



General Meeting

October 10, 2023 6:30 pm

Start Time: 6:30pm

End Time: 8:04pm

Attendees (in person): Laura Taylor, Erin Brice, Emily Simmonds, Amanda White, Jessica Robbins, Candace Manos, Julie McClain, Norfleet Barnes, Jamie Barnes, Nicole Nguyen, Chelsea McWatters, Amanda Sikorski, Cherish Price, Latrice King, Jessica Frank, Laura Blood, Sara Marley, Megan Martino, Lisa Grace, Kate Matulonis, Rob Brigham, and Caroline Wellman.

Attendees (online): Sang Uk Chuica, Stacey Colabella, Tanajah Hairston, Patrice Smith, Joe Neet, Diana Neet, Rakiesha Chase-Jackson, Christine Likakis, Itta Englander, Staci Dize, and Rosemary Asquina.

Welcome and Introductions

- Laura Taylor- President
- Erin Brice- Vice President
- Emily Simmonds- Treasurer
- Amanda White- Secretary
- Attendees: Introductions- Name, Student Grade Level

Laura introduced board members. Attendees participated in a meet and greet. Attendees were asked to introduce themselves to someone at their table.

President's Report:

- PTA Meetings for the 2023-2024
 - December 12, February 13, April 9, May 21

Future PTA meetings dates were shared with attendees.

- Membership Drive
 - Givebacks
 - Forms were sent home with each child to join the PTA.
 - The class with the most memberships by October 31st will win Cooper's Golden Horseshoe.

The membership drive is on at Relay Elementary School. Membership forms were sent home with each student. The goal is to have 130 members. The class with the most members will receive "Cooper's Golden Horseshoe" as part of the membership drive. The PTA is hoping to rally members for PTA.

- What it means to volunteer
 - You don't have to do it all

Volunteers are needed to help run PTA events.

Treasurer's Report:

- Budget Review
 - Please review the budget for the 2023-2024 SY.
 - Teacher Reimbursements
 - Budget Approval

Emily Simmonds reviewed the proposed budget for the 2023-2024 school year. The income carried over from the previous school year is \$4,347.69. Given the goal of 130 members, income from membership fees is projected to be \$1,300. Currently, there are 85 PTA members. The projected income from fundraisers is \$9,350 and includes restaurant night (\$800), World's Finest Chocolate (\$5,000), School Play Concessions (\$250), Spring Fun Run Fundraiser (\$3,000), and Spirit Wear (\$300). Operating fees were discussed which is projected to be \$1,430.50. Fundraisers are necessary for bringing in income. Activities have been planned for the 2023-2024 school year and include field day, field trips, dancing (4th and 5th grade), Polar Express Day, Spring Dance, Trunk or Treat, and Ticket Program (school-wide incentive). Projected expenses for PTA activities are \$5,300. Teacher Appreciation expenses are budgeted for \$7,500 and include staff appreciation (\$500), teacher appreciation week (\$2,000), 5th grade commencement (\$400), and teacher reimbursement (\$4,600). Anticipated profit for the 2023-2024 school year totals \$767.19. However, money must be taken from the \$767.19 to pay for 2024/2025 Insurance (-\$226), PTA Council Dues (-\$15), and Postage/Office Supplies (-\$450) for a total profit of \$76.19.

Laura explained how PTA guidelines include a \$0 balance by the end of the school year. Laura explained how we can do additional activities if we bring in money from fundraisers. Examples of extra activities include: additional spirit gear (i.e. cups, magnets), winter fair, Welcome Back for pre-kindergarten and kindergarten parents, and STEM night.

A parent inquired about rollover money. Laura informed the parent that the money rolls over from the past PTA year.

Another parent inquired about the budget. The parent explained how the budget does not include items for the school to purchase. The parent pointed out the difference between "Activities" (\$5,300) and "[Teacher] Appreciation" (\$7,500). The parent noted that the events for students include "Trunk or Treat" and a spring activity. The parent pointed out that you cannot have any expenses on the budget that you are not budgeted for this school year. The parent recommended putting activities on the budget rather than waiting for the school year to

proceed. Laura explained how the PTA can amend the budget and have another motion as needed as the year progresses.

Another parent helped clarify the budget and agrees that the PTA can have more concrete options.

A different parent inquired about the field trip budget and how it is distributed. Laura explained how the field trips are planned by the school and the PTA will support as needed. Ms. Grace said that she would comment on field trips during the Administration Update.

A motion for the approval of the budget was made by Laura Taylor. PTA members were asked to approve the budget in-person (12 yes/1 no) and online (2 yes/0 no).

Vote to approve the budget passes.

Events and Planning:

- Committees and Volunteer opportunities
 - Trunk or Treat

Caroline Wellman provided an update for Trunk of Treat. 25 slots have been filled for vehicles to decorate. Candy donations are needed. Sorrentos will be selling pizza slices at Trunk or Treat. Kona Ice will be available at Trunk or Treat. The PTA will receive 20% from proceeds.

