

Broadneck Elementary School Parent-Teacher Organization (PTO)

General Business Meeting Minutes: September 2019

Date, Time, and Location: The regular monthly meeting of the Broadneck Elementary School Parent-Teacher Organization (PTO) was held on Wednesday, September 4, 2019 at 7:00pm in the Media Room at Broadneck Elementary School, 470 Shore Acres Road, Arnold, MD 21012, the President being in the chair and the Recording Secretary being present.

Meeting called to order by President Kim Finnazzo at 7:03 p.m.

Attendance: Kim Finazzo, Alice Frazier, Emily Van Oudenaren, Renee Hood, Ann Saunders, Sheri Berberian, Alex Sweeney, Courtney Moore, Angela Wakshul, MeLinda Rawlings, Liz Gaither, Jen Bice, Maria Rodriguez Yilo, Andrea Snodgrass, Krista McNamara, Nicole Stimaker, Alisa van Zelst, Michelle Zitofsky, Christy Thalassinidis, Heather Vail, Alisa Booberg, Cindy Sumner, Megan Lowe, Oxana Olyashevsky, Kelly Rollison, Amanda Plumley, John Noon, and Thomas Cordts. There were 28 members in attendance; a quorum was reached. No guests in attendance.

Minutes. Recording Secretary Renee Hood moved that the PTO “dispense with and indefinitely postpone the reading of the minutes from the May 1, 2019 General Business Meeting and the June 5, 2019 Special Meeting, authorize the executive committee to review and approve the minutes, and circulate the approved minutes to the Membership at the next General Business Meeting.” Motion seconded and approved.

Ratification of Special Meeting Action. President Kim Finazzo and Recording Secretary Renee Hood explained that a Special Business Meeting was held during the PTO Social on June 5, 2019 in order to address two orders of business: vacancies on the PTO Board for the Vice President and Recording Secretary Officer positions. Outgoing Recording Secretary Rachel Martin had been elected to fill the Vice President position for the 2019–2021 term, leaving the Recording Secretary position vacant. However, due to an unexpected move to another school district late in the year, Rachel Martin resigned from her elected position as incoming Vice President for the 2019–2021 term. The email notifications for the June 5th Meeting did not indicate that a Special Business Meeting would be held during the PTO Social, so the actions taken during the Special Meeting on June 5, 2019 need to be ratified.

Kim proposed that the PTO “ratify the action taken at the Special Meeting held on June 5, 2019 with regard to business not mentioned in the call of that meeting, namely the election of both the Vice President and Recording Secretary.” Motion was presented, seconded, and approved.

Officers’ Reports

President (Kim Finazzo): given by Kim Finazzo

- President Kim Finazzo provided a warm welcome to attendees. She thanked everyone for their hard work over the summer and thanked everyone in advance for all of the work

they will be doing during the school year. Kim shared information about ways in which the PTO supports our school, teachers, and kids. Everything that we do in the PTO supports our kids and our teachers.

- Kim reported that the PTO's annual Liability Insurance Policy has been renewed.
- Kim is working through paperwork that needs to be filed from a tax standpoint. She is working to bring all audits and books up to date.

Vice President (Alice Frazier): given by Alice Frazier

- Present, but no update at this time.

Treasurer (Emily Van Oudenaren): given by Emily Van Oudenaren

- Treasurer Emily Van Oudenaren reported that a proposed budget has been completed. If anyone is interested in reviewing the budget, a few copies of the budget are available on the back table. Emily reported that the budget is similar to last year. Adjustments have been made to address staffing changes and requests from Mr. Noon. Kim Finazzo reported that BES hired two (2) new STEM teachers and two (2) fulltime guidance counselors.

Recording Secretary (Renee Hood): given by Renee Hood

- Recording Secretary Renee Hood reported that the Board has been working hard to organize all of the files and get ready for the new school year. The Board has been reviewing the PTO Bylaws to ensure compliance. Renee reported that she is still trying to locate, organize, and file prior meeting minutes and agendas. The Board is also creating a master list of dates to make future planning easier.
- Kim Finazzo added that Renee has been working to digitalize, streamline, and organize the PTO files. Historically, the files were all paper. Over the years, Officers began to digitalize some of the files. However, the issue with digital files is that they need to be transferred to the new Officers when Board positions turn over. The Board is currently working to gather all of these files and store them in a shared, centralized virtual location.

