

Relay Elementary PTA Meeting Minutes

Monday, February 12, 2018

Submitted by: Shaunta Chapple, PTA Secretary

Meeting called to order at 6:32 pm by Angela Anderson, PTA President

Introduction of first timers-

- **Dawn Graff**, new teacher at Relay, came over from Riverview, where she taught for 5 years. Taking course now and eager to do things throughout the school and shared knowledge gained from coursework.

Rachel Sontag, PTA Treasurer absent due to vacation; Treasurer's Report and Fifth Grade Committee report reviewed by Angela; time allowed for questions re: Budget and Fifth Grade financial report.

- Account in good standing, some receipts from Teacher Reimbursement.
- Question-
 - Q: How did Fifth Grade do at Winter Around the World?
 - A: Money earned from Winter Around the World activity kept in till for petty cash.

Update- Chikfila Night

- Chikfila Night canceled in January; tonight is Chikfila Night for February.

Upcoming Events, Heather Agler-Roth, PTA Vice President

- **Teacher Appreciation week**- keep things fairly similar, would like to come up with a theme; already have a list of people interested in volunteering. Food provided through the week. Provided two lunches last year, snacks, desserts (Rita's Italian Ice). Have a bigger budget this year. If interested in decorating doors, need to plan. Set up will be May 7th through 11th. Will coincide with Plant Sale. Need to draft calendar.
- **Book Fair**- March 19 through 23rd. Publish a calendar online for Mrs. Wymer. Setup is Friday before on 16th, tearing down on 23rd. Theme for book fair is: Paws for Books. Come stay and read a great tale.
- **Jump Rope for Heart**- Sign up genius available after meeting for THIS Friday, February 16th for Jump Rope for Heart? Mrs. S received approval for event, but did not know how to obtain volunteers. Must complete volunteer training online in order to help out with this event, can email certificate to Mrs. Campbell. 6-10 volunteers needed for timed stations, 10 in am and 10 in pm, 10-14 am, 10-14 in afternoon. Two additional volunteers needed for water. Older kids in morning and younger kids in afternoon. Running exactly the same as specials.

- **Drama club production-** Fri April 13th and 14th . Plan for 5th grade plans to sell chips, candy, and water.
- **Plant sale-** May 10th and 11th. This year's sale will only be held a couple days because of manpower. Need to decide where to set up. Going to offer 7:30 am to 7:30 pm shopping times so that parents can also come. Thursday: shopping for everyone, Friday: stragglers. Possible location for sale: walker/car rider room, where tri fold board. Is Rec and Park space large enough? Ms. Lynch will find a space for this event; enough space needed to set up about five tables. Drop off of flowers will be Wed evening (May 9th) with clean up on Friday. Using same company as last year. Will have large number of the larger plants because teachers like to buy them. Fifth grade unsure of how much to order for the sale because it is shorter in duration this years; RSVP sheet for notion of how much to order. Those plants remaining were sold in front of 7 Eleven last year. Nice core group of volunteers, will reach out if extra help is needed.
- **Question:**
 - Q: Benedick- can teachers pre order?
 - A: Yes, Heather Mix will do a pre-order sheet. Cannot specify color, but can order quantities of certain plants.

Extensive discussion re: Basket Bingo (initiated by Angela)

- There has been difficulty in trying to finalize date. PTA Board would like to continue tradition but will need to push back date from March. Historically, basket bingo has been the major spring fundraiser. Concerns surrounding timing and being able to get everything done. This year, we raised more than planned with the Fall fundraiser so the Spring Fundraiser is not as needed. We need to raise \$7000 instead of \$10000. Bingo usually makes \$5000 to \$7000.
- Will Basket Bingo be held at the school? May have some restrictions, may be lacking equipment. Angela agreed to lead this event, and will work with Jen Fitch (organized event last year). Email sent to OLV for possible dates, but late response received, found calling to be quicker. Pushing back date will help avoid weather trouble, do not have to consider chocolate fundraiser. March 24th was available, but want to push back.
- Possible Fundraising Options: No specific fundraiser, solicit direct donation. Try to organize the run. Still do Bingo, but push back date. Basket Bingo usually held at OLV on Wilkens Avenue, usually has good turnout. 50-50 raffle, 5th grade raffle, door prizes. Ms. Graff has leftovers for bingo. Bake sale table set up.
 - Comment: Heather Mix- Fifth grade looks for this fundraiser; especially because they missed out on Spirit Wear in the Fall.

