

Broadneck Elementary School Parent-Teacher Organization (PTO)

General Business Meeting Minutes: October 2019

Date, Time, and Location: The regular monthly meeting of the Broadneck Elementary School Parent-Teacher Organization (PTO) was held on Wednesday, October 2, 2019 at 7:00pm at Broadneck Elementary School, 470 Shore Acres Road, Arnold, MD 21012, the President being in the chair and the Recording Secretary being present. The Media Room was currently being utilized for the Book Fair, so the meeting was held in a classroom.

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

Attendance: Kim Finazzo, Alice Frazier, Emily Van Oudenaren, Renee Hood, Becca Robison, MeLinda Rawlings, Angela Patterson, Sheri Magee, Heather Martinko, Rachel Prindle, Heather Vail, Cindy Sumner, Alex Sweeney, Michelle Zitofsky, Candice Cukor, Catherine Garrett, Sheri Berberian, Nicole Adwell, Megan Lowe, Liz Gaither, Oxana Olyashevsky, Jen Bice, Marie Marquardt, John Noon, and Thomas Cordts. There were 25 members in attendance; a quorum was reached. No guests in attendance.

Reading and Approval of Minutes. Recording Secretary Renee Hood explained that the Minutes from the May 2019, June 2019, and September 2019 PTO Meetings were previously posted on the PTO Website and emailed to the Membership via PTO Express. Renee moved that the PTO dispense with reading the minutes. Motion seconded and approved. No corrections to the minutes. Chair announced “there being no corrections to the minutes, the minutes are approved.”

Officers’ Reports

President (Kim Finazzo): given by Kim Finazzo

- Due to the unusually large agenda for today’s meeting, no President’s Report was given.

Vice President (Alice Frazier): given by Alice Frazier

- Due to the unusually large agenda for today’s meeting, no report was given.

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

- Treasurer Emily Van Oudenaren reported that the Race for Education has already raised \$23,000. There have been a few expenses, such as Back to School Luncheon and a few teacher reimbursement requests, but overall, this was a profitable month.

Recording Secretary (Renee Hood): given by Renee Hood

- Due to the unusually large agenda for today’s meeting, no report was given.

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

Principal's Report: given by Mr. John Noon

- *Support for Every Child Counts School.* Principal Mr. Noon reported that Broadneck Elementary School students participated in a fundraiser for the Every Child Counts School, which was devastated by the Hurricane that hit the Bahamas in September 2019. Last week, Students participating in the three Spirit Days raised \$1,400.00.
- *Redistricting Committee.* A committee of parents and community residents, aided by school system officials, has begun to study the possibilities of redistricting to best utilize space in the elementary and middle schools in the Broadneck Cluster. The committee consists of two representatives from every elementary and middle school in the cluster. An initial organizational meeting of the committee was held from 7 to 9 p.m. on Tuesday, October 1, 2019 in the cafeteria at Broadneck Elementary School. The committee is scheduled to meet as follows:

10/10/2019 Redistricting Meeting (7pm – Arnold ES)
10/15/2019 Redistricting Meeting (7pm – Cape St. Claire ES)
10/22/2019 Redistricting Meeting (7pm – Windsor Farm ES)
10/29/2019 Redistricting Meeting (7pm – Belvedere)

Following these meetings, the committee will make a recommendation to schools Superintendent George Arlotto in November. Dr. Arlotto will forward his recommendation to the Board of Education no later than the first Board meeting in December. The Board will conduct public hearings on the plans before reaching a decision no later than April 30, 2020. Mr. Noon explained that the school went through a similar redistricting effort three years ago for Cape St. Clair and Broadneck Elementary School. This year, the proposed redistricting impacts all elementary schools in the cluster, and based on the boundaries, may potentially impact middle schools as well. The two representatives from Broadneck Elementary School were selected from communities along the proposed redistricting border. The ultimate redistricting plan will take into account a number of factors and may impact construction at area schools. Broadneck Elementary School is currently the most over capacity school in the cluster. The next redistricting meeting will be held from 7 to 9 p.m. on October 10, 2019 at Arnold Elementary School. Public input will be welcome at this meeting. Mr. Noon encouraged parents to learn more about the redistricting process and attend the committee meetings. The school system's redistricting timeline and information can be found at <http://www.aacps.org/redistricting>.

