

Broadneck Elementary School Parent-Teacher Organization (PTO)

General Business Meeting Minutes: November 2019

Date, Time, and Location: The regular monthly meeting of the Broadneck Elementary School Parent-Teacher Organization (PTO) was held on Wednesday, November 6, 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.

Attendance: Kim Finazzo – President, Alice Frazier – Vice President, Emily Van Oudenaren – Treasurer, Renee Hood – Recording Secretary, Becca Robison – Corresponding Secretary, John Noon – Principal, John Cordts – Assistant Principal, Elizabeth Gaither, Tony Russ, Cat Garrett, Megan Lowe, Laura Ascione, Amanda Plumley, Jessica Manchester, Andrea Snodgrass, Oxana Olyashevsky, Angela Wakshul, MeLinda Rawlings, Marie Marquardt, Brooke Long, Cindy Sumner, Rachel Prindle, Michelle Zitofsky, Heather Vail, Stephanie Marvel, John Koloski, Kimberly Treacy, Alisa Booberg. There were 28 PTO Members in attendance, representing a majority of the officers and a majority of the representatives of the committees; a quorum was reached. One guest was in attendance: Morgan VanArsdall.

Meeting called to order by President Kim Finnazo at 7:19 p.m. The meeting began late because an Executive Committee Meeting, which was held immediately preceding the General Business Meeting in a different room, ran past its allotted time.

Reading and Approval of Minutes. Recording Secretary Renee Hood explained that the Minutes from the October 2019 PTO Meetings were previously posted on the PTO Website and sent 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.”

Guest Speaker: Morgan VanArsdall. Ms. VanArsdall is a member of the Citizens Advisory Committee (CAC) representing Elementary Schools in the Broadneck Cluster. The Citizen Advisory Committee (CAC) Executive Panel is a structured group appointed by the Anne Arundel County Public School Board of Education that provides advice to the Board on specific issues impacting educational policy, activities, and programs. The CAC may choose to study and report on educational issues of countywide concern. They also respond to requests from the Board for research and recommendations on specific educational issues. The CAC Executive Panel is composed of county residents who represent the diversity of parents and citizens in the county. It includes: two representatives from each of the 12 high school clusters, one from elementary schools and one from secondary schools; two at-large representatives; and representatives from the Superintendent’s Parent Involvement Advisory Council (PIAC), the Special Education Advisory Committee (SECAC) and the Anne Arundel County Council of PTAs (AACCPA). Last year, the CAC addressed inconsistent recess policies in Anne Arundel County Public Schools and sent out surveys to gather additional information and

feedback on the issue. This year, the BOE requested that the CAC dig deeper into how other school districts handle recess. However, Ms. VanArsdall advised attendees to be patient. Any new policies regarding recess will not take effect for about 18 months. Ms. VanArsdall explained that the CAC looks at policies that affect students district-wide. Ms. VanArsdall provided attendees with her business cards (phone: 240-461-4270; email: broadneck1cac@gmail.com); feel free to contact her directly if you have questions or concerns. Information about CAC, list of officers and members, agendas, meeting minutes, presentations, and upcoming meetings can be found on the Anne Arundel County Public Schools website at aacps.org (click on Partners tab, then click on Citizen Advisory Committee (CAC) under the Share Your Voice heading).

Executive Committee Report. President Kim Finazzo reported that the Executive Committee met earlier this evening and provided a brief report from that meeting.

- *Executive Committee Composition.* President Kim Finazzo reported that according to the Bylaws, “the executive committee shall consist of the officers of the organization, the chairmen of standing committees and the principal of the school or a representative appointed by him/her. The chairmen of the standing committees shall be selected by the officers of the organization.” *Article VIII, Section 1.* Currently, the PTO has 33 Executive Committee Members (*see Attachment A*). In order to have quorum at executive committee meetings and general business meetings, this means that we need to have a majority present—or 17 Members of the Executive Committee—at every meeting in order to conduct business. In an effort to increase the efficiency of the Executive Committee, the Executive Committee voted to reduce the number of Standing Committees from 27 to 9. Current committees will be considered Additional Committees, which will fall under the umbrellas of the newly designated Standing Committees. This will reduce the number of Committee Chairs required to attend Executive Committee and General PTO Business Meetings for quorum purposes. Committees will continue to exist and function the same; however, we are hopeful that this change will allow the PTO to function more efficiently. The new Standing Committees will be: (1) Fundraising; (2) School Spirit; (3) School Support; (4) Family Engagement; (5) Communication; (6) Arts and Enrichment; (7) Family Events; (8) Nominating; and (9) Audit.
- *Governing Documents.* President Kim Finazzo reported that 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. As the Officers dug into PTO documentation and compliance issues this year, we noticed that these documents need to be updated to comply with current laws and regulations, as well as reflect current technology and how our organization is currently being run. The Executive Committee voted to create a special committee under the Audit Standing Committee to review and revise our organization’s governing documents.
- *External Audit.* President Kim Finazzo reported that according to the Bylaws, “The PTO’s accounts shall be examined annually by an auditor or an auditing committee of not less than three members, who satisfies that the treasurer’s annual report is correct, shall

