

## **PTA Planning Session minutes**

**Tuesday, 1/26/10**

**Location:** WOES

**Attendees:** Keith West, Laina McGinnis, Becky Scherr, Nancy Laymon, Renee Ernst, Ginger Segala, Carmelita Taylor, Gina Simowitz, Colleen Pallozzi, Jocelyn Turner, Lisa Solomon, Yvonne Madden, Lucy Eldridge, Stuart Unkenholz, Cathy VanNetta, Chris Peters, April Sands, Heidi Gido. Janice Cherry, Derek Robertson

### **Introductions:**

**Laina called the meeting to order at 7:35 pm**

#### **Assistant Principal's: Keith West**

- Dodging snow days.
- Parent conf, 10<sup>th</sup> and 12<sup>th</sup>
- 62 students scheduled for the flu shot.
- MSA testing in March 8-9 reading 10/11 make up, reading 16-17, 18/19 make up
- International night next week. Map walk tomorrow, f/u Friday.
- Lock down drill took place this week.

#### **Kathy Orlando wanted Keith to share:**

- Parent climate survey, 82 responded.
- Will focus on building relationships.
- Feedback about teachers, some not as welcoming as others.
- Student council, 100% of students did like attending Worthington.
- More grade level plays and assemblies.
- Custodian appreciation day-will implement
- Cultural proficiency samples for feedback.
- Pick a time date form came home today. Pick Math choose others if want.

#### **Laina McGinnis:**

- Minutes from November 16<sup>th</sup> Meeting approved unanimously.
- Minutes from December 14<sup>th</sup> Meeting approved unanimously.

**End of Year Picnic Co-chairs Needed:** We are still looking for 1-2 volunteers to chair the End of Year Picnic in the spring. Keep in mind that it doesn't have to be set up the same way as last year. Casey Banes did it herself. We could make it a little simpler this year. Mid-Atlantic Adventures set it up last year. It can be much simpler if that is what time permits. We have to have the option to have it inside, just in case. Need to run the contract by the insurance company if we decide to do inflatables.

**Nominating Committee:** We need (3) volunteers to serve on the nominating committee. Any current PTA member, other than the president, is able to serve on the

committee. It is important for us to establish the committee as soon as possible to be able to hopefully fill all officer positions for the upcoming school year by April timeframe. Almost all the current officers are unable to return in their current positions so there will be quite a few open positions.

*Just a suggestion...*with the current discussions regarding the potential redistricting in 2011, it might be beneficial for the continuity of our PTA to have volunteers who reside in areas of our community not being considered for redistricting. *Please keep in mind this is only a suggestion.* Please let me know if you are interested.

**Next year's plans:** Even though we still have half the year left, please consider your plans for next year regarding the PTA. I would appreciate an email letting me know whether or not you will be returning in your current position. This will help the nominating committee, as well.

Open chair position for 2010-11 school year that would be helpful to fill soon: Cultural Arts (upcoming Showcase is first week in March). *Please let me know if you are interested in filling the position.*

- Ginger Segala: For those families that do not live in the redistricted area, please encourage those parents to get involved with the PTA to rebuild those officer positions.
- Carmelita Taylor: A better marketing effort to pull people in. Personally invite them.
- Maybe change the meeting invitation to say 'PTA monthly meeting' vs. 'Executive Board meeting'.
- Hitting people up at the kindergarten level and get the new students/transfers.

Committee Updates:

**Bingo Night:** BINGO NIGHT is sold out!\_\_Please be aware that the 8th Annual Bingo Night on Friday, February 5, 2010 from 7-9 PM is **all sold out**. We also already have a pretty long waiting list. We will send back any forms we receive from here on out. *A snack and bottled water will be provided, there will NOT be pizza (or any cand).* If you have any questions, please email Robyn Yakaitis at [robyn1313@gmail.com](mailto:robyn1313@gmail.com) or Sara Lessler at [saralessler@verizon.net](mailto:saralessler@verizon.net) .

