

Parent Association
∞ *White Plains Children's Center* ∞
Minutes: Thursday, April 28

Present: Robin Goins, Kerry McCarthy Adams, Ruth Miller, Hollie Allen, Mitzi Johnson, Nikki Scoggins

Parent Association

- A 'job description' for each role of responsibility within the PA is being developed with the following purposes in mind:
 - To clarify the amount of work involved with each role,
 - To divide the work load into smaller amounts
 - To establish jobs that do not involve coming to meetings. We acknowledge that our families have busy schedules and travel from many towns. Some of these roles can be done outside of the school and communicated to other members in time for meetings.
 - This will be sent out before the end of the year.
- Thank you to the following people who have agreed to take on roles of responsibility
 - Co-chairs: Cynthia Fetner (starting in the summer) & Nikki Scoggins
 - Fundraising: Hollie Allen
 - TeamLeaders (for individual events):
 - Teacher Appreciation Week: Robin Goins
 - BBQ Fundraiser: Hollie Allen
- Newsletter - Feedback was requested on the use of the newsletter. This will be part of a communication role within the PA. At the moment, it was agreed that it was worth continuing, ideally on a quarterly basis.
- Link to Board - Kerry has spoken to a Board member who is interested in developing the communication and cooperation between the two groups.
- Note to family in August - It was agreed that a note from the PA to the parents should be sent out in August to welcome new and returning families, promote the PA, promote Facebook page, make new contact list for families

Family Work Day - Saturday 9-noon

- Update - good response from parents -
- Signup email: feedback - everyone seems to like the new sign-up method, easy to understand
- Donuts - put pamphlets out on tables to promote center, \$6 a box, drinks (coffee, iced tea, lemonade)

Teacher Appreciation: May 16th - 21st

- Team Leader for this event: Robin Goins
- Reviewed last year

- Plan for the week - Discussed several options including hosting a meal, gifts - A note will be sent home to parents next week requesting a donation to pool resources to do something for the whole staff
- Tuesday is when most everyone is here (therapists, support staff), may be best day to work something out
- Jason's Deli coupon for possible meal, Daniel's is a possibility for meal (they bring EVERYTHING!)

Together Times: Thursday, May 19 from 6-7 pm

- Food - bring your own meals for picnic
- Name tags - Kerry offered to make nametags for parents to help people get to know each other
- Park on Walnut Street - Walnut Street Park across from Church, close to intersection with U.S. 1, corner of Lawrence and Walnut Streets - More details will be sent out
- Need to bring a blanket or chair to sit on field

Yard Sale: Saturday, May 21 - CANCELLED

- It was agreed that May is a busy time to manage this level of event. If you have kindly been collecting materials, you can either hold onto them until the fall or donate them to a charity of your choice (keeping in mind the local families who have lost their homes in the tornadoes).
- Team Leader - This project will need someone to organize the event and delegate responsibilities.
- Feasibility - Maybe move to fall and coordinate with a Together Time, have families bring stuff and possibly label...possible dates: Late September? Early October date?

BBQ Fundraiser: Friday, June 10

- Team Leader - Hollie Allen volunteered
- More information will be sent out closer to the time.

Playground project (2 min)

- Contract has arrived
- Site visit next week with one of the designers to finalize plans - Wednesday at 10 am, see kids on playground
- Initial contact has been made with a contractor