- General consensus is to move forward with Bingo, look for April dates, but NOT the 14th due to Drama Team production. First weekend in May is absolute latest, but will this interfere with Teacher Appreciation? Fridays possible, but may not be available because of OLV's own bingo. Perhaps a Cinco de Mayo theme? Need to send out second round of letters once date is finalized.
- Lots of volunteers needed for shopping for Basket Bingo. Thought is that we will have increased participation from classes by allowing class to pick their own theme instead of it being designated. Dawn Graff suggested asking for first, second, and third choices for basket themes.
- Plans/To Do for Basket Bingo-
 - Shannon Speake can help prepare
 - Angela will send email and announcement re: Bingo once dates are received, will see if Jen Fitch can come to meeting to provide assistance
 - Second mailing will go out to businesses
 - Heather- will send basket themes to classes and add ideas
 - Angela- Need dates, want basket selections back from Ms. Benedick by March

Spring Fun Run (Heather)

- Run not necessary for financial reasons, but would like to get kids out and active. Would like to have numbers and medals. Options: kids can be sponsored and raise money, or we can open to families, \$25 a person? (Ms. Graff commented that it would be a good idea to have both options, with one amount for individual, and one amount for family). Can add concessions. Idea presented to team up with Ms. Sengebusch to have kids train in gym. Can walk or run the mile. Have been looking at distance. Would do laps if on schools grounds. Reviewing logistics with friends who have done other runs. Through housing development across street, up Cedar, and around school to meet a mile. Westchester is an area school that has a run. Shannon suggested "End of School Fun Run", and suggested that because of logistics, event can be geared toward kids during school and smaller this year to build momentum; Next year expand to a big run. Things to consider: set up, time, need to block street, obtain permits, tracks locations (CCBC vs UMBC; Ms. Lynch noted that school will be charged by UMBC for clean up after run)? Another area school to reach out to for suggestions: Hollowford Elem in Ellicott City- company comes in and handles logistics (i.e. pep rally, t-shirts).
- Question- Heather Mix
 - Q: Can we route walk through woods?
 - A: (Heather R.) Possibly; easy to incur injury.

- Angela- suggests planning this event for next school year and having UMCBC involvement. Heather would like to plan for this year and include the Relay Improvement Association; emphasized \$7000 being raised for Jump Rope for heart as good indicator of school support. Shaunta inquired whether June is too late for the run; school must end this year by June 15th. Discussion to continue during subsequent meetings.

End of the Year Activities

- **Field Day** this year? Administration says yes, Barnett: no dates yet. Considerations: finished grounds are weather dependent, has been very wet. Everything being seeded. Sod in some areas. Mr. Barnett can take walk to assess.
- **End of Year Dance-** will need to have on two different nights. Simple logistics now because of lots of space, and ability to be own D.J.. Barnett- Can coordinate this. Angela- Last two dances have been June 6th and 7th. Need to select dates for this year. Sarah suggested second to last week of school and Mr. Barnett agreed that this is a good time frame.
- **Running Club-** Ms. Sengebusch is interested in having a running club. Mr. Barnett shared information about 100 Mile Club from his old school. Heather (VP) suggests run in place of Fall fundraiser, with running club leading up to run as in previous years. Mr. Barnett/Angela- Would like to plan for October 2018; will look at grounds, consider combining with Trunk or Treat and have huge event.
- **Ice Cream Social-** would like to do again this summer. Ms. Benedick will share information with teachers once plans are finalized.