**Book Drive**– there will be an upcoming Book Drive coordinated by Paula and Carol, Community Outreach, to benefit other Howard County Schools. The efforts will be coordinated thru PTACHC. We will be accepting books ranging from preschool age to 5<sup>th</sup> grade. The book drive will take place from Jan. 26<sup>th</sup> - Feb. 19<sup>th</sup>, and there will be a collection box for you to donate your books in the front lobby of the school.

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**“Waste-Free Wednesdays”** Wednesdays are our “Waste-free Wednesdays,” and it is intended to make students and families more aware of lunchtime waste, and motivate them to create less of it. Each Wednesday, the trash is weighed after each lunch shift.

The Green Team (5<sup>th</sup> grade students) from the GT Program at Worthington, calculates a winner for primary (K-2) and intermediate (3-5) by dividing the number of pounds of trash by the number of students in the grade.

The winners receive a paw pat and get to keep a trophy (made from recyclables) in their pod for the week. Each marking period, the grade with the most wins of Waste-free Wednesday will receive an extra recess. More information is at:  
<http://www.wastefreelunches.org/>

This is held every Wednesday at lunch. The goal is to help our students understand more about their environment and the role they play in it. This program will help children appreciate that their actions, even if apparently small, can have an impact on the environment.

**We are in need of Parent Volunteers to weigh the trash at the end of each lunch shift every Wednesday.** (While we hope that the use of reusable containers and recyclables carries over into all the days of the week, we only weigh trash on Wednesdays.) A scale that weighs to the nearest tenth of a pound is provided. Please contact Ms. Meikrantz at [Jennifer.Meikrantz@hcpss.org](mailto:Jennifer.Meikrantz@hcpss.org) if you are able to help.

**Renee Ernst:** Reflections

We will have our projects shown at Barnes and Noble during the month of March and our fundraising book fair will be March 17<sup>th</sup>. We will run our activities in the evening approximate time 6 -8 as final times need to be confirmed. Sonja Hardman and I will work on finalizing the games/events of the evening and flyers and posters will be

distributed. The fundraiser aspect will run all day long at the store and includes sales at the café. Shoppers can hand in a flyer or just mention Worthington for us to get credit for the sale. The funds we will receive are on a sliding scale based on the total sales. We can receive either a check or B&N gift cards. We will receive extra funds if we take the B&N gift cards. Becky is checking on PTA rules regarding this and if there is any concern in earmarking the funds for next year's use for the Reflections program.

- Work will be on display behind the café near the bathrooms.
- Gina Simowitz: Chick fil A night in March...what to do in February? Likely add a Bella Mia night.

### **Becky Scherr: Budget**

- See Treasurers report (see below)
- Charitable contributions are up.
- Bake sale \$ get donated to the children's home.
- Cash from last \$18,603, Current: \$19,983

**Student Directory:** Print was too small due to the company that was used. Could possibly do it electronically that is password protected. Planning to reprint the Directory...will talk to Kathy Orlando.

### **Jocelyn Turner: Delegate meeting**

- Voted in to give \$400 to the Homewood school.
- Need more volunteers for the board watch.
- Any suggestions for a better date for the PTA convention?
- The next sharing session is Jan 28<sup>th</sup> 7-8:30 at the Board of Ed.

### **Carmelita Taylor: Cultural Arts Committee Report**

1. Thursday Jan 28<sup>th</sup>, Japanese Martial Arts Expert, Mitsukuni, will perform for 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade. The performance will involve a demonstration on the art of karate. Students will witness board-breaking, katas karate routines and

learn about Okinawan culture and history. They will even have a chance to participate!

