



**STEVENS FOREST  
ELEMENTARY SCHOOL PTA**  
6045 Stevens Forest Rd. Columbia, MD 21045  
sfespta.weebly.com



**PTA General Meeting- 9/2/15**

**Quiana Holmes called meeting to order at 6:33 p.m. in Media Center.**

**Board Members present:**

President - Quiana Holmes  
Vice President for Membership – Lena Kennedy  
Vice President for Fundraising – Vacant  
Vice President for Programs – Krista Threefoot  
Recording Secretary - Daphne Harrington  
Corresponding Secretary - Jonathan Edelson  
Treasurer – Jill Edelson

**Board Members absent:**

PTA Council of Howard County Representative - Reginald Avery

**Administrators and Teachers:**

Principal – Ernesto Diaz  
Assistant Principal – Tracy Albright

**General Membership Present:**

See attached sheet.

It is established we have a quorum

**Hello and Welcome – introductions are made around the room of everyone at the meeting**

**Reading and approval of the meeting agenda:**

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

**Treasurer Report – Jill Edelson**

This summer we completed our audit, we passed, it was passed out to president and recording secretary

The proposed budget is given out and discussed – discuss fundraisers – only 2 fundraisers are being planned this year because we had a large amount of money carried over from last year

Question about how we spend funds on for events and programs

**Motion to approve the budget for the 2015-2016 school year**

**Vote: approved the budget**



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### **Membership Report- Lena Kennedy**

As of right now we have 54 members

We have letters and membership forms ready that will be sent home in Friday folders this week to try to recruit general school membership

### **VP Programs- Krista Threefoot**

#### **Items to be discussed/voted on:**

Dates set for some of the events/programs which were undated on the PTA handbook

Mrs. Albright suggested at the 3-5 BTS night that we offer an incentive at the Ice Cream social to get people to complete their family file. Some ideas were:

- 1 free bowl of ice cream (tickets will be given to people after completing file in computer room to exchange for ice cream.)

We are going to go with a special topping idea run by Mrs. Albright and Mr. Diaz – plus 10 bobcat tickets

- So when a family file is completed by or on the night of the ice cream social, those students will be allowed to get a special topping from Mrs. Albright and/or Mr. Diaz – they will take care of the details

Raffle for Volunteers: We discussed this last year and it came up again this year in conversations. – raffle will be a gift certificate to 2<sup>nd</sup> Chance Tavern

- Reflections: Our Reflections Kick Off will be during National Arts in Education Week. I plan to publicize it with a flyer and morning announcements.
- Theme – let your imagination fly – discuss basic idea of the program – ask if you know anyone in the community who has special interest and skill in any of the areas to help “mentor” students interested in that area
  - There will be about 7 weeks between kickoff and the submission due date. I would like to put a flyer each week in Friday folders highlighting each of the 6 art categories.
  - I would also like to have a weekly announcement that corresponds with the art category that week.
  - I am looking for volunteers from the community who can offer an afternoon to work with kids interested in a specific art form. We have a writing volunteer already. I will work with Merry Martin to collaborate with Bridges again.



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- Here is the list of events with chairs and co-chairs, etc., as it stands now.