Corresponding Secretary (Becca Robinson): *No Report Given*

Principal's Report: given by Mr. John Noon

- Mr. Noon offered a warm welcome to all attendees and thanked everyone for all that the PTO does for our kids: volunteering, raising money, and organizing events. Mr. Noon reported that the school year is going well. Teachers have been focusing on fostering relationships between students and between the teacher and students. The school added two new teacher positions as part of the elementary school Triple E Program. Mr. Noon reported that they had a choice of a number of Triple E themes: Arts & Humanities, STEM in Society, Global Studies, and World Culture & Language. Broadneck Elementary School chose STEM in Society. Mr. Noon introduced the new STEM teachers: Ms. Angela Wakshul and Ms. Isabel Wilson.

Teachers' Report:

- *Triple E Program: STEM in Society.* Ms. Angela Wakshul and Ms. Isabel Wilson, Broadneck Elementary School's new STEM teachers under the Triple E Program, provided information about the program and to discussed supports needed for the new program. Teachers Wakshul and Wilson reported that they are currently in training for the new program. This week, both teachers went into each classroom and introduced themselves to the students. On October 7th, the STEM program will officially begin. The STEM Program will be 1 hour per class during the regularly scheduled cultural arts time. The Triple E Program is project-based learning, and students will use the model of learning how to research, present to clients, and learn from experts. The Program will need support from parents in the STEM field. Teachers Wakshul and Wilson will be reaching out to parents with information about volunteer opportunities soon. Students will begin the program with a 6-8 week kickoff project; additional projects will follow. The STEM teachers will also need donations of supplies, so look out for a letter with the items needed (i.e., shoeboxes, old Legos, etc.). The teachers currently plan to collect donated items in bins placed around the school, but donations can also be dropped off in the office as long as they are clearly labeled. Mr. Noon added that the school is very excited about the new STEM Program. He also reported that the school is considering creating a Lego wall.

Principal's Report (continued): given by Mr. John Noon

- *School Security.* Mr. Noon provided an update on school security. The Anne Arundel County Board of Education approved funding to build security vestibules in a number of schools. Broadneck Elementary School will be in the first round of existing schools to have a security vestibule installed. Security vestibules are essentially double entryways, closing off direct access to classrooms and hallways to visitors. Visitors will have to be buzzed in through two separate doors to enter the school; they would need to be buzzed again to exit the building. Mr. Noon reported that all interior doors and locks will also be updated. The school will continue drills through the year. Some drills will be surprises.
- *Art.* Mr. Noon reported that the school plans to add life to the walls of the school by adding and updating painted murals on the walls. The school has reached out to the local secondary schools, but if a parent or family member is an artist and willing to assist on this project, please reach out to Mr. Noon as soon as possible.

Teachers' Report (continued):

- *Reading Resource Teacher.* Reading Resource Teacher Ms. Alisa Booberg thanked the PTO for all of the support. Ms. Booberg reported that Reading Fluency Tutors used to be run through the PTO. Ms. Booberg is hoping to reinstate the volunteer Reading Fluency Tutors through the PTO again this year. Signups will be posted in all classrooms during Back to School Night. If you are interested in volunteering, the school will provide training and all necessary materials. This is a great way to really make a difference, so please consider volunteering.

Principal's Report (continued): given by Mr. John Noon

- *Enrichment Programs and Chess Club.* Mr. Noon reported that the ExCITE! Enrichment Program had previously been in limbo. The Board of Education was concerned about usage of buildings for non-school sponsored activities. Moving forward, all programs run through the PTO will require a school employee liaison to be assigned to each program, event, or activity. A school employee liaison could be assigned to multiple clubs that meet simultaneously, but the liaison must physically remain in the building and be accessible during the event. Mr. Noon reported that Chess Club posed a specific challenge because it meets at 7am, which is over an hour before the teachers' scheduled work day begins. Mr. Noon reported that he has already spoken with Chess Master Mr. A about this issue. The proposed solution to this problem is to offer teachers money per hour based on their per diem contract amount (about \$25/hour) in exchange for being physically in the building while Chess Club meets. Mr. Noon reported that he may already have a teacher willing to volunteer for this job. Moving forward, programs may need to charge students a little more in order to cover the hourly rate of the school employee liaison.

Vice Principal's Report: given by Mr. Thomas Cordts

- *School Construction.* Mr. Cordts reported that the roof is still under construction. This is the second year of a two-year project. Functionality of the roof is good. There are no leaks. The construction crew will continue working after school hours until the project is complete. The crew estimates that they will be able to complete the job by mid-October.
- *Air conditioning.* Mr. Cordts reported that the administration is working on air conditioning issues. If your child reports that their classroom is warm for two or three consecutive days, please send an email to Mr. Cordts to let him know.