## 2. 3<sup>rd</sup> Grade World Cultures Project/International Night.

- Map Walk starts this week. Thanks to room parents that have or will be assisting teachers/students.
- 23 Countries will be represented by our 3<sup>rd</sup> Grade students, Glen Elg Country School and Long Reach high school students
- Over 20 different countries will be represented in the Cafeteria by our WOES parents and student community. Representation has been received from ALL grades at Worthington, including some teachers and staff members.
- 6 different talents will be showcased in the Cafeteria by students/parents
- Morning announcements began this week where a Worthington teacher/staff member has volunteered to represent their country by doing a portion of morning announcements in their language. Sample of announcement includes the following:

"Good Morning. This is (insert your name) and Today is (insert the day)! I am representing my native country of (insert country). This is how you say hello or good morning in my native language! If you see me today, practice saying hello in my language. To learn more about other countries that make up our Worthington Community, please come to the International Night and 3<sup>rd</sup> grade World Projects event on Feb. 3<sup>rd</sup>.

Tuesday Jan. 26th : Mrs. Hupp (Philippines)

Wednesday Jan. 27th: Mrs. Diop (French)

Thursday Jan. 28th: Stanley and Mitsukuni (Japanese)

Friday Jan. 29th: Ms. Wheeler (German)

Monday Feb. 1st: Mrs. Diop ( native language from Senegal)

Tuesday Feb. 2nd: Ms. Min (Korean)

Wednesday Feb. 3rd: Mrs. Moore (Spanish)

### **Silent Auction: Paula**

- Need one lead, does not need to be a room parent.
- Two room parents for each teacher.

- The themes will go to the lead person. Theme for every basket.
- Taking basket donations.

### **Bedtime stories**

- February 18<sup>th</sup>
- PJ's, crafts etc.

Walking program starting April 14<sup>th</sup>, Walking Wednesday.

### **January 19, 2010 Treasurer's Report**

#### **Budget Status – corresponds to monthly budget report**

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##### **Income - items this reporting period**

- Bella Mia night \$182, earned \$1,427 to date – total budget \$2,000
- Escript post \$6
- Market day \$215
- Membership dues of \$35, contributions of \$50. We have 250 members to date – right on budget. Note that charitable contributions to date are \$1,966, exceeding budget of \$1,500
- Amazon \$14
- Box tops revenue of \$286
- Special events – \$930, this is the amount of bingo ticket sales (event is sold out)
- Secret shop bake sale brought in revenue of \$327 – to be donated to The Children's Home

##### **Expenditures – items this reporting period**

- Cultural Arts - \$400 for Rosalie of Riverside performance in January
- Bingo expenses \$930 to be spent on prizes, supplies and refreshments
- Secret shop – \$982 in expenses made up of \$307 (bake sale proceeds of \$327 less sales tax payable of \$20) donation to The Children's Home (bake sale net profit = \$0). Also spent \$656 on inventory for 2010-2011 sale.
- Reimbursed \$14 for teacher allotments. 12/15/09 was the cutoff date to turn in reimbursements. Total spent to date was \$1,410 of \$1,500 budgeted.
- Special events spent \$50 for breakfast quiches (fun Friday)
- Supplies - \$22 spent on corresponding secretary postage (\$17) and poster board (\$4) for signs advertising WoES redistricting meeting

- Copying expense \$16 for reminder labels for WoES redistricting meeting
- Student directory \$140 spent on paper to print/publish current directory

Current cash balance = \$19,983

## Overview of Procedures for disbursement and receipts

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### Disbursements

- Complete a distribution request form, have committee chair sign and attach receipts
- Blank forms are on website ([www.worthingtonpta.com](http://www.worthingtonpta.com)) and in folder in the PTA file box
- Leave request in Treasurer's section of PTA file box
- Please allow 1 week for turnaround
- If you have an emergency please call or email and I will do my best to process the request
- I will leave checks in the appropriate committee folder in the PTA file box. I'll send you an email to remind you the check is in there.
- Please cash checks promptly (within 6 months)