Event	Date	Chair/Co-Chair	Notes
Ice Cream Social	Friday September 11, 2015	Quiana	
Reflections (Arts in Education Week: 9/14-18)	September 18 – November 6	Krista, Lena	
Family Fitness Night	Weds October 7		Krista will assist PE teachers in finding volunteers but the planning will be under their purview.
Turkey Trot	Friday, 11/13/15	Megan Skaggs	
Art Night	Thursday 1/7/16	Krista, Lena	
Bingo Night	Thursday 3/18/16	Krista	
Dinner and Auction	Thursday April 8, 6-9	Daphne and Jon	
Teacher Appreciation	May 2-6	Krista, Lena	
Spring International Festival	Saturday May 14	Mrs. Connor, Jessica Mahajan	Mrs. Connor volunteered to chair it and a brand new family volunteered to co-chair. We have several volunteers already; it looks like people are very interested.
Books for Bobcats	June, TBD	Lena, Krista	We have a volunteer from the membership to help with this as well.
Friday Folders	Ongoing	Daphne*	*Daphne will be helping to coordinate a schedule for weekly volunteers to help out with Friday Folders.
Staff Birthday treats	Ongoing		This should fall under hospitality and be up to that chair to decide whether or not to continue.
Butterfly Garden	Ongoing	Jessica Mahajan	She is the new parent interested in helping to chair the International Festival. She indicated that she would be interested in helping to manage the garden.
Author Visit	TBD	NONE	Lena said she would work with the author visit, but she is helping to chair several other events so I wanted to open it up to see if others are willing to help with this.

Question about Girls on the Run – describe what it is, running group for girls – self esteem



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**Hospitality** – we need to vote on a chair

**Motion is made to approve Tawania Williams as the hospitality chair for the 2015-2016 school year**

**Vote: Approved Tawania Williams to be the hospitality chair**

**Hospitality** – Tawania Williams

Report on Welcome back to school event – the luncheon went really well. It was a bit different because we didn't have the volunteers there to help and also food donations, but it was a nice luncheon for the staff to get together and visit

For September and October, Tawania is thinking of celebrating the birthdays of staff with sheet cakes or something in the staff lounge

**Boxtops: Tracy Downard**

Every boxtop label is 10 cents

Coke rewards – generate points and could shop on a catalog

Now it's translated to cash – now it's about 3 cents per cap

Needs to have families generate a Coke account

Needs help cutting and bagging boxtops – can send home once per month or something for help

Tyson's labels – each label is 25 cents

**Ice Cream Social**

Ice cream and snow cones – pump it up games and DJ

**Corresponding Secretary's Report - September 2015**

Activities

- Overhauled website including graphics package, "News You Can Use," Documents, Events, Volunteer and other minor changes.
- Got approval from Facebook to rename Facebook site, "Stevens Forest Elementary PTA - A National PTA School of Excellence"
- School-wide e-mail for volunteer opportunities
- Wrote newsletter
- Friday Folders flyer
- Various Facebook posts highlighting events and other school news

For Discussion

- HCPSS responded to the policy proposal to provide transportation for families who can't be served by the nearest school. Shared e-mail with the board.  
School board – take 10-15 issues per year to address so they can address current issues and don't get overwhelmed with too many issues



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- Oakland Mills Village is holding its annual Fall Festival on Saturday, 10/3. They sold out all vendor slots long ago and are offering SFES PTA the opportunity to raise funds and awareness by being the snack vendor. We would have to get a food permit (free to non-profits) from Howard County and supply the snacks. Options include using our snow cone machine if we think the weather would still be warm enough that people would want them, or doing something else.

**Motion is made to approve the fall festival as a fundraiser for this year**

**Vote: Approved the Oakland Mills Fall Festival fundraiser**

**PTACHC Report:**

Policy Committees – go to Howard County Public School System website to learn about committee information

State PTA wants to come to 1 school per county to present a seminar on PARCC – are we interested in hosting? It will be open to anyone in the county to come, are we big enough for an event like this – they will give \$200 to have PTA buy refreshments and will need to host it

Need to check more on details, and then also may need to check with board of education to see if they know about it etc

**Principal's Update: Mr. Diaz**

Talked about the webpage and twitter follow

Dr. Foose came to visit SFES last week and tweeted it – not many parents are following – can we link twitter and facebook together?

Year 2 of elementary school model – components are going well

HCPSS connect – go to family file to fill out info – need 100% compliance from school families (currently at 36%)

Synergy - student info system where family file is located – (replaced Aspen)

Canvas is a broader spectrum learning system – the school system is embracing cloud-based systems to allow school be able to have quicker access to student info they may need

**MEETING ADJOURNED at 7:45 p.m.**