

Relay Elementary PTA Meeting Minutes

Monday, April 9, 2018

Submitted by: Shaunta Chapple, PTA Secretary

Meeting called to order at 6:34 pm by Angela Anderson, PTA President

Treasurer's Report

Rachel Sontag, Treasurer absent this evening; Angela asked those in attendance to please review report provided and to ask any questions; there were none.

Chikfila Night

Please support Chikfila Night tonight. Mr. Barnett shared that he had been to Chikfila already and saw some Relay families.

Field Trip Question/Discussion

- **Q:** (Angela)-How are costs handled for field trips?
- **A:** (Mr. Barnett) - County buses- school pays for them and then requests reimbursement from the PTA. For others buses/trips-school must have money on hand and pay day of; some special trips require payment in advance (2-3 weeks prior). In the future, Mr. Barnett would like to move toward informing the PTA at least 30 days in advance of planned trips. Angela shared that PTA donation per student has increased from \$17 to \$19 per student this year; shared that PTA wants to follow best procedures to streamline the field trip planning/payment/reimbursement process for teachers and administration.
- Of note, Kim from the front office has been out; today was her first full day back. Tiffany has filled in and been very helpful during this time, notably with field trip/bus arrangements.

Updates

- **Spring Book Fair-** event went well; final numbers not in yet in terms of profit. Peter Sontag was instrumental in the book fair's success, and was tremendously helpful. Teacher Boxes were a new addition this year that the teachers loved; school administration would like to continue to do this. A box with each teacher's name and their book selections was available; families could buy books and put in teacher's box so that teacher could have book in their classroom library.
- **PARCC Testing-** Final Dates for testing have been released; schedule adjusted somewhat from before.
 - Ms. Lynch has drafted a letter that will go out to families tomorrow (4/10/18) detailing testing information.

- April 24th 25th 27th test window opens- Fourth and Fifth grade-3 ELA portions, 90 mins each.
- All grades will have 60 mins for the Math assessment
- Third graders begin with ELA testing on May 4th 7th 8th; 75 mins
- There will be a break in middle of week that also allows for make-up testing
- Goal is to be done testing by May 15th
- **Snacks from PTA after PARCC testing**
 - April 27th- grades 4 and 5
 - May 4th- grades 3, 4, and 5
 - May 11th- grade 3
 - Will do bags for each teacher (will obtain updated list from Tiffany)
- **Picture Day:** Friday April 27th

Vice President's Report, Heather Agler-Roth

- **Teacher Appreciation Weel:** working on this, trying to assemble group to figure out specifics. Waiting to hear back about Mission BBQ. Like last year- will provide two lunches. Nearby Guinness Tap Room: Thursday of Teacher Appreciation week from 4 pm to 6 pm, teachers can stop by, present their BCPS ID, and have one free drink; PTA will provide snacks (chips), tables will be set up for gathering. This year's theme: Flower Garden. Email is forthcoming to gauge availability of volunteers. Heather has started working on some things so that decoration efforts on the Friday before can be completed in a two hour window of time. Would like to do something personal for each teacher, and will ask for a photo from each teacher; if no photo is provided, will use photo from the Relay website, even if an avatar photo is what is available. Still undecided on whether we are decorating pods or doors.

Additional Updates (Angela)

- **Spirit Wear-** Fifth grade reports having enough money for rest of year; incoming Fifth Grade parent (current 4th grader) is running this Spirit Wear fundraiser; proceeds will benefit that class for next year's 5th grade activities. Plan moving forward is to open spirit wear ordering three times a year, will adjust products based on popular items. Mr. Barnett inquired whether the price point was desirable; group consensus was that price point is appropriate, offering good variety.
- **Basket Bingo-** had quick meeting today prior to PTA meeting @ 5:45 (Angela, Shaunta, Becca Geris). All classes have been assigned a basket theme now thanks to Becca's efforts. Angela will put together and distribute the list this week. Tickets have been ordered. 300 tickets available for sale. Heather has bingo markers so these will not need to be purchased. Becca will submit order for bingo supplies (Angela forwarding necessary information). Shaunta is responsible for permits (Angela forwarding necessary information). Shannon bought \$1500 worth of merchandise- bags, beads, etc. Need to

divide list of businesses that have received letters and have designated individuals follow up with visits and phone calls. Will reach out to Peter, as he is skilled at non-profit fundraising. There will be PTA representation at the school during the week of Teacher Appreciation/Plant Sale that can help with ticket sales. We will open ticket sales this week by sending ticket order forms home with students, and will then be on-site at school to sell tickets in the three weeks leading up to the event.

Preliminary Fifth Grade Committee Update (on Heather Mix's behalf; arrived later in the meeting)

- There are opportunities for middle school students to volunteer, reach out to Heather. Fifth graders are doing well with the 5th grade bingo basket.