### Receipts

- Please complete a receipt form (found on website)
  - Please make sure all checks are signed and made out to the Worthington PTA
  - If checks only, you may leave in a sealed envelope for me in the Treasurer's section of PTA file box
  - If cash, please call or email so we can arrange a hand-off in person
  - If you leave checks in folder, please also email and I will try to pick up sooner
- Please call or email with any questions: [scherrfamily@verizon.net](mailto:scherrfamily@verizon.net); 410-750-0919

	12/15 to 1/19/10 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)	182	1,427	2,000	
Silent Auction			11,000	net goal \$ 3,000
<b>Total Fundraising</b>	<b>182</b>	<b>1,427</b>	<b>13,000</b>	
E Scrip	6	853	3,200	
Market Day	215	901	2,000	
Membership Dues	35	1,750	1,750	

Charitable Contributions	50	1,966	1,500	
Amazon	14	159	100	
Box Tops	287	287	600	
Special Events - food/bev sales/donations		930	3,642	0
Secret Shoppe	327	4,001	1,566	\$ net 1,395
<b>Total Receipts</b>	<b>2,046</b>	<b>14,986</b>	<b>23,716</b>	

**EXPENSES**

Cultural Arts	400	2,500	7,000	
Spring Fund Raiser		0	8,000	
<b>Special Events</b>		0		
Back to school picnic		1,525	775	\$ net 569
Hoe-down		2,149	775	\$ net 349
Bingo Refreshments, prizes and supplies		930	930	300 net 0
Secret Shoppe	982	2,606	1,566	
Year-end Picnic		0	1,300	
Fifth-grade celebration		0	500	
Spirit Committee/Hospitality		67	650	
Dads and Moms events		0	1,000	
Bedtime Stories		0	250	
Misc.		0	250	
<b>Total Special Events - net</b>	<b>1,912</b>	<b>7,277</b>	<b>7,366</b>	

**Staff Appreciation**

Teacher Allotments	14	1,410	1,500
Staff Events	50	391	1,300
Gift cards for cust/sec (6 cards)		0	300
<b>Total Staff Appreciation</b>	<b>64</b>	<b>1,800</b>	<b>3,100</b>

**PTA Programs**

Reflections		159	200
After-School Activities		0	125
Health & Safety		68	400
Special Needs		0	400
Walking Program		0	400
Misc.		0	100
<b>Total PTA Programs</b>	<b>0</b>	<b>227</b>	<b>1,625</b>

**PTA Support Fund**

Curriculum Support Activities		0	300
Grants to School		0	1,000
Scholarship		250	250
Homewood School		0	100
Backpacks for Success		0	100
Contingency Fund		0	1,240
<b>Total PTA Support Fund</b>		<b>0</b>	<b>2,990</b>

**Organizational Expenses**

State & National Dues		777	813
County Dues		170	190
Bonding Insurance		0	0
Liability insurance		179	179
<b>Total Organizational Expenses</b>		<b>0</b>	<b>1,126</b>

**Operating Expenses**

Box Tops		0	50
Supplies	22	115	300
Copying	16	16	150
Membership Committee		15	50
Kindergarten Registration		0	100
Contingency Fund		11	2,070
<b>Total Operating Expenses</b>		<b>38</b>	<b>2,720</b>

**Publications**

Student directory	140	140	125
Yearbook			50
<b>Total Publications</b>	<b>140</b>	<b>140</b>	<b>175</b>

**Known Commitments**

Sales tax for supply kits		129	160
<b>Total Commitments</b>		<b>0</b>	<b>129</b>

<b>Total Expenses</b>	<b>2,554</b>	<b>13,606</b>	<b>34,318</b>
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**Net Income (loss)** (508) 1,380 (10,602)

**Budget Carryover** (508) 19,983 8,002

Balance per books, 12/14/09	20,491
Receipts	2,046
Disbursements	(2,554)
Balance per books, 1/19/10	19,983

**Laina adjourned the meeting at 8:55 pm**