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

- *School Schedule.* Mr. Cordts reminded parents of the following early dismissals and school closures:
 - Tues., Oct. 8: 2-hour early dismissal
 - Wed., Oct. 9: Yom Kippur (School Closed)
 - Tues., Oct. 15: Parent/Teacher Conferences (School Closed)
 - Wed., Oct. 16: Parent/Teacher Conferences (School Closed)

- *Parent/Teacher Conferences.* Parent-Teacher Conferences will be held on October 15 and 16. Participation in parent-teacher conferences is optional. For those interested, information about conferences will be sent out by your child's teacher soon.
- *Race for Education/5K.* Mr. Cordts reminded parents to put these two events on their calendars: Race for Education will be held during your child's cultural arts period on Friday, October 25th, and the Buzzing of the Bees 5K will be held on Saturday, October 26th.
- *Academic Calendar.* Students are already halfway through the first marking period. Interim reports will be sent out next week. The end of the first marking period is in early November.

Teachers' Report: *No reports given*

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's seven programs (Disaster Island by Challenge Island, Sports Spectacular by Overtime Athletics, Creative Kids Drama by Creativity First, Intro to STEM with Legos by Play-Well TEKnologies, Park Kids Yoga by Adriane DiCamillo, and CPR Knowledge Course by Annapolis CPR) are going well. No updates. She wanted to make sure that she has contact information for Mr. Noon and/or Mr. Cordts in the event of an after hours emergency.

Beautification: *No report given*

- Chair: Tony Russ

Book Fair: given by Jen Bice

- Chair: Jen Bice
- Committee Chair Jen Bice reported that the Book Fair is currently underway and will end on Friday, October 4th. Book Fair has been a success so far. The Committee always needs lots of volunteers, and the fall Book Fair has been no different. Family Night is tomorrow night, and the Committee could use a few more volunteers. Kim Finazzo offered to send out a request for volunteers via the PTO Facebook page.

Cultural Arts: given by Catherine Garrett

- Chairs: Tracy Seybert and Catherine Garrett
- Committee Chair Catherine Garrett reported that the Cultural Arts Committee has lined up the following assemblies: In November, K-1 will attend an assembly by Eco Adventures on November 5th; Grades 2-5 will attend a NED's Kindness Adventure Assembly, tentatively to be held on November 15th. Information about NED's Kindness Adventure can be found at <http://www.kindnessadventure.com/the-program.html>. In

February, Justin Berk Meteorologist will present two assemblies for the entire school; date is forthcoming. In April, there will be a musical show for the entire school; date is forthcoming. The Committee is hoping that Doug Segree will play at the Spring Fling.

Career Day: *No report given*

- Chairs: Melissa Cochrane, Tara Luecking

Chess Club: given by Megan Lowe

- Chair: Megan Lowe
- Committee Chair Megan Lowe reported Chess Club is going well. No updates.

Communications: given by Kim Finazzo

- Chairs: Kim Finazzo and Alice Frazier
- President Kim Finazzo reported that PTO Communications (PTO Express, PTO Facebook Page, Website) are handled by President Kim Finazzo and Vice President Alice Frazier. The PTO recently relaunched our Website at <https://broadneckbees.org> and hopes that it is helpful for the Membership. Please remember to send all PTO dates (even tentative dates) to the PTO Officers so that they can be included on the PTO Calendar at <https://broadneckbees.org/calendar>. If you are not receiving PTO Express emails, please check your SPAM/Junk folder and make sure groupvine.com is included in your safe sender list.

Father/Daughter Dance: *No Report Given*

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

Fundraising/Restaurant Night: given by Cindy Sumner

- Chair: Cindy Sumner
- Committee Chair Cindy Sumner reported that the PTO has scheduled multiple Restaurant Nights for the upcoming school year. The first Restaurant Night, held on September 16th at Mother's Peninsula Grill, raised \$110. Mother's sent the proceeds check directly to the school. Each restaurant has specific requirements, so exact details for each Fundraising/Restaurant Night will be sent out to the Membership via the PTO Express. Upcoming Restaurant Nights include: Spizzico and FroYo (Wed., Oct. 16), Chipotle (Wed., Oct. 23), and Chick-fil-A (Mon., Oct. 28).

