

## Westbrook ES PTA Meeting Minutes

Sept. 13, 2017

### Welcome

- Meeting called to order at 7:45pm
- First meeting of the school year

### Approval of Minutes from June 2017 meeting

- Approved with no questions

### Treasurer's Report: Christi Cox

- Back To School Picnic turned a \$400 profit (event is not intended to be a money-maker)
- Currently \$5000 cash on hand
- Major outlays early in the year include Spirit Wear and events
- Annual membership fund drive under way: family contributions the heart of PTA budget
  - a. If we do not get full amount budgeted from membership contributions, budget meeting to reassess will need to be held
- Carnival question
  - a. ~\$34K expense, revenue ~\$29K
  - b. Event was budgeted as a money-maker (approx. \$10K)
  - c. Question: Does Carnival as a big money-maker need to be revisited?
  - d. KAH donating inflatables this year
  - e. Meredith acquired games last year
  - f. Terence Rosencranz and Meredith Sloan co-chairing Carnival this year (sp?)

### Co-President's Report: Rachel Hirschberg and Amanda Miller

- PTA Vacancies: Secretary and MCCPTA Delegate
- Fundraising
  - a. Started drive a week later (school started a week later this year)
  - b. \$8K already collected
  - c. Good response following Back To School Night grade 1-2, hopefully a good response following next week's BTS Night grade 3-5
- Thank You's
  - a. Jessica Deighton and Caroline Smith, pre-service meals
  - b. Kelly Fraser, website
    - i. URL is <http://westbrookespta.com>
  - c. Karen Thornton, Boo Hoo/Yahoo breakfast
  - d. Alison Goradia and Katie McLaughlin, BTS picnic
  - e. Kathleen McDermott and Nan Hartman, spirit wear

### **Principal's Update, Karen Cox**

- Thank you for pre-service meals
- Thank you for money to teachers/classrooms
  - a. We have some young, poor teachers who are grateful for the resources to help them
  - b. All teachers receive the money (\$350 for returning, \$500 for new) and it is especially helpful
- Welcomed back all the students successfully
  - a. PEP students started back this week
- Some challenges with buses noted
  - a. Please let school know of any issues experienced
- Thank you to those who joined the Class Size meeting on Friday
  - a. Presentation is on the website
- School website will be used as a robust communication vehicle and information will continue to grow
- ConnectEd voice/email blasts weekly to keep everyone informed
- MCPS Parent Portal expected to roll out, target date October 1st, but don't be surprised if slightly delayed
  - a. Control contact information
  - b. See past report cards; info retrieval
- Randi Vogel suffered a concussion, struck head on playground equipment during staff picture (pre-service week,) expected back next week
- Two of three BTS Nights (K and 1-2) conducted with 3-5 up next
- Annual Dads Take Your Children To School Day Sept. 19
  - a. Feedback: more advanced notice for next year would be helpful for working dads who need more warning
  - b. Feedback: another school is inviting dads into school-- is that something we are doing? Answer: NO, dads are not invited into classroom (schedule does not permit-- IEP meetings, etc.)
  - c. Donuts are just for dads-- not the kids
  - d. Comment: MCPS should also recruit more male teachers
- Sept. 21st a Non Instructional Day (front office open)
- Field trips being planned
  - a. Question: will fingerprinting be an annual thing? Answer: no.
  - b. Child abuse and neglect training every three years
- October 2nd, School Pictures (individual portraits)
  - a. New vendor this year; parent comment: let parents know
- October 6th, Early Release Day
- October 9th, Open House (Columbus Day) not currently on Master Calendar, will be added
- Call to parents to help ensure calendars are correct
  - a. Comment (Ami Susan) Date to be added: Grounds Beautification Date

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

- Focusing on routines with students to get small groups organized
- Assessments coming down pipeline
- Treasurer Comment: teachers (and anyone with a PTA expenditure) need to put in reimbursement forms quickly-- max 60 days

