Trot 9-3

Nov 21st-22nd – 12:30 Dismissal for Parent Teacher Conferences

Nov 21st – Conference Dinner for Teachers 5-6 pm

Nov 23rd-25th – Schools Closed for Students