Administration Update, Jason Barnett

- **Ms. Lynch** will be leaving at the end of the school year to help open another school. She has done a wonderful job at Relay and her expertise is being called upon at another school. Angela praised Ms. Lynch's work here at Relay, most notably with IEPs and PARCC testing. Mr. Barnett is seeking input on desirable characteristics for our next Assistant Principal; once a list is compiled, Mr. Barnett will forward to the county for possible candidates who will meet with a small group of 3-5 individuals.
- **Recent Activities**
 - **Laser Light Assembly** was a success, would like to have the program return, but need to figure out how to darken space.
 - **Future Makers** came for 3rd grade and did a Draw Box. 4th and 5th graders now doing Maker Fair in place of STEM Fair, so this activity leads 3rd graders into this well. Lots of positive feedback came back. The students were give a plastic cup, motor, wire, glue stick, and tape, and were told to make a working robot. Group brought in all materials and did clean up. Teachers were able to be more engaged with students. Would like to continue this; pricey, but cost similar to cost of field trip. They offer pop up labs and we can change the topic every year.
- **Fifth grade farewell**- June 13th; does not conflict with Arbutus Middle. Of note, we still owe one day and some hours due to snow; waiver process, have not figured out yet.
- **School Supply Kits**- Ms. Benedick received information about these kits that can be purchased through Staples. Mr. Barnett is willing to work with PTA on this. School provides school list, Staples then makes kits. They have backpacks, water bottles, etc. Kit would be on desk when kids come in for Sneak a Peek. Can be costly, will explore.
- **Moving up Day**- administration's goal is to have class lists completed so that students can meet next year's teacher on the last day of school. This will reduce time and expense for the school as summer mailings will not be distributed. A Connect Ed message would come out over the summer. Negates the pressure for families to return early from summer vacation looking for this mailing.

- **Q:** (Shaunta) - How does administration plan to connect with families that do not have internet access/smartphones; has a core group of families been identified as having unique communication needs.
- **A:** (Mr. Barnett) - Yes, there have been challenges in obtaining translated documents for our Burmese families. Would like to obtain an email from all families, as email is his preferred mode of communication. Noted that he is reaching more families via phone than email. Will put as many things out on paper as possible to accommodate families that don't have email access/phones/communication challenges. Example: paper document distributed for Spirit Wear. Sarah expressed concern about County's Connect Ed system.
- **Summer Activities**
 - **Ice Cream Social-** definite yes for this summer.
 - **UMBC picnic-** up in the air. Ms. Campbell had lots of involvement in planning this, will consult with her on logistics and determine feasibility.
 - Kindergarten Parent expressed feeling out of the loop last summer, learning of events on short notice. Administration noted that a Connect Ed message went out, but there was a lot of back and forth logistically while planning/organizing events. Will share event dates during this year's Kindergarten Round Up (Registration).
- **Construction Status-** construction has moved slowly. General contractor and sub-contractor having some issues; weather has been cited as reason for slow construction. There has been an uptick in construction activity over the past week. If we have any turf, we can open the grounds and host a nice summer event open to the community in place of the picnic at UMBC. There is no fee for using our own grounds to host picnic as there is at UMBC.
- **Staffing-** no plans to lose teachers due to enrollment. Mr. Barnett is aware that some staff desire a transfer to be closer to their homes, and he does not interfere in this process. Anticipate adding one teacher this summer. There is will be a staff member retiring this year. More to come during May or June meeting, exact staffing plan and numbers will be shared. We may have changes in enrollment over the summer. There were concerns expressed about the construction of a new town home community in close proximity to Relay and the impact on our enrollment. Too early on to know of impact on school enrollment (homes have not yet been constructed).
- **College & Career Week-** next week, some spirit things are coming up during the week; cool guest scheduled for Monday, but it's a secret who this guest will be.
- **Southwest Area Education Council Meeting-** will meet here on Monday, April 16th. Johnnycake usually hosts this meeting, but a larger turn out is expected as the community will be able to meet Board candidates. One candidate showed up during last

Relay PTA meeting. Doors will open at 6-7:30, tours of new building will be offered to those interested and unfamiliar with this school design.

- **Drama Club Performance-** this Friday and Saturday. "Possibilities" is this year's title. Doors open 6:30 pm Friday, show at 7 pm. Doors open 4:30 pm Saturday, show starts at 5 pm. Ms. O will be selling tickets this week tomorrow after practice, and Wednesday and Thursday mornings. Fifth grade committee will be selling water and snacks. Ms. Wymer is going to post information on social media; PTA will follow up with spreading the word.
- **Field Day-** scheduled for May 21st; no rain date planned because activities will be offered inside of the school in the event of rain.
- **Miscellaneous**
 - Thank you to PTA and volunteers.
 - Significant number of field trips are coming up: Kindergarten, 2nd and 4th grade
 - Mr. Barnett apologized for missing last month's PTA meeting, he fractured pinky finger, had surgery, and is now on the mend.

Continued 5th Grade Committee Report, Heather Mix

- **End of Year-** Fifth grade is doing well with progress of everything. Yearbook and t-shirts coming along; they have all art designs. Ms. Hall has helped with coordinating sizes for t-shirts.
- **Plant Sale-** will be held Thursday and Friday, the week of Mother's Day. Leftover plans will be sold at Basket Bingo. Flyers for the plant sale are available.
- **Basket Bingo-** fifth graders will be at the event selling items.
- **Field Trips**
 - Genesee Valley trip is coming up
 - Talk of trip for Weather Day at Camden Yards, but some feel it is a little late in the year to plan this. Heather Mix and Mr. Barnett will discuss offline.
- **Committee Meeting-** This Thursday's 5th Grade Committee meeting has been canceled due to large event being held at Arbutus Middle School.

Last Remarks (Angela)

- Mr. West would like to have families donate K cups for K Cup machine located in staff lounges. PTA willing to coordinate setting up donation boxes in each pod so that families can donate. Meeting attendees expressed that this is a nice idea.

Meeting adjourned at 7:25 pm