

**Westbrook PTA Meeting**  
**Monday, June 12, 2017**

1. Meeting to Called to Order at 7:44 p.m.
2. May minutes were approved and added to the record.
3. **Treasurer's Report: Ed Valado**
  - **Carnival:** Money is still coming in and out. We've done more or less similar to last year, except that we sold less t-shirts this year. We haven't yet received checks from the food trucks. We can expect several hundred dollars from the food trucks. I am predicting that we'll end up more or less the less the same. We raised \$28,000 and expenses are at \$32,000. Last year we raised \$28,000 and the expenses were \$31,000. Therefore, we're \$50 off of last year. If we're losing money, we may need to reconsider the budget for next year. The new PTA executive board can amend the budget. We may want the goal for carnival to break even, not be a fundraiser but we don't have hard data yet. We did not make the marketing push that was done last year, so it's hard to say if that impacted attendance. We did notice very long lines at the rides, so it took a long time to spend the tickets. Additionally, last year we had sponsorship of the rides. The reality is that the cost is the cost and it's not going down. Two years ago it was only a \$1,500 difference. Maybe Carnival should not be seen as a huge fundraiser or moneymaker for Westbrook and maybe we need to reflect that. Historically, Carnival had been profitable. I do think that when the little falls pool is open, it impacts Carnival. Can we try to have the rain date the week after? The current budget has a miscoding, the cash I took out for the cash boxes is as a straight expense. That is why \$2,500 is seen as an expense. We adjusted it a few years, maybe we need to adjust the budget. It's a community event not a fundraiser. I think moving it to June is a fair point. It was packed and crowded this year. Bill Bowman will make sure the wheel is here. Here's a sunny day plan and a rainy day plan and cut out the most expensive rides, and you may still make as much money. The challenge this year, is that you have a 48 hour window to make a decision. If you know what your rain plan is, then you can prepare. Looking at the rides themselves, maybe we have more shorter rides to get people through more quickly. Some rides have a long turnover rate. Do we know where the money is coming from, rides versus games? Super Chance makes a lot of money. We used to weigh the tickets per attraction, because we stopped doing it because were we going to make any changes based on this information. We didn't see any of the traditional games attractions and not going to take them away. We've

taken a closer look at rides and load rates. During Kathleen's year, we made good money on the rides that loads 8-10 at a time. It's also dependent on what the vendor offers, what rides are available. We could have more food trucks available. It is important to note that not all of the money has come in, are the expense reports in because that will impact the budget. The other thing is that our savings went down. There was awhile there when we wrote the check to \$22,000 to Westbrook, and we started writing carnival checks. But the savings will come back up after Carnival.

- **Professional Development Funds:** The \$22,000 professional development money was given in one check to Ms. Lane. Once all the school accounts are reconciled, we will know how much is remaining. Also, when you get a new principal all of the school accounts will be audited. We had a vision for that money and we voted on it. There is concern that we may not want the next principal feel bound to a certain use of that money. Is there a protocol for transferring that back so that we can vote on how the remainder is spent? It could be that we have a PTA committee in cooperation with the building leaders, we want to fund something else and this money wouldn't be available. I don't know what the protocol is, but we voted that money to be spent in a very specific way and it may now not be spent that way? Could it be used for the classroom observations and substitutes? We do know that slightly more than half was spent. One portion that was not spent was for a second grade artist in residence teacher, because we were unable to make that happen. It seems that for the quarterly planning, it's important to have that money available. MCPS does not give us any money for quarterly planning, I could see the new leader being grateful for that money. I think you did the responsible thing, but I wonder now about how the money is budgeted and we voted on it and that money is now sitting there. Is it cleaner to have it revert to the PTA and vote on a new plan? Our vote was so specific, so I don't know if we could spend the money on anything different. I don't want it to be a source of conflict or misunderstanding. We need to investigate the mechanism around that money. Maybe it will be more artist in resident or science committee or health and wellness. I would suggest that in the future if the PTA wants to offer professional development grant funds, when we get funds from others there are grants with strings. If you don't spend it, you send the remainder back. If there is a concern, and it's a legitimate concern, to clarify that on the front. The record keeping for different grants is different. We could pull the records and see what it was spent on. We could pull that for the new principal and the PTA leadership, how to resolve it based on change in leadership and not everything was spent. Just to get a sense of the substitute days, those team meetings are important. I can't remember