A request was made for games to be placed in different locations during this event to prevent a backup of students and families.

A staff member brought up that many grade level teams and their families are unaware of "Trunk or Treat" and suggested a paper reminder for families.

A parent suggested using the "Remind" app to post updates for events.

- Membership Team

Laura explained how the membership team would be responsible for leading school events. The membership team could help get membership forms translated into different languages like Spanish.

- Staff Appreciation - Sunshine Committee
 - Teacher Appreciation Week

Laura would like the PTA to provide a meal for teacher appreciation week.

- Random Acts of Appreciation - 2-3 times a year for our PTA Teachers/Staff

Laura explained how this could encompass a special treat in mailboxes for staff members that are members of the PTA.

- Spirit Wear

Laura explained how she is trying to figure out a way to plan spirit wear to be sent home and be available all year round.

- Fall Chocolate Fundraiser Team

Laura explained how this fundraiser needs to get up and running. The Fall Chocolate Fundraising Team would need a team to distribute chocolate bars, collect money, etc.

- Spring Fundraiser Team
- Online Fundraiser Team
- Concessions Team - School Play

The school play will take place in March 2024.

- Restaurant Nights Team

Examples of restaurant night could include Chick-Fil-A night.

- Spring Dance/Activity Team
- If Fundraising Goes Well

- STEM Night - Build with me
- 2024-2025 - Welcome Back Team
 - Boo Hoo Yahoo! celebration for Prek, Kindergarten Parents
 - Teacher welcome back celebration

Administrative Update:

The Administrative Update was provided by Lisa Grace (Principal)

FIELD TRIPS: *In the past it was difficult to schedule field trips. BCPS has approved outside vendors (buses) for field trips. Ms. Grace recognizes the importance of field trips and the experience students gain from field trips. Last year, the school hosted two in-school field trips for grades pre-k to 4th grade that included “The Reptile Man” and “The Science Guys”. During pre-service week (before students returned to school) Ms. Grace encouraged teachers to prioritize field trips. A kindergarten and 2nd grade field trip has been approved.*

YEARBOOK: *In previous years, only fifth grade students had the opportunity to purchase a yearbook. Ms. Grace would like to make the yearbook a schoolwide option. Ms. Grace would like to have a yearbook committee and welcomes parent involvement. The vendor has changed*

for school pictures and will be Lifetouch. The Lifetouch company offers a yearbook option. The estimated price for a yearbook would be \$20.

LITERACY NIGHT: *Students can participate in literacy night in November. Information is forthcoming. Ms. Wymer (librarian) is on the reading committee and is planning literacy night activities.*

PARENT COMMUNICATION: *Ms. Grace would like to switch from a monthly newsletter to a bi-weekly email with important dates and events. Ms. Grace encourages all parents to please reach out if they have more helpful options in terms of communication between school and home.*

SCHOOLGY: *A parent inquired about Schoology and accessing features of this program. Ms. Grace explained how she is in the process of planning a parent night to walk them through Schoology.*

RECESS: *Another parent inquired about the recess policy stating that her child has come home from school saying that recess is only 20 minutes and there are behaviors in the class. Ms. Grace explained how staff reviewed the BCPS wellness policy during pre service week. Ms. Grace explained how the BCPS Wellness Policy includes guidelines for food (no food based celebrations) and 20-30 minutes of recess for students. Ms. Grace said most classes are scheduled for 20 minutes of recess time. Recess should not be taken away as a discipline. Taking away recess must be approved by the principal. In place of taking away recess, Ms. Grace encourages teachers to use restorative practices in the classroom. Students are not allowed to run in the enclosed playground. Ms. Grace met with the BCPS chief engineer to get a staircase from the playground to the lower field (near bus loop). The staircase was not approved due to funding (+\$500,000). Teachers are encouraged to rotate locations from lower field, to playground, to upper field during recess. The parent explained how her child needs to run and inquired about recess choices student-by-student. Ms. Grace encouraged the parent to contact the teacher with concerns and reach out to administration if unable to resolve issues with the teacher.*

UPPER FIELD CONDITION: *A different parent brought up the condition of the upper field (i.e. overgrown, weeds). Ms. Grace explained how the upper field (soccer field/baseball field) is neither owned by BCPS Parks and Recreation or BCPS Ground Crew due to a clerical error when the new school was built. Licensing is in the works. Once licensing is completed the upper field will be tended to by BCPS grounds crew.*

Teacher Update:

Ms. Blood was present for the meeting. She did not have any updates but wanted to make sure we have candy bars for the fundraiser.

New Business

- Trunk or Treat - still need candy donations
- Chocolate Fundraiser
- Spirit Wear

Upcoming Dates:

Month	Event
October 19 6:30 - 8pm	Trunk Or Treat
October 19	Fall Picture Day
November	Chocolate Fundraiser
November 1	Reading Night
December 5	Math Night

PTA Contact Info

Facebook: <https://www.facebook.com/relaypta>

Email: relaypta@gmail.com