



**MSS Home & School Board
Meeting Minutes
October 25, 2016**

Donalyn Kent called the H&S Meeting to order at 8:04 a.m.

Attendance:

Maria Johnson, Paula Dodge, Donalyn Kent, Nancy Hennesy, Lisa Renhack, Tammy Havey, Jean Barnes and Elaine Shott

AGENDA

- Opening prayer by Nancy Hennesy
- The agenda for the meeting was distributed to the members.
- Introductions

President's Report:

- Donalyn gave brief update on H&S positions still available and that were re-opened for replacement volunteers: Vice President, Secretary, Scrip, etc.; the interactive calendar is a big hit as well as the use of Sign-Up.com (the group agreed to use that program for *all* events going forward or Evite for more specific invitations, ex: Parent Meeting 11/09).

Business:

- Scrip Program: Discussion regarding new chairperson needed to help manage the marketing/advertising to parents not just by means of the newsletter and website, but having booth sales at various events to manually selling cards on-site (most popular gift cards already pre-purchased, i.e. Publix, Target, etc. The hardcopy forms still need to be distributed periodically (especially now for the upcoming holidays) for those individuals not interested in purchasing online. The forms are currently being updated and Publix will be added versus a separate form. This order form will be attached to website & linked on newsletters.
- Home Room Parents: I2 and P3 were still open, but Barnes and Shott will check current status, and there was an agreement to remove 9th grade from HRP list. Plans for the HRP/Teacher meet and greet meeting are under way. It had been scheduled for Nov. 17th immediately following school dismissal 2:45-3:45 p.m. We still a HRP Chairperson for group correspondence, example: personal invite for said meeting.
- Nancy Hennesey suggested a Teacher Appreciation Gift List not associated with classroom needs, but a personal touch. She will forward a sample copy of "These are a Few of My Favorite Things" we can edit and distribute to teachers. The HRP Chairperson, which we are still in need of, could help with this program by collecting forms and managing upcoming activities for Teacher Appreciation Week, etc. group correspondence, example: personal invite for said meeting.



- Items to add to calendar: Primary (11/21) & Intermediate (11/22) Luncheons at 12:00 p.m. and either an Evite or SignUp.com invitation to all.
- Set-up a Signup.com quick review/training class (Johnson, Tappe, Dodge, and Russell), Maria will coordinate.
- Amazon Smile: This program is and has been up and running and marketed on website and newsletters, but needs to be advertised to parents (and staff) that once it's been established on the Amazon User's account, it's done. The program works automatically. Sue Cavin has volunteered as chair and is working on it.
- Ground Breaking Ceremony: Nancy Hennesy suggested involving the students by purchasing little hand-held shovels (Dollar Tree) for them to actually participate in the ceremony.
- Signage donation: Special thanks to the Schmitt Family. The sign has been a big hit!
- Poinsettia Sales: Tammy Havey volunteered to work with Mrs. Greer on marketing them to the P/I students/families. Making the Poinsettias more noticeable (use new signage during car line pick-ups).
- Maria discussed items still needed for the Golf Tournament, which are being advertised on the newsletters weekly. Participation attendees are better than last year, but we still need a few more singles or foursomes. In addition, a revised Scrip order orders specifically for the tournament is currently being updated and will be sent home by week's end.

Next Meeting will be held November 22, 2016 at 8:00 a.m. in Maria Johnson's office at MSS.

The meeting was adjourned at 9:10 a.m.