

Westbrook PTA Meeting Minutes
Tuesday, March 7, 2017

1. Meeting was called to order at 7:40 p.m.
2. February minutes were approved with two approved changes and added to the record.
3. Treasurer's Report: Ed Valado
 - **Pay For School Stuff (P4SS):** The P4SS reporting error in the budget was fixed. The fix is not perfect, but should be accurate to within a few dollars within each category (Family Contribution, Class Dues, PTA Dues). We were budgeted to raise 50,915 and we actually raised \$52,155. Thank you!
 - **Book Fair:** Thank you to the Book Fair committee for their hard work. There are still a few numbers that will come in this month, but, as of February 28, the book fair generated \$5,654.00 in revenue with only \$1,382.00 in expenses. The budgeted revenue was \$4,000.00 and budgeted expenses were \$2,000.
 - **Bingo Night:** Bingo night was also successful. The event generated \$1,797.00 in revenue with \$866.00 in expenses. Bingo Night was budgeted to break even with \$1,500.00 in revenue and expenses. There's also some outstanding transactions that will change the final amount, but this is pretty close to final. Thank you to the Bingo Night Committee!
 - **Spirit Wear:** Spirit wear sales are also doing really well. We had an unbudgeted spend early in the year to build the inventory, but it's close to breaking even and will undoubtedly beat their expenses by the end of the year. We will start off next year ahead of the game with a more robust inventory. Currently, they've generated \$6,325.00 in sales and their expenses are at \$8,376.00. Thank you Kathleen and Nan!
 - **Carnival:** Carnival spending is already kicking in with some large deposits going out to vendors. So far we're up to \$10,579.00 in

expenses with more to come. I'll be making a transfer from savings to checking in the near future to cover the additional expenses we'll need. This won't happen until we actually need the funds, probably in April. Thank you Idara!

- **Operational Expenses:** Operations expenses were a bit higher due to check ordering. I had ordered an additional 50 checks and envelopes at the beginning of the year and burned through them within about a month and half so I ordered an additional 250 last month. That should last us through at least next year and possibly part of the following year.
- **Questions/Comments:** Meeting attendees presented the following questions and comments:
 - **Class Dues:** There is a request to see a closer reconciliation on class dues, specifically a breakdown of class dues received and expensed.
 - **Lifetouch:** In response to a parent question about Lifetouch, Ms. Lane confirmed the Life Touch contract is a school and the school receives a percentage back from the Lifetouch on the sales. The funds go to the school, not the PTA. Ms. Lane has met with potential new vendors used elsewhere within our cluster.
 - **Directory Ads:** A request was made to reconcile the money received from A to Z. Did we make any money on directory ads? The budget appears to say we spent money when we should be making money from the ads.

4. Co-President's Report: Karen Thornton and Jesse Nickelson

- **BCC Cluster Update:** In response to concerns over the lack of clarity and specificity presented in the various sector plans, Roger Berliner held a meeting on transparency in how these plans were developed. BCC was used as an example of how the county is not employing good methodologies. Current projections show that one year after BCC finishes construction they will be over capacity by 100 seats.

Recognizing the problem, Mr. Berliner said a new methodology would be ready for the fall. The goal of the new methodology is to have a new enrollment forecast at the end of each year which will lead to more accurate data in future years; however, he cautioned that it will take a few cycles before it can be seen if the new methodology is working. Both sides stressed the need for transparency, especially with forecasting. For example, how is/does the county deal with problems that pop up and mitigate unplanned population issues? The county does have some potential plans to purchase additional real estate to help potential issues that are likely to evolve. County acknowledged that for MCPS issues in Clarksville are different than those in Bethesda in terms of demographics and dynamics and thus, needed to be treated differently.