Girls on the Run: *No report given*

- Chairs: Laura Ascione, Michelle Burns

Hero Boys: *No report given*

- Chairs: Marina Anglim, Brian Anglim

Holiday Shop: *No report given*

- Chair: Amanda Plumley

Hospitality: given by Andrea Snodgrass

- Chair: Andrea Snodgrass
- October 2 is Custodian Appreciation Day, so Hospitality Committee delivered appreciation gifts for custodians today. Remember to thank the custodians if you see them in the hall. The next event will be the Cookie Exchange in December, where the PTO showers the staff with homemade cookies. Information and signups will be sent out closer to the event.

Kindness: *No report given*

- Chair: Melissa Cochrane, Tara Luecking

Membership: given by Oxana Olyashevsky

- Chair: Oxana Olyashevsky
- Committee Chair Oxana Olyashevsky reported that Membership applications are still being submitted and processed, but she has already received approximately 200 envelopes and \$1,700. 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 the spring. The Committee does not have any updates yet.

Movie Night: *No report given*

- Chair: Melissa Czajkowski

Promotions: given by MeLinda Rawlings

- Chair: MeLinda Rawlings
- *BoxTops.* Committee Chair MeLinda Rawlings reported that the first deadline for BoxTops is October 11, 2019. Make sure to submit BoxTops before they expire. BoxTops do not need to be organized or pasted onto the sheet. Simply put the BoxTops in a ziplock bag labeled with the name of your child's teacher.

School Directory: given by Mr. John Noon

- Chair: John Noon
- Kim Finazzo thanked Mr. Noon for creating the Google Forms to collect the information for the School Directory. In addition to PTO Express, Mr. Noon sent out information and links for each individual grade by email at 9:25am to the entire BES listserve. Check your emails for the links. Mr. Noon reported that he has asked teachers to email School Directory links and information about Race for Education to families weekly until the

end of October. As of today, each class has approximately 50 responses. Deadline for inclusion in the School Directory will be sometime in November.

School Supplies: given by Maria Rodriguez Yilo

- Chair: Maria Rodriguez Yilo
- Committee Chair Maria Rodriguez Yilo reported that the Committee will need a new Chair for next year.

Space Camp: given by Megan Lowe

- Chair: Megan Lowe
- Committee Chair Megan Lowe reported that the Committee held an informational meeting at 6:30 p.m. on October 2, 2019. The 2020 Space Camp Trip will be held May 8th to 10th, 2020. Megan encouraged parents to review all of the information provided by Mr. Noon and the Committee. For more information, visit www.beesinspace.org.

Spirit Wear: *No Report Given*

- Chair: Katy Kelley
- President Kim Finazzo will reach out to Katy Kelley to discuss the possibility of using the PTO website to sell Spirit Wear.

Talent Show: *No Report Given*

- Chair: Amanda Rambo

Volunteer Coordinator: given by Candice Cukor

- Chair: Candice Cukor
- Committee Chair Candice Cukor reported that a Volunteer Orientation has been posted at <https://broadneckbees.org/volunteer>. Even if you have completed a Volunteer Orientation in the past, the Committee is asking everyone to complete it again to ensure accuracy. Mr. Noon explained that most volunteers need a Commercial Background Check, which needs to be redone every two years. Fingerprint Background Checks are rarely needed for parent volunteers, but check with the school if you have questions. Please complete the Commercial Background Check request at least two to three weeks in advance of your desired volunteer opportunity to allow time for processing. Candice manages the Signup Genius account for the PTO and can create signups for PTO Events. Mr. Noon explained that all BES Teachers will select a room parent and provide the name/contact information for all room parents to Mr. Noon soon.

Yearbook: *No Report Given*

- Chair: Jennifer Salemi

5th Grade Yearbook Page: given by Oxana Olyashevsky

- Chair: Oxana Olyashevsky

- No update. Parents of fifth graders will be asked to submit a baby picture for the Fifth Grade Yearbook Page by January 2020.

5th Grade Activities: given by Sheri Magee

- Sheri Magee reported that an informational meeting for all fifth grade parents will be held at 6:30 p.m. on October 17th. [**Postdate correction as of 10/03/2019:** the Sock Hop has been rescheduled and will be held on December 6th].

