

# Worthington Elementary School PTA

## Executive Board Meeting

September 21, 2009

Attendance: Stuart Unkenholz, Sara Carroll, Holly Lindner, Jen Prox, April Sands, Dana Coliano, Carmelita Taylor, Heidi Gido, Lisa Solomon, Mallika Prasad, Lucy Eldridge, Carol Kinloch, Derek Robertson, Gina Simowitz, Jocelyn Turner, Laina McGinnis, Chris Peters, Kathy Orlando, Keith West, Heather Costigan, Becky Scherr, Renee Ernst, Colleen Pallozzi, Cathy VanNetta, Yvonne Madden

- Introductions – Laina opened the meeting at 7:30pm.
- Principal's Update – Kathy Orlando

\*Ms. Orlando mentioned that twenty people attended the volunteer training tonight prior to the PTA meeting. The next training is on Friday, 09/25/09 at 3:00pm. Individuals can also take the training on-line if necessary.

\*Ms. Orlando and Ms. Meikrantz attended STEM symposium (science, engineering, technology, math). They learned about goals for STEM. Worthington has chosen engineering as our STEM focus. By mid October a plan will be in place for the year for our engineering activities. Some schools have Robotics kits (cost of \$250/kit). May write a grant—possibly with two other schools.

\*Ms. Orlando received an e-mail from the planning office with correct information on redistricting. We will potentially gain 200 students from Waterloo and lose 106 to Ilchester under current plan. Ms. Orlando will speak with Joel Gallihue about speaking at an upcoming PTA meeting.

\*A grant was written in the Spring through Bright Minds Foundation for Worthington and Howard High to initiate a sight word program involving Kindergarten and First Grade. Howard High students travel to Worthington in order to help our students with sight words. The \$2,000 grant only covers transportation for ten or twelve trips from Howard High to Worthington. Ms. Orlando will try to obtain more funding so that this program can continue.

\*Ms. Orlando has been working with the principals at Ellicott Mills Middle and Mt. Hebron High to set up an exchange activity with these two schools.

\*This year we will have new resource teachers at Worthington. One teacher will be in reading (1 time per month) and one in math (1 time per month).

\*A new Bullying Policy (#1060) has being implemented. Parents, kids, teachers, principals can report bullying. The bullying report form is new and will be located in the front office.

- Assistant Principal's Update – Keith West

\*The traffic pattern is going well, although there should be no U – turns.

\*There is a new IIT program that has been renamed the “Teacher Talk” program. This is a more successful model.

\*H1N1 – We are expecting high numbers of absences in October and November this year. At this point, we do not know if there is enough seasonal vaccine for our school this year. Hand sanitizer is permitted for your own child.

\*Positive Behavior Intervention Supports (PAWS Program) is a new program with a matrix that teachers are going over with students at this time. It includes the overall rules for the school. PBIS.ORG is the link for this program.

- President's Report – Laina McGinnis

\*Laina began by asking if there were any changes to the minutes from the August 20, 2009 Executive Board Meeting as they appear on the WOES EB website. No changes were made so the minutes were approved by general consent.

**Board of Directors 2009-10:** Most current update- Phil Ernst has offered to chair Awards for us and handle our grant writing. Thank you!!! *Safe to School and End of Year Picnic are still open.*

**Thank You!** – Thank you Heather and Diana for your flexibility in moving the BTS Picnic indoors. It was well attended and well organized!

I appreciate all the help during the BTS Picnic and both BTS Nights. Also, I thank all of you who attended the General Membership Meetings to ensure that we had at least 10 PTA members present to meet quorum. I will be forwarding information from the signup sheets to each committee chair and hope to have that completed by the end of this week.

**Volunteers Needed!** - *The countywide PTA Health & Wellness Committee is recruiting volunteers to help with flu vaccinations in our schools and community during the next 6 weeks.* This Clinical Volunteer Corps (CVC) will include both non-medically trained parents and community volunteers who are available to help with logistics and support, along with licensed medical professionals who are needed to help administer the vaccine.

