

WAVERLY PTA BOD Minutes
October 5th, 2016
Waverly Elementary Media Center

Approval of Previous Meeting Minutes

September meeting minutes approved.

President, Kelly Balchunas, and Recording Secretary, Tracy McEvoy, decided to get approval from the PTA president and Waverly principal and then post minutes to the PTA website rather than waiting for next month's approval. Initially minutes will be posted as Preliminary Minutes until the following month's approval and/or edits.

President's Report - Kelly Balchunas

Thank yous . . .

Fall Fest and Mary Levinshon-Klyap

Reflections - Jen Donahoe and committee

Appreciate everything all our volunteers are doing for the PTA

Treasurer's Report - Saral Patel

Expenses for the month centered around the Back to School Picnic. Expenses were on target and well within budget. Cultural Arts committee was disbursed \$650 for Blue Sky Puppets assembly. Hospitality was disbursed funds for the Staff Back to School Breakfast- just over budget \$751.

Funds came in for membership and hassle free donations.

Total Members 426 (77 staff and 349 parent). Dues collected \$4462

Hassle Free Donations total \$8360

We are currently undergoing an internal audit to verify all current committee chairs and members have joined the PTA.

Other business - Saral is currently in the process of writing an appeal to the State of Maryland regarding the 2013 Charitable Organizations issue. Saral is awaiting a call back from Culligan to discuss the over billing during last school year.

IA disbursement letters have all been sent out to staff.

Taxes were mailed out to the IRS.

Audit, taxes and budget were sent to MD PTA Offices.

Committee Reports

Fall Fest - Mary Levinshon-Klyap

Is next Saturday ! Preparations are going well. *Still need 89 volunteer slots filled.* Working on mapping out where everything will be located - games, vendors, etc Over 20 teacher experiences. Mary to send Tracy document describing teacher experiences auction items. Tracy will send an email out.

Mary needs a PTA liability form to give to vendors. Kelley is going to find the doc and make copies for each vendor. Funnel cake vendor asked what percentage of total sales we are looking for. Vendor was thinking 3%. WES PTA looking for up to 20%. Thank you for scarecrow clothing donations.

Kelly Balchunas is the point person for entertainment on the day of Fall Fest.

Indication that the custodians can only be at Fall Fest for a limited amount of time because of budgeting constraints. Mary spoke to Cindy Deckman and believes Fall Fest needs to sit down with Mrs. Jacobs or Mrs. Edoho-Eket to work out the specifics regarding custodian availability. School has to be unlocked by 10am to start pulling out chairs, tables, etc. Kelly Balchunas will email Mary the time frame that the school was reserved for Fall Fest last year.

Fall Fest really is a group effort. Mary has one goal which is to have it be the best Fall Fest. Please send any thoughts or comments you have to Mary Levinshon-Klyap mary.klyap@gmail.com

Kids Council - Mary Levinshon-Klyap

A message was sent to the parents of Kids Council members describing what Kids Council is doing. Kids Council members from Qtr 1 are reading the Fall Fest announcements. Trying to get the buzz about Fall Fest out there.

Holiday Shoppe - Liesl Edwards

Liesl has just received Holiday Shoppe materials from Liz Page (past chair). First committee meeting will be held on Monday, 10/10. This year Holiday Shoppe will be held one evening and include outside vendors. Going to need many volunteers to help since there may be more people at one time. Going to use the gym and cafeteria. Thought is to have it from 5:30-9pm. Thursday, December 1st is the date already reserved.

Party Coordinators - Karyn Peluso

The Halloween classroom parties and parade will be held on October 28th. Cupcakes from Sam's Club and small bottles of water seem to be within the budget. Still enough money to do small bags of pretzels. If we move forward with a normal size cupcake then we will not do pretzels for the Halloween classroom party and save the \$\$ for a possible future craft/snack.

Walmart cupcakes are stamped nut free and nut free facility. Are the cupcakes from Sam's? Karyn Peluso is going to go to Walmart to get price difference for nut free/nut free facility cupcakes.

Spirit Wear - Megan Veluona

A spirit wear flyer is going home next Friday. Megan will also be at Fall Fest with spirit wear samples and will have order forms available at Fall Fest.

Reflections - Jen Donahoe

Reflections is in full swing!

All students at Waverly will have the opportunity to write a literature entry based on the theme - What is your story?

Teachers will select their top 2 - 3 entries from their class and submit them

All students are eligible to submit entries in the following categories: literature, visual arts, photography, film, dance choreography, music composition.

Entries are due on Monday, Oct. 17th.

Judges have been secured

Entertainment has been secured - 3 different individuals with different talents will perform and share their story - a tuba player, a singer, and sisters who jumprope with Kangaroo Kids

Everything is falling into place. The Reflections Committee is looking forward to receiving the student's entries!

Thank you to Mrs. Jacobs and all the teachers for their amazing support for this program!

New Business

Directory Policy - Kelly Balchinas

Families could check off approval from Family File with the info for PTA directory. If we get the info from Family File, we believe it will make Olga Zavialova's job easier. It was brought up that the county may print the PTA directory for free. Karyn Peluso will forward the available information regarding the free printing to Kelly Balchunas and the information will be shared with Olga.

Entertainment Book Sales - Kelly Van Horn

Kelly Van Horn was approached in regards to selling entertainment books as a possible fundraiser. Declining to do this as we have already told parents we would not have their kids sell stuff.

Fun Run - Kelly Balchunas

Need to find a chair! Going to go through the Parent Volunteer forms and contact all people who checked interest in Fun Run. Or the Fun Run could try be divided the into different pieces and possibly assign pieces to multiple chairs. As a PTA we need to come up with comprehensive list of pieces required to successfully hold a Fun Run. No date set yet - but it will be in the spring. Right after spring break seems an ideal time.

Karyn Peluso said she is willing to take it on and knows other people willing to the involved.

Reminder - this is a budget neutral event.

Fiona Mosley, new to Waverly - welcome. Her child's previous school held a Fun Run last year. The school had a company put on the run. Is that possible? It is a possibility but we need more info about how the Fun Run will be marketed. This is something the Fun run committee can look into.

Fiona will also look into adopting a military unit. They would be able to help with set up and or break down - for events like Fun Run, Holiday Shoppe and Fun Run.

Volunteer Sign Ups - Kelly Balchunas

How can we be less reactive in our volunteer recruitment? Considering asking each committee to describe their committee and how they could use volunteers. Then send this info out with a sign up to Waverly families so we can get more people involved and on our committees.

We need more people involved in the planning part of the entire PTA process.

For now, Tracy McEvoy will email all committee chairs and ask them to look at the Parent Volunteer forms in the PTA room. All parents that checked off your committee should be contacted and invited to the committee meetings as well as the monthly PTA BOD meetings.

New volunteers and current committee members all continue to recruit more volunteers. In the future, the volunteer coordinator should create a spreadsheet of the Parent Volunteer feedback and send info to committee chairs.

Meeting Minutes - Tracy McEvoy

The Waverly ES PTA monthly BOD meeting reminder and agenda emails will now be sent to all Weekly Newsletter contacts not just BOD contacts. Perhaps more people will attend PTA meetings and become involved in the PTA committees.

Adjourn