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 corporate sponsorships raised \$12K. Another \$14K in donations has already been raised through student websites. Committee reports that revenue is already ahead of projections. The Race for Education bulletin board created by Michelle Zitofsky is amazing. The kids enjoy watching each classroom's donations grow. Each class that reaches the fundraising goal of \$2,000 will be rewarded with a Fall Field Day. Each student who receives five donations will get their name on a bee on the main bulletin board and will be entered in a raffle for a prize. Race for Education will be held on Friday, October 25, 2019. The PTO will need tons of volunteers, so please consider volunteering your time. Requests for volunteers will be sent out via Signup Genius soon.
- *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. The Committee has already had a great response to the 5K. Registration had a huge surge before the ticket price increased. In order to obtain a guaranteed tshirt, register by October 6, 2019. The Committee reported that all individuals who want to participate in the 5K need to register (including complimentary runners). 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 during the 5K. Fun run participants do not need to register; simply show up. After the race concludes, the Committee is planning a fun festival with food trucks and vendors. Remember that all 5K participants need to register. BES teachers and students need to register; however, their entry fees will be waived.

New Business

- *Domain Revival and Website Launch.* The first order of New Business is the Domain Revival and Website Launch. President Kim Finazzo reported that on Friday, September 6, 2019, a majority of officers approved the expense of reviving domain and relaunching the website. This decision needs to be ratified by Membership today. Cost of the domain and hosting was \$317.17 to Go Daddy for three years; \$24 of this is an annual cost moving forward until renewal in 2022. The website officially launched on Wednesday, September 11th. As of today, the website has already had 1,613 page views (760 in the last 7 days). Kim proposed that the PTO "ratify the approval for the expenses for the website domain and hosting." Motion was presented by Renee, seconded by Alice, and approved.

- *Electronic Payments.* The second order of New Business is the acceptance of Electronic Payments. Kim explained that we may have already voted on this last year, but in order to ensure a clear record moving forward, we are going to redo the approval process. Kim proposed that the PTO “permit the PTO to accept electronic payments.” Motion was presented, seconded, and approved.
- *Traffic on Forked Creek and Shore Acres.* President Kim Finazzo reported that there have been concerns about the traffic on Shore Acres and Forked Creek Road. After a child was nearly hit near the school, past president Amanda Fiedler acted in her official capacity as County Councilman and sent out a crew to assess and install barriers. Members expressed appreciation at Ms. Fiedler’s fast acting on behalf of the community and our students.
- *Buddy Bench.* Angela Patterson reported that she is a parent of BES alumni and grandparent of a current BES second grader. After reading a book with her grandchild about a Buddy Bench, she decided to reach out to the PTO to explore the possibility of installing one at BES. She initially wondered whether it would be a good Unity Day project, but acknowledged that the project would likely not be completed before October 23, 2019. Ms. Patterson offered to help fund the bench. Heather Martinko (parent of BES students in K and 4th) supports this initiative. She has noticed students having trouble finding new friends on the playground—especially introverted, anxious students. Heather wondered whether this would be a good project for a Boy Scout or Girl Scout Troop. She suggested that a “Be a Buddy” program could be created along with the bench: teachers or students designated as Buddy Bench monitors could check on any students who sit on the bench. Mr. Noon explained that painting an existing bench could be an easier initiative, but even a paint project needs to be approved due to allergies, etc. If a new bench or structure is to be installed, the county will need to send out a team to evaluate where the structure can be installed. Cost could be a limiting factor. Mr. Noon can request the county grounds crew to come out and evaluate possible installation locations. Kim proposed that the PTO “explore the possibility of installing a Buddy Bench on the playground at Broadneck Elementary School.” Motion was presented, seconded, and approved.
- *GaGa Court on Playground.* Kim Finazzo explained that the students enjoy playing Gaga during gym class. Gaga is a fast paced, high energy sport played in an octagonal pit. Mr. Noon explained that if a new structure is to be installed, the county will need to send out a team to evaluate where the structure can be installed. Space and cost could be a limiting factor. Mr. Noon can request the county grounds crew to come out and evaluate possible installation locations. Kim proposed that the PTO “explore the possibility of installing a Gaga Court on the playground at Broadneck Elementary School.” Motion was presented, seconded, and approved.
- *Approval of Expenses: Guinness World Record Certificate.* President Kim Finazzo congratulated the PTO and BES. On March 1, 2019, the largest gathering of people dressed as Dr. Suess characters was achieved by BES and BES PTO. Nine-hundred-thirty-two (932) students, staff, and family members participated. Kim explained that it will cost \$40 for Amanda Fiedler to obtain the Guinness World Record Certificate from

England. Kim proposed that the PTO “approve the expense to obtain the Guinness World Record Certificate.” Motion was presented, seconded, and approved.

