

PTA Maryland Congress of Parents & Teachers, Inc.
Board of Directors Meeting
Maryvale Elementary School- Media Center
August 10, 2017, 7:00 PM

Call to Order: Meeting called to order by President, Sabine Philippe, at 7:00 PM.

Purposes: Monthly meeting. Agenda prepared by President, Sabine Philippe.

Quorum: Quorum established.

Minutes: July minutes will be reviewed online for approval.

Agenda:

- Treasurer report
 - Liliana Brown reported. Once the final staff requests are submitted and reviewed by Liliana Brown and M. Susie Prin, the FY18 Budget will be distributed by email for approval by the BOE.
- Volunteer update
 - Currently in need of a volunteer chair. In the meantime, Crystal has the volunteers@maryvalePTA.org email and is managing the inbox. Delon Pinto will post the open board positions online. Positions will be posted at upcoming open house. Sign up genius will be made for events throughout the year, Crystal Lane and Jenifer Cushing will work on this.
 - Book Fair Coordinator: Cindy Jacobs has accepted.
 - Program & Events Coordinator: Aleesha Montague is considering.
 - Science Fair Coordinator: Khalesha Price is considering.
 - International Night: Lynne and Ronnie Kingsley; they have not confirmed date yet. 2 emails have been sent to them over summer.
 - Fall Fling Coordinator: The board will work together to get it done since there are no volunteers.
 - Restaurant Night Coordinator: Nawal Tahri had volunteered and we are considering adding a 2nd person to help.
 - Spirit Wear: Tiffany Blunt is continuing. Liliana Brown wants her to make a receipt of some kind and give those and all money directly to her from sales. Jenifer Cushing will send Tiffany Blunt a spreadsheet of events that we would like spirit wear to be sold so Tiffany Blunt can coordinate volunteers if needed on dates she cannot be present.
- Update on separate PTA Membership and Spirit Gear
 - Michelle Weisse is working on the membership form in English and Liliana Brown will help translate it to Spanish. A printed school directory will be used as a membership incentive this year and it will be distributed at the November PTA Meeting to help drive an increase in audience. Michelle Weisse is working on an online signup and payment form for the PTA website. Michelle will keep track of cougar cash raised through membership and give receipt and money to Liliana Brown. Delon Pinto will email a list of grocery store fundraisers for her to organize and create a marketing flyer for membership packet.
- Fall Fling Coordinator and Planning
 - The board will work together to coordinate this event. Vendors should be recruited, they pay \$25 for a table. Inflatables need to be booked for date and discount; use previous vendor. Delon Pinto will send out list of things to do so we can sign up.
- Welcome Back Staff Luncheon
 - August 30 @ 12 noon. Need to order food. Sabine Philippe will look at prices at Costco and Jenifer Cushing will contact Shilah Marks to see if she has found out pricing as she volunteered to do this in June. Sabine Philippe and Michelle Weisse and Brian Price will be there. We will

have a PTA table for teacher membership; however Joan Vilkinofsky advised us to not push for membership that day, but use the platform for information about \$100 teacher grant.

- Ice Cream Social
 - It was decided that we would distribute popsicles and ice cream sandwiches instead of scooping ice cream this year. Sabine Philippe and Jenifer Cushing will check into cost of each as we have about \$200 budgeted for the event. Joan Vilkinofsky remarked that it may be a challenge to have teachers recruited for scooping ice cream after a busy week and open house; however it may be easier if we ask them to come and interact with families rather than focus their energy on distributing the ice cream.
- Other Business:
 - Books audit
 - Liliana Brown is aware of it and her neighbor is a CPA and will be reviewing the books.
 - Newsletter announcements
 - The summer packet of information will be going out to families soon. The PTA wants to include a letter, PTA website link and upcoming events for families. Sabine Philippe will write it up and send to M. Susie Prin.
 - After-school activities solicitation/selection
 - Big Learning was approved by the board to be an after school program again. Sabine Philippe will inform them of approval.
 - Google shared drive
 - Crystal Lane created a drive for transparency of forms, documents, files. She shared with us through email. We can upload documents there. Sabine Philippe said that she has a binder that she keeps a monthly tab of events that she will use to pass down to next president.
 - Calendar of events
 - will be posted on PTA website by Delon Pinto.
 - Birthday Celebrations
 - Joan Vilkinofsky informed us that the leadership team decided that food will no longer be part of the classroom celebrations.
 - ID Badge
 - Joan Vilkinofsky asked the board if an ID badge would be of interest for families. It would be included with the school pictures packages. The badge was a welcomed idea for the school.

Adjourn

8:30 pm

Minutes prepared by Jenifer Cushing, Secretary