

Montgomery School Community Association (MSCA)
General Meeting Agenda
September 23, 2022 - 9-10am – Library

Mission Statement: To enhance community connections in support of a fun, accessible and inclusive school experience.

A. Welcome & Overview of MSCA (Lindsay Moreira)

- a. New Mission Statement Review
- b. Introduction of Admin Team (**Tom McManus, Jessica Pullano, Michael Toomey**)
- c. Introduction of Officer Team (**Lindsay Moreira, Diana Sisum, Brianne Johnson, Benjamin Capps, Annemarie Lange, Julie Diaz, Katie Sillup**)
- d. Introduction of Members (All) - **Removed from the agenda due to time.**

B. General Volunteer Information & Meetings (Katie Sillup)

- a. Volunteer Clearances
 - a. **Required clearances are PA Criminal, FBI, and Child Abuse.**
 - b. **ACTION: Email clearances to Linda Jones**
 - c. **Clearances are not required to volunteer for Fall Fun Day.**
- b. Campus Guidelines
- c. General MSCA meetings are held on Friday mornings after chapel (Google Meet up option available)

C. The Rack (Lindsay Moreira)

- a. Overview of program and process
- b. Request for 2 chairs to take over the Rack to help
 - a. **Jessica Neiderer and Veronica Simone volunteered**

D. Communications (Annemarie Lange)

- a. Overview of Homeroom Parent & monthly emails
- b. Overview of School House News & timeline for anyone who chairs an event/fundraiser
- c. New MSCA Meeting Process and Feedback/Google doc process

E. Fall Plant Mums Sale (Diana Sisum)

- a. Update and volunteer request for 9/28
 - a. **ACTION: Email Diana to volunteer to help**
 - b. **ACTION: There will be more discussion about picking up mums at the end of the day car line.**

F. School Spirit Wear Store (Lindsay Moreira)

- a. BSN Sports – 25% off code - SPIRIT
 - a. **Code ends on 9/30**

G. Dine Out Program (Lauren Speakman)

- a. Overview of program and upcoming schedule

H. Procedure for event budget information & reimbursement - (Brienne Johnson)

- a. Budget provided to event chair(s); review procedures for re-imburements; forms located in MSCA mailbox (Farmhouse)

I. Fall Fun Day-Friday, October 29, 9:00-11:30am (Benjamin Capps)

- a. Overview of event
- b. Break-out teams: Breakdown event into sub-sections; Assign Chair for each section
 - a. Decorations & Inflatables
 - b. Snack Table & sign up genius
 - c. Games
 - d. Hayride/Pumpkin Patch
- c. Clean up (day of)

J. Closing (Lindsay Moreira)

- a. Next MSCA General Meeting-December 2nd – 9-10am Library/Google Meet Up

ACTION: Email Ben at Benjamincapps@gmail.com to volunteer for Fall Fun Day!

Help needed with set up on October 30th starting at 2pm, Before, during, and after the event on the 31st.