from the budget lines how many thousands that was. Maybe we say we know we want X amount and it should be spent on sub days and leadership meetings. And now we don't have it, what if this new principal isn't going to use it for the teacher teams? The money doesn't disappear it gets added to the budget line and then we can vote on a new use for the money. Maybe we put it in writing for the new principal that the money should be used for teacher subs and anything else you want to use it for needs to be presented to the PTA and approved. This seems like an easy thread to pull through and won't be a disagreement with the new principal. We just get to inform the PTA how to use the funds. No mechanical moving of money. We just need to make sure that it's a known entity for the new principal. Ms. Lane has to make sure all the accounts are in order for the new principal. We'll make sure we track very carefully how we used the money. So that we can see clearly what was spent and what wasn't spent. And that the money was granted to the school for a specific purpose. And for future professional development planning. It goes back to the whole transparency issue, what if we had not just not brought it up? It was discussed at past meetings. The big difference is that we may have someone with a different vision for professional development. This could be an issue if it's a new team who has a different idea on how to spend the money.

#### **4. Co-President's Report: Jesse Nickelson**

- Thank You's
  - To all the people who volunteered at Carnival. A special thank you to Idara Nickelson, Karen Thornton Kathleen McDermott, Maureen Kramer and Erin Harcourt, as well as all of the volunteers.
  - The 5th Grade Transition Team for their continuing work at making these last few days of Westbrook special for the students and the families. The gift from the 5<sup>th</sup> graders will be a mural of the Westbrook eagle on the gym wall.
  - To all of the people who made the Volunteer Breakfast a success!
  - To Ms. McNeil and everyone who worked on the 5<sup>th</sup> grade musical to make it a spectacular show. The parents that helped her too.
  - Kathleen McDermott and Ms. Thai, and all of the parent volunteers who helped make Field Day an exciting day for the kids and teachers.

- My final thank you is to all of you, your voices are important here. That's the work of PTA and school. I want thank Jessica Myrow for pushing us and establishing Facebook. We have a communications group with the next administration to help
  - Carin Levine and Jessica Deighton for book fair, another warm community event
  - The constant present of Nan Hartman and Kathleen McDermott for selling spirit wear.
  - Karen and I are so grateful and the rest of PTA executive board.
  - Mrs. Dahlem for coming to all of the meeting
  - Nice and rewarding year for me and Karen. We knew required work and communication. For us, we did the best we could and we heard a few months ago and Amanda will carry that on. My hope is that it will continue to get better.
- 2017/18 Executive Board Inductions
  - PTA Board of Trustees Induction

## 5. Principal's Update: Jennifer Lane

First, I wanted to piggyback on Artist-in-Residence (AIR) and address a rumor. I did mention earlier in the Ms. McNeil is worried about how much money she makes, how much time she gives to AIR, how much she loves what she does and how important it is to her as an educator and human being. And it is true that all of our art, music and PE lost .1 (half a day) because we will have less classes. They're all going to go as a team on the same day to Bethesda Elementary. Ms. McNeil has been trying to increase her time and it looks like she will be able to pick up a half day at another school close by and we set up her schedule leaving time for the 5<sup>th</sup> grade musical. As of today, she said she is going to continue. All three of our specialists will be at three schools. Four days here, half day at two other schools. It's hard to find a full day. The other schools are close, so it's a quick commute. If enrollment increases and we can restore them to full-time at Westbrook, there would then be a negotiation with the county and the other school.

I do want to say it really has been a pleasure to work with the Westbrook community and I am proud of the work we've done, proud of the support for professional development. When I talk to others, they tell me how this sets our school apart. For all the moving parts, it really has made a difference to people in their everyday practice as an educator and level of respect we have for them

as educators. I would be surprised if the new principal is not a big believer in professional development.

I did promise that I would talk about classes for next year. As mentioned in the newsletter, a number of staffing changes. Ms. Celano is having a baby and not coming back. But we are looking for a new reading specialist. Ms. Moore and Van Rensberg are staying home. Ms. Chen is moving out to a new career. Mrs. Neff IDA, position was abolished.

For next year, our enrollment is down slightly.