Update on PARCC Testing (Angela)

- Ms. Lynch- testing begins April 23rd and runs through second week in May. Four week span. PTA plans to provide snacks for whoever is testing during each week on Friday at end of day. Ms. Benedick noted that PARCC is not like MSA; test is different and shorter.

Field Trip Discussion

- Ms. Benedick asked questions about bill for bus for third grade trip.
- Heather Mix shared that Fifth Grade field trip has been approved by Mr. Barnett, Kim at front desk organized buses. Inquired how long it takes for county to clear trip with Risk Dept. Mr. Barnett replied that sometimes approval is received same day, sometimes longer due to nature of field trip; will reach out to see where we are in submission process. Max 1-2 weeks once previously. Proposed trip is to Genesee Valley which consists of team building, problem solving together. Of note, new administrator there, possibly delaying clearance with county risk dept. Ms. Benedick notes that this trip used to be a part of the fourth grade curriculum. Angela spoke about Adventure Park;

Heather Mix compared trip to North Bay Middle School Trip. Mr. Barnett identified that if risk has been there, shouldn't be an issue.

- Heather Mix- Are there any other 5th grade trips planned? Mr. Barnett stated that fifth graders will travel to Arbutus Middle. Discussion ensued about Ecotrekkers, mandatory trip. This year, fifth graders missed Weather Day and a change to the curriculum removed the trip to St. Mary's City.
- Sarah asked if the Orioles trip is out for good because of testing, and when trips are scheduled for other grades. Inquired if it is accurate that trips need to be prior to a certain date. Mr. Barnett stated that trips do need to be held prior to May and recommended that parents reach out to homeroom teachers for information about field trips. Discussion surrounding previous administration's field trip scheduling guidelines.
- Ms. Benedick- shared new trip request to Oregon Ridge Outdoor learning Center in April (3, 4, 5) depending upon home room; all classed not able to go at once .

End of year ceremony/Calendar Discussion

- Mr. Barnett states that End of Year Ceremony for Fifth Grade is typically coordinated with middle school; Heather Mix- will ask Ms. Feeney (Arbutus Middle Principal) about dates tomorrow at PTA meeting. Mr. Barnett notes that last two days of school are still two half days, will plan for ceremony being on the last full day of school. Tentative: Wed June 13th. Can use gym for reception.
- Heather Mix- Would like to use both ends (cafeteria/gym) for chairs. Would be fine with avoiding refreshments, but if desired, suggests courtyard for bottled water and photos; Mr. Barnett in agreement. Will provide update on date after coordinating with Ms. Feeney. Heather (VP) shared that number on sign/banner is changeable; checking with Sandy and Jen Fitch for any 5th Grade items.

Parent Concern

- Heather Mix- Poop on walls in bathroom? Ms. Lynch clarified that there has been toilet paper on the walls; toilet paper is being wet and stuck to the walls. Bathrooms are being monitored. Sign out sheets have been implemented. Mr. Barnett walks through restrooms several times a day. Cameras outside can be narrowed down to who was in bathroom near time if reported.

Administration report- Jason Barnett, Principal

- Since last meeting, had opportunity to have Coding Night. Received citation from Governor and rep from County present. Maker space, sight words, coding mice, incorporating into learning. Friday, Mr. Barnett will meet with company. Piloting here @ Relay an app that will load onto devices so Bluetooth can control robots: BeeBots. Coding- connects better with Bluetooth and phone instead of tablet and network.