This is a time when we need to come together as a community to protect the public health interest and we encourage your support of this volunteer effort. **Seasonal flu vaccines will be administered in targeted schools the weeks of September 21st and 28th, the drive clinic will be held on October 4th, and the H1N1 vaccinations will likely occur in mid to late October.**

**Just a reminder...** To save time at the meetings, please use email whenever possible to solicit thoughts and ideas from the Board. Keep in mind- we may only vote in person.

**Plan of Work** – I will be forwarding the Plan of Work document and asking that each committee complete one as best as possible. We should have one on file for each committee at the start of the school year per our revised Bylaws.

**Thank You!**- The Md. Aquatics Lab is here for the whole week. 5<sup>th</sup> grade will be visiting for an hour each day and most other classes will be visiting the lab once throughout the week. *Thank you Carmelita for coordinating this for our students!*

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**Sent via email to the Board:** *When MDPTA informed me of the necessary revisions of our bylaws submitted in the spring, they also informed Cathy V. and I that “Contracts can only be signed by the president... You can require two signatures but it is the president’s responsibility.” When I questioned the statement since that was the first time I was made aware of that, MDPTA indicated to me that this is required by our insurance carrier and by our bylaws. I realize this may seem unreasonable; however, for insurance reasons, we need to adhere to this policy, in the event that something does occur. I am at the school frequently and will make myself available to make sure this doesn’t create a problem.*

- Vice Presidents Report – Renee Ernst stated that she needs to find out which classrooms do not have room moms.
- Treasurer’s Report – Becky Scherr

- \*Two items have posted for Escrip
- \* \$1225 has been spent on teacher allotments.
- \*We currently have a \$17,308 cash balance.

	August to Sept. Reporting Period	Total To Date	2009/2010 Approved Budget	
<b>Beginning Cash Balance</b>		<b>18,603</b>	<b>18,603</b>	
<b>INCOME</b>				
<b>Fundraising</b>				
Restaurant Nights (includes CFA)			2,000	
Silent Auction			11,000	net goal
<b>Total Fundraising</b>	<b>0</b>	<b>0</b>	<b>13,000</b>	\$ 3,000
E Scrip	824	824	3,200	
Market Day	119	119	2,000	
Membership Dues			1,750	
Charitable Contributions			1,500	
Amazon	145	145	100	
Box Tops			600	
Special Events - pizza/water	956	956	0	

sales

School Supply Kits			0		\$
Secret Shoppe			1,566	net goal	-
<b>Total Receipts</b>	<b>2,044</b>	<b>2,044</b>	<b>23,716</b>		

**EXPENSES**

Cultural Arts			7,000
Spring Fund Raiser			8,000

**Special Events**

Back to school picnic	1,525	1,525	775	net	\$ 569
Hoe-down			775		
Bingo Refreshments			300		
Secret Shoppe			1,566		
Year-end Picnic			1,300		
Fifth-grade celebration			500		
Spirit Committee/Hospitality		67	650		
Dads and Moms events			1,000		
Bedtime Stories			250		
Misc.			250		
<b>Total Special Events - net</b>	<b>1,525</b>	<b>1,592</b>	<b>7,366</b>		

**Staff Appreciation**

Teacher Allotments	1,225	1,225	1,500
Staff Events			1,300
Gift cards for cust/sec (6 cards)			300
<b>Total Staff Appreciation</b>	<b>1,225</b>	<b>1,225</b>	<b>3,100</b>

**PTA Programs**

Reflections			200
After-School Activities			125
Health & Safety			400
Special Needs			400
Walking Program			400
Misc.			100
<b>Total PTA Programs</b>	<b>0</b>	<b>0</b>	<b>1,625</b>

**PTA Support Fund**

Curriculum Support Activities			300
Grants to School			1,000
Scholarship			250
Homewood School			100

Backpacks for Success			100
Contingency Fund		11	1,240
<b>Total PTA Support Fund</b>	<b>0</b>	<b>11</b>	<b>2,990</b>

**Organizational Expenses**

State & National Dues			813
County Dues			190
Bonding Insurance			0
Liability insurance		179	179
<b>Total Organizational Expenses</b>	<b>0</b>	<b>179</b>	<b>1,182</b>