- *Citation from County Council.* Mr. Noon reported that BES will receive a citation from the County Council for setting the world record for the largest gathering of people dressed as Dr. Seuss characters.
- *Approval of Expenses: Business Checks.* Kim Finazzo reported that the PTO needs to order 100 more business checks, which cost \$26.78. Business checks have not been ordered since 2017. Kim proposed that the PTO “approve the expense to purchase new business checks.” Motion was presented, seconded, and approved.

Postponed Business: In the interest of time, President Kim Finazzo moved to postpone the remainder of business items listed on the Agenda until the next General Business Meeting. Motion to postpone these items was seconded and approved. Written reports regarding these postponed issues are as follows:

- *Officer Terms.* Written report by Recording Secretary: “According to the PTO Bylaws, ‘President, vice president, treasurer, recording and corresponding secretaries shall be elected for a period of two (2) years. The president and recording secretary shall rotate out of office on alternating years with the vice president and treasurer.’ Due to unanticipated vacancies, elections were held for President, Vice President, and Recording Secretary positions in Spring 2019. The Vice President position is currently out of rotation. One option is that Alice’s term can end in Spring 2020; she would be eligible to be nominated for a second term if she is interested. A second option is that we can vote to overrule the bylaws and extend Alice’s term until 2022 (a 3-year term).”
- *Nominating Committee.* Written report by Recording Secretary: “According to the PTO Bylaws, ‘There shall be a nominating committee composed of three PTO members, one (1) of whom is a board member, who shall be elected by the organization no later than February. The committee shall elect its own chairman.’ *See PTO Bylaws, Article VI, Section 3(a).* The Nominating Committee is charged with nominating one candidate for each anticipated officer position vacancy. An election to select Nominating Committee Members will be held at the November or December meeting. The Committee will present its nominating slate in April 2020. Officer Elections will be held in May 2020. Persons interested in serving on the Nominating Committee should contact Kim Finazzo.”
- *Bylaw Committee.* Written report by Recording Secretary: “The PTO Bylaws were originally drafted in 1991 and have not been updated since 2003. PTO General Operating Procedures were enacted in July 2004 and have not been updated since. Renee proposes that the PTO create a special committee to do a deep dive on the bylaws and standing rules to determine if (and how) they should be updated to reflect how the PTO is currently being run.”

Upcoming dates to remember:

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| 09/26/2019 | Book Fair (runs 09/26/2019 until 10/04/2019) |
| 10/11/2019 | BoxTops Deadline #1 |

10/16/2019	Restaurant Night: Spizzico
10/17/2019	5 th Grade Parent Meeting (6:30pm)
10/23/2019	Restaurant Night: Chipotle
10/25/2019	Race for Education (during cultural arts)
10/26/2019	Buzzing of the Bees 5K (8:00am)
10/28/2019	Restaurant Night: Chick-fil-A in Severna Park
10/31/2019	Halloween Parade (8:45am)
11/05/2019	Assembly: Eco Adventures (K and 1 st only)
11/15/2019	TENTATIVE: Assembly: NED's Kindness Adventure (grades 2-5)
11/15/2019	Restaurant Night: Chuck E Cheese in Annapolis
11/15/2019	Sock Hop (4 th and 5 th only) (7:00pm – 9:00pm)
11/20/2019	Restaurant Night: Broadneck Grill
11/25/2019	Career Day (8:45am–10:15am)
12/03/2019	Restaurant Night: Neo Pizza in Annapolis

Next meeting will be held Wednesday, November 6, 2019 in the Media Room at Broadneck Elementary School, 470 Shore Acres Road, Arnold, MD 21012

Meeting adjourned at 7:59 p.m.

Minutes compiled by Renee Hood, Recording Secretary