



**STEVENS FOREST ELEMENTARY
PTA**

6045 Stevens Forest Rd,
Columbia, MD 21045

<http://sfespta.weebly.com/>



PTA Board Meeting 5/8/2023

Maya Green called the meeting to order at 7:09p.m. Meeting took place virtually.

Board Members Present:

Vice President for Membership – Andre Neuland
Vice President for Programs – Nadia Herron
Vice President of Fundraising – J’Ne St Cyr
Treasurer - Mike Elser
Recording Secretary – Sylvia Hennesie
Corresponding Secretary - Mary Amponsah
PTACHC Delegate – Rikki McCoy

Other Members Present:

Dr. Joy Smith
Mrs. Katie Carter
Marcus Jackson
Jonathan Shin
Joshua Green
Megan Williams
Jenny Flores
Sylvia Lee
Waseem*
Michelle Clar
Sandi Weaver
tara jackson
gardenia jackson

*full name not given

Board Members Absent:

PTACHC Delegate – Nina York
President - Maya Green

We do have a quorum. It is established that we have a quorum for this meeting.

Agenda

Motion to approve meeting agenda at 7:10pm by Mary Amponsah

Seconded by – J'Ne St Cyr

Call to vote; motion passed unanimously.

Approval of past meeting minutes

Motion to approve meeting minutes at 7:12pm by Mary Amponsah

Seconded by – Andre Neuland

Call to vote; motion passed unanimously.

Membership Report - Andre Neuland

- no updates

Administrative Report - Dr. Smith & Mrs. Carter

- Thank you for sweet treats for appreciation
- EOY activities - Simulated Congressional Hearings (SCH) - kickoff last week, students and staff are very excited
- Field Day - volunteers needed, full day of school but activities will take place in the morning mainly; PE teachers are planning
- Moving up celebration for 5th grade - Monday 6/12; more details forthcoming - information going out for other grades EOY celebrations - possibly coming home this Friday, majority are the last full week of school
- testing season underway
- Mrs. Bacon planning Spring Band/Strings concert with PTA's Springfest
- re: PTA's extra funding - administration has ideas for items to purchase

Treasurer report - Mike Elser

- Currently \$26,465.98 in account, we have some money to spend prior to July 1 to maintain 501(c)(3) status under - we need to be under \$20,000
- We will be adding money to teacher appreciation week; next month's meeting we will decide where to spend funds
 - Suggestion is to purchase commercial snowball machine which costs \$200
 - Motion to add \$300 at 7:24 pm to budget for purchase of snowball machine
 - *Motioned by Mike Elser, seconded by Sylvia Hennesie, call to vote, motion passes*
- Other purchase suggestions for school:
 - Traffic signs for car loop (similar to what JHES has)
 - flags/banners for the light poles
 - \$200 donated so far specifically for purchase of banners - price range is \$1000/1500, banners will have about 15-20 year life span (cost is for 7 banners)
 - J'Ne to reach out to banner company for solid estimate

- beanie babies for students
- picnic tables for student use/outdoor classroom on side of building - Dr. Smith to look into getting process started with school board
 - Jenny Flores to start an email with Amy Brooks and admin re: outdoor learning space equipment
- Question asked about donation permission - any donation from PTA over certain amount requires written documentation and approval by school system

Committees

VP of Programs - Nadia Herron

- Teacher Appreciation Week - muffins and fruit, popcorn, yogurt bar, lunch catered, candy bar; all week getting treats
 - motion to increase funds will be discussed
- Spring Fest is June 6 - will be fun vendors, collaboration with spring concert
- Art Night next Tuesday 5/16, open to all
- Math/Reading Night & PTA Bingo tomorrow (5/9) in collaboration with math and reading night
math/reading night is 6 - 7 pm/ BINGO will be 7 - 8:15 pm and we will play as many rounds as time permits, all free

VP of Fundraising - J'Ne St Cyr

- RaiseRight Gift Card Program: April Earnings low - reminder this is an ongoing, passive fundraiser, would like to get back to \$200 monthly average
- Taharka Bros fundraiser canceled because of surplus of funds
- No more fundraisers for the year

PTACHC Rep – Nina York & Rikki McCoy

- no report

New Business:

- Orchard Hill Bus Service
 - Neighborhood is over a mile distance from school - children's safety is not being taken into account, walking using bike paths, school board is not giving families a route that they deem acceptable to travel
 - *Motion for PTA to draft a letter on behalf of Orchard Hill neighborhood made by Mike Elser at 8:01 pm, seconded by J'Ne St Cyr - call to vote, motion passes*
 - Mike will connect with Megan and Josh to create letter

Committee Updates

- Nomination Committee Candidates & Board Election
 - President - Mike Elser
 - VP of Membership - Andre Neuland
 - VP of Programs - Nadia Herron
 - VP of Fundraising - John Shin
 - Treasurer - Josh Green
 - Recording Secretary - Sylvia Hennessie

- Corresponding Secretary - Tara Jackson
- PTACHC Representative - Marcus Jackson / VACANT
- Julianna Blagg, Josh Green, Mike Elser, Gardenia Jackson - thank you for serving on the nomination committee!

Role overviews

- *President* - main liaison with administration, plans calendar for meetings and events (in collaboration with VPs as applicable), sets meeting agendas, runs meetings
- *VP of Membership* - MemberHub for membership tracking (parents, staff, community members), run membership drives in general
- *Treasurer* - oversee budget, issuing checks
- *VP Programs* - plan, coordinate and oversee programs and events, collaborate with corresponding secretary for promotion, ensure volunteers, be available the day of event
- *VP Fundraising* - oversee fundraising, ideas/projects, restaurant nights, promote fundraising events within community
- *PTACHC delegate* - attend monthly meetings for Howard County PTA, report back at SFES PTA meetings information that was shared
- *Corresponding Secretary* - share all information taking place via social media, MemberHub/emails, updates website
- *Recording Secretary* - take minutes, have them available to share with board members, admin and on website for community

SECAC Representative

- We are in need of a SECAC representative (Special Education Citizens Advisory Committee), if interested please reach out to Maya ASAP: sfesbobcatspta@gmail.com
- meetings are typically the second Monday of the month from 7-9pm
- website for more information: <https://howardcountysecac.com/>

School of Excellence

- n/a

Community Schools program update

- n/a

Hospitality update

- Nurses Day is May 6, send messages to Ms. Lamb

New Business

- Motion made to move next meeting from June 12 to June 5 @ 7 pm - motion passes

Meeting Closure

Motion to adjourn by Sylvia Hennesie at 8:13 pm

Seconded by Tara Jackson

Call to vote; motion passed unanimously.

Adjourn

Meeting Adjourned at 8:13 pm.