- Thank you to PTA for continued support of field trips, experiences offered to students at little to no cost. Appreciate this vision for this budget. Angela noted how parents and children were amazed to have their principal attend fieldtrip to Aquarium.
- Discussion about assemblies the week of spring break. Would like to bring learning experiences to the week that offer learning in a different way; would like to bring different vibe to students and give teachers a break. Laser light show has been scheduled, Mrs. Campbell exploring other assembly ideas.
- MAP (Measures of Academic Progress)- complete or nearly. WETA for ESOL students. Fifth grade science coming up.
- Starlab will be here delivered Feb 20 to March 1. Every class will have opportunity. Grades 1-5 will have 40 mins, kindergarten will have 45 mins, other groups 30-45 minutes. No longer have to crawl into space; Kids will need to wear socks.
- Construction Updates-
 - Parking lot- striped. Fencing on hard top, have to check with contractors for additional updates. Children can play there, will have playground equipment. Issue with traffic stopping at stop sign. Heather- will things be changed. Traffic will stay to the right and things will be better for use of cross walks. Changes will not fit many more cars at arrival and dismissal but will help with congestion.
 - Heather (VP)- let people know they can walk now.
 - Heather Mix- still part of sidewalk that is not easily passable.
- Traffic Discussion
 - Lynch- hill is a factor in car/foot traffic, need to get people to not cross bus loop.
 - Barnett- once one way signs are down will send out communication.
 - Heather Mix- drop off better before Christmas. Now slowing down.
 - Barnett- now more people getting out of cars. Keeping an eye on it, more cars this morning. Typically 4-5 people. If Barnett is not there, this slows down traffic.
 - Lynch- putting out signs to encourage parents to let out kids in certain space.
 - Heather Mix- concerned about traffic with weather getting warmer. Once traffic pattern is changes, not as many cars will pass the way of concern.
 - Barnett- Want people in and out the same lot, will require patience. Maybe do a center lot. Right now left and not natural traffic pattern, will change to the right.
 - Benedick- Suggests saw horse or obstacle to slow down traffic to allow children to across (Barnett will consider).
- School sign is connected. Mr. Barnett will have a two hour online training on Friday and then he will train PTA person to post PTA things. Shaunta identified as point of contact.
- 20 or 30 boxes of books came in recently. Lots of new books were ordered, staff picks also. Taking opportunity to reinvest in collection. Relay not yet at book to student ratio per count guidelines. Heather Mix inquired about whether PTA contributes to providing books for library; Angela/Heather shared that the PTA does contribute through book fair

funds (white boards, chairs, etc). Sarah asked if people can donate books to the school; no; used books cannot be donated by individuals to the school.

Important Dates

- **Recorder Concert May 10th**
- **Spring Concert May 16th**

Discussion in Regard to Parent Questions (Angela)

- **Honor Roll**
 - Is Relay doing this?
 - Barnett- trying to develop criteria.
 - Want to recognize students for academic excellence through presidential awards.
- **Star students**
 - Not this year
- **Spelling Bee**
 - If staff to run, yes we can consider hosting.
 - Towson does a County bee, Mr. Barnett supports.
 - Reading specialist supports with providing words.
 - Preference: parents judges or collaboration with teachers re: mistakes/errors.
 - Would ELA action team be involved?
 - Considerations: Send home words to practice and prep, event can be a lot to monitor and ensure consistent judging.
 - If staff are interested, can pair with parent.
- **Spirit wear**
 - Does not seem economical.
 - Heather Mix noted that over \$1500 needs to be sold to actually make money on this.
 - Questions about minimum cost to make more affordable; pricey products, nothing for \$10. Mr. Barnett- will reach out to All Pro and update Angela. Would like \$10-\$20 price range. Angela suggested 21227 schools do joint spirit wear fundraiser and list all schools May benefit all schools. PTAs could split profit equally.
- **Question from parent: Recess Policy**
 - Does weather impact recess?
 - Mr. Barnett states that yes, there are recess guidelines pertaining to the weather
- **Rec and Parks move in**
 - Project manager moved out of office, Mr. Barnett needs to give keys. Possibly due to construction unsure of reason for slow down but Mr. Barnett met with Rec and Parks twice and cleared space. However, there are no fields to use.

**Note: Secretary departed meeting at this time; subsequent discussion continued offline.
Notable topics for discussion will be revisited during next meeting***