Committee Reports

After School Enrichment: given by Liz Gaither

- Chairs: Liz Gaither and Monica Rehfuss
- Committee Chair Liz Gaither reported that the After School Enrichment Committee has set up seven great programs this year: Disaster Island by Challenge Island, Sports Spectacular by Overtime Athletics, Creative Kids Drama by Creativity First, Intro to STEM with Legos by Play-Well TEKologies, Park Kids Yoga by Adriane DiCamillo, and CPR Knowledge Course by Annapolis CPR. Some are returning programs; others are new. In the Spring, the Committee plans to offer a Babysitter Program for older students.

Beautification: given by President Kim Finazzo

- Chair: Tony Russ
- President Kim Finazzo reported that Beautification Committee Chair Tony Russ does a fantastic job of keeping the school grounds beautiful.

Book Fair: given by Jen Bice

- Chair: Jen Bice
- Committee Chair Jen Bice reported that the Book Fair will be held from September 26th through October 4th. Jen is working on getting approval on times. The Committee always needs lots of volunteers. More information about volunteer slots will be communicated soon. Please consider volunteering.

Cultural Arts: given by Mr. Noon

- Chairs: Tracy Seybert and Cat Garrett
- Mr. Noon reported that the Cultural Chairs have reached out to him and are working hard.

Career Day: given by Mr. Noon

- Chairs: Melissa Cochrane, Tara Luecking
- Mr. Noon reported that the school counselors Melissa Cochrane and Tara Luecking will handle Career Day.

Chess Club and Space Camp: given by Megan Lowe

- Chair: Megan Lowe
- *Chess Club.* Megan Lowe reported that flyers for Chess Club will go out next week. The Chess Club offers fall and spring sessions. Kids learn chess, participate in tournaments, and have lots of fun.
- *Space Camp.* Megan Lowe reported that the Committee had a tentative date in mind for Space Camp, but due to a conflict, may need to find another date. Megan is hoping to set up an electronic auto payment option to make it easier for parents to pay in installments. Mr. Noon mentioned that Space Camp is considered a field trip, so the Committee may be able to use the school's payment methods. Megan reported that using auto payment options may enable the Committee to find and offer group airfare discounts. Fourth and fifth grade students are eligible to participate in Space Camp. Megan wondered if there was a possibility to connect Space Camp to the STEM Program for older students.

Communications (Facebook)/PTO Express: given by Kim Finazzo

- Chairs: Kim Finazzo and Alice Frazier
- President Kim Finazzo reported that PTO Communications through Facebook and PTO Express are handled by President Kim Finazzo and Vice President Alice Frazier.

Father/Daughter Dance: *No Report Given*

- Chairs: Kelly Gargagliano, Courtney Dupcak, and Meaghan Rosso

Fundraising/Restaurant Night: given by Cindy Sumner

- Chair: Cindy Sumner
- Cindy Sumner reported that the PTO has scheduled multiple Restaurant Nights for the upcoming school year. The first Restaurant Night will be held on September 16th at

Mother's Peninsula Grill. Each restaurant has specific requirements, so exact details for each Fundraising/Restaurant Night will be sent out to the Membership via the PTO Express. Cindy noted that Chipotle was extremely generous and offered 30% of sales. Neo Pizza requires an admission ticket, but offers 20% of all carry out, dine in, or bar sales. Most other restaurants offer 10-15%. Cindy was also able to negotiate a group discount plus fundraising day through Franklins Toys. Chuck E Cheese offers discounts for teachers during teacher appreciation week.

Girls on the Run: given by Mr. John Noon

- Chair: TBD (Edit as of 09/10/2019: Chairs will be Laura Ascione and Michelle Burns)
- Mr. John Noon reported that Sarah John is no longer the Chair of Girls on the Run. Laura Ascione and Mrs. Burns will be handling Girls on the Run this year. Once Mrs. Burns registers Broadneck Elementary School for Girls on the Run, information about signing up for the program will go out to the general student body.

Hero Boys: given by Mr. John Noon

- Chairs: TBD (Edit as of 09/10/2019: Chairs will be Marina Anglim & Brian Anglim)
- Registration for Hero Boys opens next week, so action (if there is interest in Hero Boys) needs to happen quickly. Mr. Noon reported that the parents who helped out with Hero Boys last year still have students at the school. Mr. Noon will reach out to the parents to see if they are interested in helping out again this year.