- **Nominating Committee:** The nominating committee is responsible for bringing forth the slate of new candidates for the upcoming school year. The nominating committee is: Jacquie Moen, Alison Goradia and Katie McLaughlin. Please give your candidate suggestions to the committee or submit your suggestions anonymously.
- **Thank You's**
 - Meredith Hammond, Meghan O'Connell and Meredith Wade for stunning Talent Show
 - Kathleen McDermott as PE liaison for Jump Rope for Heart
 - PTA Sponsored Bagel Breakfast
 - Kim McManus and Kristi Hardy for a fun filled Bingo Night!
 - Kerry Lawrence for her tireless organizing of room parents and to all of the parents who helped with Valentines Day Parties!
 - 5th grade transition team for all of their hard work at their bake sales, Bingo, and other fundraising efforts!
 - Judit Markarian and Aditi Shrikhande for a wonderful International Night
 - Kelly Fraser for Trash Free lunch!

- **2017-2018 Proposed PTA Budget:** The budget for next year will mostly stay the same since there are no big projects on the horizon. The budget does need to be updated with the forecasted enrollment for next year. Other budget decisions include what to do regarding the Science Committee. If we want to carve out further funds for the science committee in the budget then we need to find someone to step up and take charge and chair the committee. Ms. Lane reported that she believes she has a teacher that is interested in being in charge but discussions are still ongoing. Discussions on the science committee will continue at the April PTA meeting.
- **Parent Seminar:** Prior to the April Budget Meeting, there will be a presentation by Dr. Rebecca Resnik. She will be speaking on every day grit and resilience in children. Come for the speaker and stay for the budget!

5. Principal's Update: Jennifer Lane

- Q3 interims are coming home March 7th.
- The 5th grade science test and State testing will be later in March. Second grade G&T letters have been sent home by the county.
- PARC testing for grades 3-5 will be in May and is all online. The specific dates will be announced so that parents can plan doctor's appointments and other events accordingly.
- The week following the PTA meeting is the start of planning for next year. Ms. Lane is scheduled to receive the staffing numbers and will use the numbers she receives from the county to advocate for the maximum number of staff permitted per MCPS guidelines.
- Student input sheets were sent home and she is starting to receive some forms back from parents. These comments will be considered for individual children's placement for next year; however, specific teacher requests will not be honored. She will consider relationship issues between individual children.

- On April 27th, parents are invited to participate in an after-school event to discuss the School Improvement Plan.

6. Teacher Liaison Report: Colleen Dahlem

- Ms. Dahlem is out sick, so we will receive an update at the next meeting.
- Mrs. Lane did say that teachers should be sending out periodic newsletters. If parents are not receiving them approximately 2x per month, please let Ms. Lane know.

7. Committee Reports

- **Artist in Residence (AIR):** The AIR program budget is on track. Next year, if Westbrook doesn't receive the grant that we've received this year and last for the ED cluster program's residency, then we will need to spend more on that residency or pick a different artist for next year. The AIR projects by class/grade are:
 - **ED:** murals (theme is peace and unity).
 - **Kindergarten:** The kindergarten classes are scheduled to create and perform operas with Mary Gresock of Odyssey Opera.
 - **First Grade:** The first graders worked with Mary Gresock, of Odyssey Opera. Each class performed an opera during an assembly for families and other grades.
 - **Second Grade:** The second graders will design and complete a mosaic mural.
 - **Third Grade:** The third graders wrote song parodies with Alden Phelps and performed during an assembly.
 - **Fourth Grade:** The fourth grade is planning to work with a hip hop artist.
 - **Fifth Grade:** The fifth graders will perform the musical "The Lion King."

8. Upcoming Events:

- March 8 - McDonald's Night
- March 11 - Skate Night
- March 29 – 2nd and 3rd Grade Lunch
- April 4 – Trash Free Lunch
- April 4 - Parent Seminar/PTA Budget Meeting
- April 6 – Kindergarten Orientation (NO SCHOOL FOR KINDERGARTEN STUDENTS)
- April 7 – 17 - No School
- May 1-5 – Teacher Appreciation Week and Spirit Week
- May 2 – Principal Town Hall/PTA Meeting
- May 2 – Flower Day
- May 3 – PTA Sponsored Lunch for Staff
- May 5 – Bring a card for your Teacher Day
- May 5 - Carnival!
- May 29 – No School
- June 6 – Principal Town Hall/PTA Meeting
- June 10 – 5th Grade Parent Student Celebration
- June 13 – 5th Grade Farewell
- June 16 – Early Release/Last day of school for students

10. Meeting adjourned at 8:30 p.m.