**Operating Expenses**

Box Tops			50
Supplies	19	33	300
Copying			150
Membership Committee			50
Kindergarten Registration			100
Volunteer Coordinator			0
Contingency Fund			2,070
<b>Total Operating Expenses</b>	<b>19</b>	<b>33</b>	<b>2,720</b>

**Publications**

Student directory			125
Yearbook			50
<b>Total Publications</b>	<b>0</b>	<b>0</b>	<b>175</b>

**Known Commitments**

Sales tax for supply kits			160
<b>Total Commitments</b>	<b>0</b>	<b>0</b>	<b>160</b>

<b>Total Expenses</b>	<b>2,769</b>	<b>3,039</b>	<b>34,318</b>
<b>Net Income (loss)</b>	<b>(725)</b>	<b>(995)</b>	<b>(10,602)</b>
<b>Budget Carryover</b>	<b>(725)</b>	<b>17,608</b>	<b>8,002</b>

Balance per books, 8/16/09	18,333
Receipts	2,044
Disbursements	(2,769)
Balance per books, 9/21/09	17,608

- Delegates Report – Jocelyn Turner

## **PTA Delegate Report Form of General Meeting of PTACHC**

Date of Meeting: Tuesday September 8, 2009

List any issues voted on, explaining what they were and what was the result of the vote on each issue.

- Council voted in the June 1<sup>st</sup> meeting minutes. Highlights were a carry over of \$17,000 from last year.
- Reduced local PTA dues by \$20.00 from \$190 to \$170.

List any matters referred to local units. (Be sure your information is accurate and specific.)

- Local PTA will be requesting assistance with administering the H1NI from parent volunteers.
- Questions regarding what PTAs can pay for and what the county purchases for teachers/school. Any item that is curriculum based is paid for by the county. E.g. Lab fees.
- Wanted local PTAs to have members complete skills bank forms.
- Board Watch Program – Watch the Board meeting on TV or in person. Write up a report highlighting what you got from meeting. Have to notify board when you will be attending. Template of meeting is attached.
- PT Treasurer Course is scheduled for October 17<sup>th</sup> in Glen Burnie.
- MD PTA Convention is scheduled for November 13 & 14 in Frederick.
- Budget and Audit is due by Sept. 30<sup>th</sup> from local PTAs
- Income tax return due by Nov. 15.
- PTA Council is sponsoring a 2 part Cultural Competency Training Oct. 16 and November 2. Slots open to PTA leadership and local PTA Presidents and Vice Presidents on the first come first serve basis. There are 18 slots available.
- Leadership Development – Idea Gathering Form. Willing to help plan activities at forum. Send form back to Jane Holcomb
- **List announcements made regarding future meetings:**
- Next meeting October 5, 2009

Use other side of paper to give main points of information presented at the meeting. Policy Review committees – Student DNR Orders

Employee discipline, employee abuse Drug & Alcohol, Student Assault and Battery on staff, Calendar Committee, Curriculum advisory Committee, Elementary GT Committee

Delegate's Signature: Jocelyn J. Turner

## Committee Reports

### 1. Health & Safety - Derek Robertson

Derek reported that Oct. 7 is International Walk to School Day. Worthington is registered. May need to use a little money from the walking program to purchase pencils and/or stickers for the kids. Will have a parent welcoming segment as well. Some guest speakers are lined up. Can give away free WoES bracelets. Need volunteers to welcome students and give out stickers. This is the kickoff for the wellness initiative.

### 2. Membership – Colleen Pallozzi

Colleen reported that we currently have 164 members, 22 being teachers. We have received \$1100 in donations.

### 3. Community Outreach – Carol Kinloch

Carol reported that over 500 school supplies have been collected for PTAC.

### 4. Ways and Means – Paula Shane

Tomorrow night is Chick-Fil-A night.

### 5. Directory – Janice Cherry

Janice is currently working on updating the directory with the information coming in on the new forms. She is also creating an Excel file with individuals who indicated they would like to participate in the Safe to School program. Directory forms are need back ASAP to be included in the 2009/2010 directory.

Janice will sign everyone up for Escrip that has not done so by the time the program starts.

The meeting was adjourned at 8:35pm.

Respectfully Submitted,

Stuart Unkenholz, Corresponding Secretary