- Kindergarten: The county guideline is 25 per class. We will have two classes of 22 students. Mrs. Atkinson and Ms. Chang will be the teachers.
- First Grade: The county guideline is 27. We will have two classes with approximately 21 students. Ms. Dahlem and Ms. Lee will be the teachers.
- Second Grade: The county guideline is 27. As of now, it appears that we will have three classes of 24, 23, and 21 students. We will be mainstreaming in ED cluster students and some for the homeschool model. Ms. Clarkson Carter, Ms. Holston and Ms. Pattakos are the teachers.
- Third Grade: We will have three classes of 27, 21, and 22. Ms. Brick, Ms. O'Connell and Ms. Lichatin are the teachers.
- Fourth Grade: We will have three classes of 29, 29 and 30, this includes ED cluster.
- Fifth Grade: The county guideline 29 per class. We will have three classes of 25, 26 and 27. This includes the ED cluster. The teachers are Mr. Ely, Ms. McNelis and Ms. Campbell. Ms. Campbell is due in September, so we will identify a long-term sub. If the compacted math class exceeds the county guideline, the county no longer provides a para educator to assist in the class.
- ED Cluster: We have added a third teacher for our ED cluster. Ms. Sieger and Ms. Causey has asked to switch to ED. Ms. Pissani will support grade 5. Ms. Fleishman is moving to Florida.
- PEP: Enrollment will be finalized at the end of the school year with the neighborhood peers. Right now, our enrollment in the PEP pilot is low. It's not just the home school we're pulling from. PEP is still two classrooms. Ms. Karp will remain the paraeducator for next year.

Teacher changes can still happen. With the 2<sup>nd</sup> grade teachers, Mrs. Holsten likely to stay for next year. She seems pretty happy with our school, but she does have a long commute so I am sure she is weighing her options. But, I think she really does like here and is pleased with her experience at Westbrook. Teachers have until the third week in July to accept jobs. When the transition between Ms. Jones and Ms. Lane took place, the classes were already constructed. When we make the class groupings, we do those meetings in May and look at staff and try to match them. When I came to Westbrook, the classes were made, some of the names were attached and some weren't. There were a fair amount of changing teams during the summer. So that piece will be up for grabs. If you wrote something on that form or emailed me, I attached that to the class list. If it says confidential, I am certain the new principal will take that out before it's given to the teachers. I will put it with the rosters and changes that need to be made, the information will be there. Mrs. Pickle knows and is already planning to be here for the new principal. The class list will be given out right before school.

#### **6. Teacher Liaison Report: Colleen Dahlem**

- During the last month of school, there have not been a lot of professional development activities. The teachers are currently determining which professional development activities they will participate in during the summer. We are thankful to the generous PTA for the professional development funds.

#### **8. Committee Reports**

- **Lost and Found:** Please spread the word about the Lost and Found. We encourage everyone to take a look in the next few days to see if your child has any missing items.
- **BCC Cluster/MCCPTA Update:** There is a report regarding the Woodward study group, going from the cluster in terms of the facility plan and the state of the fields for the CAP. If anyone has views on the Woodward plan, please let your views be known as soon as possible. Many of the same questions that were brought up previously, such as using old population numbers, are being discussed. A letter has been developed asking why they haven't adjusted the numbers. The Woodward study group is looking out to 2030 to see what the BCC cluster will look like and if population and enrollment will remain constant. Part of the challenge is that the county's time frame is not the same as the MCPS timeframe. The county is looking at housing projections and what building projects they are going to greenlight. The issue that everyone should weigh in on is the idea about placing BCC High School students in office buildings in downtown Bethesda. There are many questions and concerns about this recommendation and how it was put together. There remain a lot of questions that need to be answered. Has MCSP thought through the ramifications of renting buildings? The examples given in the online survey were not specific to

or related to downtown Bethesda. The examples included buildings in Baltimore and a mall in Michigan. The Westland and Westbrook PTA's are signing a letter to the county. The problem is that these decisions are happening so fast and MCPS is faced with a critical situation of overcrowding and how to address the situation. We believe that MCPS and the county need to slow down and consider the ramifications. Some of us were here when they talked about BCC renovation years ago, and we weren't paying attention. The fact that BCC is going to be 100 seats short a year after it opens is a problem. I was a K-3 parent when the discussion started and I didn't exercise a voice. Please use your voice when you can. This is a very small start to a very long process. This is happening unless we stop it because the county council likes the idea. You need to know what the Down County Consortium is. Nobody knows anything, they didn't educate before they pushed the survey. Everyone should read it. Beyond the MCPS piece, stay active and aware of what is going on with the County Council. Montgomery County is not developing the area in a way that is conducive to our schools. With White Flint they're not getting the space for an elementary school or a middle school. For example, in Loudon County the developers have to include a school for large developments. There is one idea to take Walter Johnson, BCC and Whitman and make it a consortium. It would then be a lottery for where your kids go to high school.

#### **9. Upcoming Events**

- **Wednesday, June 14:** 5th Grade Farewell Ceremony, 7 p.m. Westland
- **Thursday, June 15:** Last Day of School for PEP
- **Friday, June 16:** Early Release - Last Day of School

10. Meeting Adjourned at 9:30 p.m.