Holiday Shop: given by Amanda Plumley

- Chair: Amanda Plumley
- Committee Chair Amanda Plumley provided an overview of what the Holiday Shop is for new parents. The Holiday Shops runs for two days at the beginning of December. All items are \$2. Students from each class are able to visit the Holiday Shop during 15-20 minute blocks of time. Parents volunteer to help students choose and wrap gifts for family members. The Committee will need parent volunteers to help with set up and to help students during the Holiday Shop. All leftover items are donated to other schools.

Hospitality: given by Andrea Snodgrass

- Chair: Andrea Snodgrass
- Committee Chair Andrea Snodgrass provided an overview of the Hospitality Committee for new parents. The Hospitality Committee shows appreciation to Broadneck Elementary School's staff. The Committee relies on the donation of items by parents. The August 23rd Back to School Luncheon was a great success. The Committee gives gifts to staff at Back to School Night. After Back to School Night, the next Hospitality Committee event will be the cookie exchange in December. The Committee relies heavily on parent volunteers, so please consider volunteering.

Kindness Committee: given by Mr. John Noon

- Chair: Melissa Cochrane, Tara Luecking

- Ms. Baicar previously handled the Kindness Committee, which helps families in need pay for field trips and enrichment programs. Mr. John Noon reported that the school counselors Melissa Cochrane and Tara Luecking will continue to handle this Committee.

Membership: given by Oxana Olyashevsky

- Chair: Oxana Olyashevsky
- Oxana Olyashevsky reported that she is waiting on the final count of students for each classroom before distributing envelopes. The fee to join the PTO is \$15 per family.

Mother Son Game Night: given by Angela Wakshul

- Chairs: Heather Sayre, Angela Wakshul, and Lindsey Nolle
- The Mother Son Game Night is usually held in April or May at the school. Last year, the event was held indoors because of the rain. The Committee has not yet selected a date for the event, but it is usually held on a Friday.

Movie Night: given by Mr. Thomas Cordts

- Chair: Melissa Czajkowski
- Mr. Cordts reported that Committee Chair Melissa Czajkowski has submitted requests regarding movie night. A final decision on movie and date are forthcoming.

Promotions: given by MeLinda Rawlings

- Chair: MeLinda Rawlings
- *Safeway Just for U.* MeLinda Rawlings reported that Safeway Just for You Program recently issued a \$1,000 payment to the PTO. Please remember to register your BoxTops rewards program and link to Safeway Just for U.
- *BoxTops.* MeLinda asked attendees to spread the word about the BoxTop App. To use the App, participants need to go onto the website and enroll. Once you are enrolled, scan your grocery receipt within 14 days of purchase. Any BoxTop proceeds are immediately transferred into PTO funds. Online submission through the App does not track or identify which student/family submitted the BoxTop. MeLinda explained that the BoxTop contests will eventually slow down as physical BoxTops become difficult to find. However, even though the contest may dwindle, the Committee expects that the funds provided by the App to the PTO will remain at the same level. Next BoxTop contest deadline is January 31, 2020, but do not wait until the last minute to submit your BoxTops. Make sure to submit them before they expire.
- *Giant.* Giant Foods is no longer providing promotions.
- *Papa John's.* Use code BROADNECKESPTO to save 40% off of your online order; Papa John's donates 10% of your online order to BES.
- *Amazon Smile.* Committee is experiencing some technical difficulties with Amazon Smile, but once the issues are ironed out, please remember to select Broadneck Elementary School Parent-Teacher Organization (PTO) as your charitable organization and shop using Amazon Smile.

Race for Education/5K: given by Marie Marquardt, Brooke Long, and Alice Frazier

- Chairs: Marie Marquardt, Brooke Long, and Alice Frazier
- *Race for Education*. Marie Marquardt reported that the Race for Education is the PTO's biggest and only fundraiser of the year. One hundred percent of the proceeds of this fundraiser directly benefit our school. Race for Education will be held on October 25, 2019 during students' cultural arts time. Anyone interested in a corporate sponsorship should reach out to Brooke Long. Sponsorship will include your business logo printed on the event shirts. The deadline for corporate sponsorship is September 20th.
- *Buzzing of the Bees 5K*. Alice Frazier reported that the PTO will also be holding a 5K (an additional event which includes members of the community) on October 26th at 8:00am. Participants in the 5K will run/walk through the Bay Hills Community. Committee reported that current students and current teachers will be free; others will pay an entry fee. A One Mile Fun Run will be offered on school grounds. After the race concludes, the Committee is planning a fun festival with food trucks and vendors.

School Directory: given by Mr. John Noon

- Chair: John Noon
- Mr. Noon reported that the Committee used a simple Google Form to collect the information for the School Directory last year. Mr. Noon agreed to take care of this task and will send out the request in the next week or two.