### **Committee Reports**

- Directory: Katie Funk (absent)
  - a. PTA dues include hard copy of directory
  - b. Online version on phone
- Book Fair, Autumn Thomason and Brynn Lamanna
  - a. Taking place Nov. 3-9 (one month earlier than prior year)
  - b. 35 volunteers needed
  - c. Hoping to sell 3800 books
- Trash Free Lunch, Chris Barone and Sacha de Lange
  - a. 2nd Tuesday of each month
  - b. Extra TFL during Earth Week
  - c. Oct. 10 will be first TFL
  - d. Call for volunteers-- great opportunity to see kids
  - e. Description: once a month, check if kids have brought in a trash free lunch-- a student from each class win a prize each month
  - f. Ms. Dahlem's class won most Trash Free Lunch Class of the Year
  - g. Students who purchase lunch also qualify and can participate by bringing in reusable utensils and cloth napkin
- Artist in Residence, Chris Barone
  - a. AIR program funded by PTA, gives opportunity an artist a 5-10 visit with a grade
  - b. Examples: visual artist (e.g. mural creation) or performance artist (e.g. opera)
  - c. Artist meets with every class 5-8 times, each grade
  - d. Each grade had a different experience, with 5th grade performing Lion King at the end of their AIR visit
  - e. This year, grades 1-2 visual artist, 3rd will write a song using melody of a popular song, 4th grade hip-hop, 5th grade musical
  - f. Budget question: with a couple of smaller grades (two classes) does it reduce price? Answer: Yes, not exactly proportional (e.g. one-third price reduction-- but some savings)
  - g. AIR for ED Cluster program-- seeking a grant to fund
- Volunteer Coordinator: Robyn Miller-Tarnoff
  - a. Many opportunities to help throughout the year, for example
    - i. Working in the classroom
    - ii. Recess Rangers
    - iii. Book Fair, Carnival
  - b. Signupgenius.com is the vehicle to get involved-- linked on PTA website under "Volunteer"

- c. Reach out to Committee Chairs to get involved or with questions
- d. All volunteers new and returning need to fill out a Volunteer Statement of Commitment
- e. Friday, Oct. 13th: New volunteers are required to participate in a New Parent Volunteer Training
- f. Volunteers who wish to work directly with training must fulfill MCPS online Abuse & Neglect Training
  - i. If you took this training last year, you do not need to take it again (training is valid for 3 years)
  - ii. Class party volunteers and Mystery Readers are not required to fulfill online training
- g. 4th and 5th grade extended field trip chaperones will need to do a fingerprint with MCPS
  - i. Process can take up to 4 weeks
  - ii. Those who have done it in the past do not to re-do it
- FOWS overview: Kathleen McDermott
  - a. Past projects-- playgrounds, courtyard, sun shades, APR refresh (during recent major renovation)
  - b. Current project: refresh of Media Center
    - i. County approvals secured
    - ii. Work to commence during Winter Break
  - c. Funds raised through parties and events
    - i. Mom's Night, Dad's Night, Social, Kids Event
    - ii. Raised ~\$13K last year to be applied to Media Center project
  - d. Sister School Veir's Elementary Sister's Night (also supported by PTA) supported with \$5K check last year
- Communications Chair: Taryn Rosenkranz
  - a. Facebook update-- guideline update
  - b. Administrative controls to ensure photos posted have parental approval (Taryn and Jessica)
  - c. Not the best way to get Westbrook info-- more for fun; be sure to rely on Yahoo list serve

### **Upcoming Events**

- Most covered in Principal's Update
- Oct. 16-17, Ledo Fundraiser
  - a. Treasurer Comment: ~\$2K raised last year

### **Additional Issues from PTA Members**

- Question: teachers said they wouldn't release class list/email lists-- is there a way to get lists?
  - a. Teachers can't hand it over, must be handed over voluntarily by parents (privacy issue)
  - b. Comment: Wait for directory and find what you need

- c. Comment: Collect it during BTS Night (grade 3-5)
  - d. Principal Cox-- teachers can bcc parents and ask who would like to opt-out of an email that would share class emails
- Question (Matt Wexler, 1st)
  - a. Thank you, Principal Cox for class size presentation
  - b. Parents who are interested in topic of class size (e.g. 1st/4th at-or-near class size guidelines) can talk to Matt, Deb Soloman
  - c. Parent comment: suggest vetting comments as concerns expressed may not reflect all parents
    - i. Response: Not a PTA issue, does not represent anyone beyond parents who are involved in conversation
  - d. Principal presentation available on the website
  - e. Additional discussion
- Question: What is the process for raising concerns?
  - a. Approach teachers, administration
- Box Tops for Education? Yes, we are doing it. Results go into Westbrook ES general fund.

**Meeting adjourned at 9:00pm**