Methacton Coordinating Council Meeting Minutes

January 9, 2017

I. **School Attendance** – Suzy Dowell, Brenda Hackett, Elizabeth Drummond, Jennifer Cancro, Gabby Winters, Ashley Wilkerson, Michelle Kirschner, Rachel Packer, Michelle McCubbins, Amy Smith, Jennifer Stephenson, Loren Seamans

2. Approved Meeting Minutes from November

3. Officer Reports – Bylaws are posted on the MCC website describing the fulfillment requirements for each position.

a. President's Report

1. Nomination and election process:

- The President and Treasurer positions are mandatory positions on each H&S Executive Committee.
- The Treasurer position is a single position, but all other positions can be shared. Requests for co-positions should be submitted together.
- Terms for the 4 year schools are for 2 years.
- Terms for Skyview and Arcola is 1 year.
- The election process and timeline is noted in the bylaws, nominations and voting must be complete by May.
- Contingency plans will be made for the H&S election timelines based on the redistricting outcome from the Methacton School Board in early February.
- **Bylaws Discussion**- Suggestion to add a bylaw addressing one person holding multiple Presidential positions on different H&S Executive Committees.
- **Action -** MCC Executive Board will draft additional bylaw guidelines. Once complete, each H&S Executive Committee will vote on it.

2. "Up Close and Personal"- Eagleville next

3. Brainstorming for possible K-4 redistricting support for students/staff - In progress

4. Leadership/teamwork training – MCC Executive Board will contact the IU for information.

a. **Vice President's Report** – No update

1. **Record Keeping** – No update

b. Treasurer's Report

1. **Financial Reports** – Due January 15, 2017. Each H&S should complete the spreadsheet currently being used and submit it to Gabby Winters.

2. **Recycling at Skyview**–Posters are now on trash cans. There is confusion as to who is responsible for collecting the classroom recycling bins. Currently, Homeroom Student Council Reps are collecting the recycling bins on Fridays are placing the trash in a central location.

Action: Brenda Hackett will follow up with the Administration to confirm how recycling is handled at each school and if this responsibility falls to the custodians.

b. **Corresponding Secretary Report** – No update

c. **Recording Secretary Report** – No update

5. Committee Reports

a. **Special Needs (Sandy Katz and Gina Stover) –** Meetings established for the year (including guest speakers), e-mails are going out to all schools, and a social gatherings will be scheduled in the near future.

Action: Suggestion for Angela Lynch to send mass communication out instead of individual schools sending separate communications.

b. **Community Building (Tommy Avelar)** – Tommy will be attending February H&S meetings at the elementary schools to discuss a 4th grade picnic for all schools

Action: Consider including 4th grade social committees from each school (timing to be considered and which H&S will be responsible for communications if the event is over the summer (elementary schools, Skyview, or both).

6. Old Business – No update

7. New Business

a. **Evaluation of H&S Communications** – Angela Lynch will come to H&S meetings to discuss systems being used and when communications to be sent out from larger system. Messages can be sent out to the schools at large, not individual schools.

Discussion: Feedback from parents to use one system across schools.

Actions:

1. Have a demo from each school showcasing the different systems being used and the features of each.
2. Ashley to invite Angela Linch to future meeting to share insights.

8. Adjournment- next meeting 2/13/17

Schedule for 2016-17:

1/15/17- Quarterly financial report due to MCC Treasurer

1/24/17 Eagleville “Up Close and Personal” at MSD Board Meeting

2/1/17- H&S Officer nominations for each H&S should be opened during the month of February or March.

2/13/17, 7PM at MHS Library- MCC Monthly meeting. MCC Officer nominations open.

2/28/17 Woodland “Up Close and Personal” at MSD Board Meeting

3/1/17- H&S Officer nominations are announced during March or April (one month after they are opened)

3/13/17, 7PM at MHS Library- MCC Monthly meeting. MCC Officer nominations are announced.

3/28/17 Arcola “Up Close and Personal” at MSD Board Meeting

4/1/17- H&S Officer elections take place in either April or May (one month after they are announced)

4/10/17, 7PM at MHS Library- MCC Monthly meeting. MCC Officer elections for the next year.

4/15/17- Quarterly financial report due to MCC Treasurer

4/25/17- Arrowhead “Up Close and Personal” at MSD Board Meeting

5/8/17, 7PM at MHS Library- MCC Monthly meeting.

5/23/17 Methacton “Up Close and Personal” at MSD Board Meeting

6/12/17, 7PM at MHS Library- MCC Monthly meeting.

6/27/17 Skyview “Up Close and Personal” at MSD Board Meeting

7/1/17- Budgets for 2017-18 school year due to MCC Treasurer

7/15/17- Quarterly financial report due to MCC Treasurer