School Supplies: given by Maria Rodriguez Yilo

- Chair: Maria Rodriguez Yilo
- Committee Chair Maria Rodriguez Yilo reported that School Supplies was a success. Thank you to everyone who volunteered to help distribute school supplies this year. Agenda books were recently ordered. Kim Finazzo reported that she spoke to the distributor; the agendas were shipped today and are expected to arrive next week. Kim also reported that the fine print of the invoice states that if the PTO orders the agendas by May 15th, we can save \$0.25 per book. Kim reported that both she and Tammy Sanford have added notes to their calendars to revisit the agendas before that date. Maria suggested that the PTO ask the vendor to label each box with each child's name next year so that they can simply be dropped off in each classroom.

Spirit Wear: *No Report Given*

- Chair: Katy Kelley

Talent Show: *Report Shared Prior to Meeting*

- Chair: Amanda Rambo
- Amanda provided the following update: "Not much to report as our show is in the spring. I will work on securing the date and time for the show, which is held at Broadneck High School. As soon as I have any info, I will let you know." (update as of 08/26/2019)

Volunteer Coordinator: No Report Given

- Chair: Candice Cukor
- Note: Attendees reported that Chair Candice Cukor is looking for ways to encourage new parents to sign up for the volunteer distribution list. Attendees mentioned that new parents, especially parents with a Kindergartener or First Grader, have not yet been invited to sign up for the Volunteer Signup Genius list. Attendees discussed ways to communicate with parents about being added to the distribution list. Some suggested that teachers should send an email to their students' parents. Others suggested that the email should come from the PTO. Others suggested that Room Parents should send the email. Kim reported that while she is more than willing to include information in the PTO Express about signing up for this distribution list, the PTO does not have a master distribution list for all parents. Only parents who have signed up for PTO Express receive those emails. Attendees expressed concern that waiting to send an email until after teachers assign a Room Parent risks not having enough volunteers for the upcoming Book Fair. Attendees agreed that Kindergarten and First Grade Teachers should be encouraged to send an email to their students' parents.

Yearbook: No Report Given

- Chair: Jennifer Salemi

5th Grade Yearbook Page: given by Oxana Olyashevsky

- Chair: Oxana Olyashevsky
- Committee Chair Oxana Olyashevsky reported that parents of all fifth graders will be asked to submit a baby picture for the Fifth Grade Yearbook Page by January 2020.

Old Business

- President Kim Finazzo reminded everyone to follow the PTO on Facebook at “Broadneck Elementary School PTO” and via PTO Express.
- President Kim Finazzo reported that there are a few vacancies for Committee Chair positions. Also, Emily Van Oudenaren’s term as Treasurer will expire at the end of this school year, so we are looking for someone to serve as Treasurer for the 2020–2022 Term. Kim mentioned that she may know someone interested in the Treasurer position. Kim reported that the Board is compiling information about child grade levels for those in Leadership positions so that we are better prepared for turnover.

New Business

- A Committee Chair asked how to obtain approval for the Chick-fil-A cow or other mascots to come to school at dismissal. Mr. Noon asked that the information be sent to him directly so that he can approve the request. Megan Lowe mentioned that her daughter works for Chick-fil-A and may be able to help facilitate this request, once approved.
- *Staffing Needs.* Mr. Cordts reported on a few BES staffing needs.
 - *Substitute Teachers.* Substitute teachers are always needed; interested parties should apply online.

- TSAs. Mr. Cordts is looking to hire two TSA (Temporary Supplemental Assistance) positions at \$12/hour. TSA positions are funded last minute by the Board of Education. BES received funding to hire 4 TSAs; two TSAs returned from last year, so BES is looking to hire two more. TSAs work 6 hours a day.

Upcoming dates to remember:

- 09/16/2019 Restaurant Night: Mothers Peninsula Grill
- 09/26/2019 Back to School Night (6:30pm)
- 09/26/2019 Book Fair Begins (runs until 10/04/2019)
- 10/02/2019 PTO General Business Meeting (7:00pm)
- 10/25/2019 Race for Education (during class cultural arts time)
- 10/26/2019 Race for Education 5K (8:00am)

Next meeting will be held Wednesday, October 2, 2019 in the Media Room at Broadneck Elementary School, 470 Shore Acres Road, Arnold, MD 21012

Meeting adjourned at 8:19 p.m.

Minutes compiled by Renee Hood, Recording Secretary

******* APPROVED 10/02/2019 *******