



**MSS Home & School Board
Meeting Minutes
April 25, 2017**

Donalyn Kent called the H&S Meeting to order at 8:05 a.m.

Attendance:

Donalyn Kent, Tammy Havey, Elaine Schott, and Jean Barnes

AGENDA

- The agenda for the meeting was distributed to the members.

Business:

- Capital Campaign - Awareness Planning Meeting scheduled for:
 - May 2 (primary/intermediate) – 6:30 – 7:30
 - May 4 (junior high/high school) – 6:30 – 7:30

Donalyn suggested inviting the new parents currently enrolling to attend the meeting as well for further understanding of the campaign and potential involvement with the efforts for 100% parent participation.

- H&S Board Positions – Year 2017-2018: Donalyn will be constructing an email blast regarding the Home & School Board re-elected positions with an invite for additional parent volunteers to sign up for open positions or to serve as a shadow on certain currently held positions. This email will include the newly enrolled parents as well. Also, the email will have the summer meeting dates listed with a brief description of topics needed to work on over the summer in order to be prepared for the first month of school (June 27: 8:00-9:00am; July 25: 8:00-9:00am).
- Other Business:
 - Teacher's Appreciation Week (May 1-5): Ideas were discussed about creating the theme and working around that for each day. Donalyn will be contacting Nancy Hennessy regarding the appreciation breakfast already scheduled for Wednesday and will work on the other details for the week. Due to both field trips on Monday and Tuesday, it was agreed to keep it simple, talk of light breakfast items only. Considering the Cinco de Mayo holiday for Friday, Ms. Shott suggested going with a Mexican theme. The library will serve as the main location for any and all foods during the week and needs to be decorated accordingly (volunteers needed – setup and clean up). A broadcast email needs to be created and distributed to all parents with the breakdown of the week and also with a reminder to refer to the Teacher's Favorite Things list.



- Fun Run has been cancelled for this year due to the construction zone and obvious lack of time with all the other events scheduled during the month of May. Discussions about moving the Fun Run to an earlier date, possibly February, next school year.
 - Play Day (May 17) – Volunteers/Donated Items Needed (popsicles, odd games accessories. Treats, etc.) Tammy will be contacting Coach Bryan to discuss the event's needs and has plans to use Signupgenius.com to help coordinate volunteers with games/activities.
 - Fun Day (May 24 – Junior High ONLY) – No volunteers or donated items needed. Donalyn will send an email to each homeroom parent asking them to reach out to their teacher should they need any assistance or items.
 - Junior High Field Trip (May 26) – New destination currently a surprise. An announcement will be forthcoming to the students and parents within the next week.
 - 8th Grade Graduation Ceremony & Mass (May 30) – The administration will be coordinating the event with the use of Signupgenius.com asking the 6th and 7th grade students/parents to donate food items for the reception to follow for all 8th graders and their families to be held in the Morning Star gym.
- Upcoming Dates - New 2017-2018 School Year: All dates for all events will be posted on the MSS website calendar.
 - High School Moving Day (early July): Dads are needed for moving furniture or putting new equipment/furniture together.
 - August 9: FIRST day of school.
 - Open House: Aug 15 - Lower School (primary/intermediate) – 6:30-8:30; Aug 17 - Upper School (junior high/high school) – 6:30-8:30
 - Fall Pictures (Aug 16): One or two volunteers needed.
 - Cookie Dough (Aug 14-28): Volunteer chairperson needed.
 - Santa Workshop (December): Volunteer chairperson and additional volunteers needed for planning to be worked on over the summer break and to meet during the H&S Board meetings.
 - Yankee Candle (October 23-November 6): Volunteer chairperson needed.
 - Fall Festival (October 27): H&S Board with be using Signupgenius.com again. However, a volunteer chairperson is needed to organize and oversee the event with a team of volunteers.
 - MSS Logo Wear – Spirit Store (specific dates not yet determined): This is another agenda item for the summer meetings. The logo company has already been chosen, but details need to be worked out. A volunteer chairperson is needed.

Next Meeting will be held May 23 at 8:00 a.m. in Maria Johnson's office at MSS.

The meeting was adjourned at 9:30 a.m.