sign a statement of that fact at the end of the report.” *Article VII, Section 5*. To our knowledge, although our Bylaws require an annual audit, neither an external audit nor a review by an internal auditing committee has not been done in many years. This expenditure was not included in the PTO budget for this year, so it needed to be approved by a majority vote by the Executive Committee. Kim reported that the Executive Committee discussed this issue at length. After much discussion, the Executive Committee agreed to pursue an external audit to bring the PTO back into compliance. Kim explained that quotes range widely, depending on the level of scrutiny and number of years back the review will go. The Executive Committee voted to select the accounting firm of Mullen, Sondberg, Wimbish & Stone, P.A. as an external auditor and authorize the expenditure for an external audit of up to \$10,000.00. If the audit will cost more than voted upon today, the expenditure will need to be approved by a majority vote by the Executive Committee. Also, moving forward, the Executive Committee agrees that the PTO should hire a professional to complete and file state and federal taxes and other compliance documents on an annual basis; these requirements should not fall to a non-professional volunteer. The Executive Committee also voted to establish an Audit Committee as an official Standing Committee. This audit committee will review the financial reports and accounts provided by the treasurer on an annual basis and sign to indicate that they are satisfied that the accounts are accurate. The Audit Committee will review compliance checklists to ensure that all federal, state, and local laws and regulations have been complied with. The Committee will also spearhead the review, revision, and adoption of organizational documents as needed, including bylaws and standing rules.

- *Voting Electronically*. President Kim Finazzo reported that the Executive Committee voted to authorize the Executive Committee to conduct business and vote electronically via email.

Old Business

Kim Finazzo reported that both of the issues listed under Old Business were taken care of by the Executive Committee earlier today when the Committee voted to establish Standing Committees. Both the Nominating and Audit Committees will be Standing Committees.

- *Nominating Committee*. The Nominating Committee is charged with nominating one candidate for each anticipated officer position vacancy. Nominating Committee Members will be elected by the membership at the 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.
- *Audit Committee*. The Audit Committee will review the financial reports and accounts provided by the treasurer on an annual basis and sign to indicate that they are satisfied that the accounts are accurate. The Audit Committee will review compliance checklists to ensure that all federal, state, and local laws and regulations have been complied with. The Committee will also spearhead the review, revision, and adoption of organizational documents as needed, including bylaws and standing rules. Persons interested in serving

on the Audit Committee or working on revising the governing documents should contact Kim Finazzo.

Officers' Reports

President (Kim Finazzo): *No Report Given*

Vice President (Alice Frazier): *No Report Given*

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

- Treasurer Emily Van Oudenaren did not want to steal Race for Education's thunder by announcing numbers, so she simply announced that although there have been a few expenses, this was a profitable month thanks to a hugely successful Race for Education. A Written Treasurer's Report was provided.

Recording Secretary (Renee Hood): *No Report Given*

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

Principal's Report: given by Mr. John Noon

- *Race for Education and Buzzing of the Bees.* Principal Mr. Noon thanked everyone involved with organizing, coordinating, and running the Race for Education and Buzzing of the Bees 5K and Fun Run. The kids had an amazing time. Thank you to all of the volunteers who came out to staff both events. It was amazing to see everyone cheering for the kids. The events really brought the community together. Thank you for all of the time and energy you dedicated to putting these events together. It was a big undertaking, but well done.
- *Redistricting Committee Update.* A committee of parents and community residents, aided by school system officials, has been studying 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. Organizational meetings have been held at area schools. 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 encouraged parents to learn more about the redistricting process. The school system's redistricting timeline, meeting materials, meeting minutes, and other information can be found at <http://www.aacps.org/redistricting>.
- *Veterans Day Wall of Heroes.* Veterans Day is this upcoming Monday, November 11th. To honor and as a show of our appreciation for the service and sacrifice of all military veterans, BES will be displaying a Wall of Heroes. Fliers about the Wall of Heroes already went home with students; an electronic reminder will go out to the listserv this

evening. Mr. Noon encouraged families to participate in the Veterans Day Wall of Heroes. Please have your student bring their hero to school by November 8th.

- *Book Drive for Tyler Heights Elementary School.* In past years, Broadneck Elementary School has donated between 1,000 to 2,000 books to Tyler Heights Elementary School. BES is again asking for families to donate books for Tyler Heights Elementary. This is part of our school's effort to focus on communities outside of our school and the Broadneck Peninsula.
- *Late Bus Announcement.* Mr. Noon reported that he sent out a notice about a late bus via the usual channels. Some recipients got the message; some did not.

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

- *Cultural Arts Assembly: EcoAdventures.* Assistant Principal Mr. Cordts reported that EcoAdventures presented amazing assemblies to grades K-5 yesterday and today. The kids had lots of fun.
- *Fifth Grade Magnet Program.* Fifth graders will be attending a magnet program presentation tomorrow. Additional information will be sent home with students.
- *Quarterly Assessments.* Third, fourth, and fifth graders have been participating in quarterly assessments. Students used the school Chromebooks, which worked out well. Mr. Cordts thanked the PTO for keeping the school's technology up to date and enabling our students to become confident and competent with technology.
- *Climbing Equipment.* Mr. Cordts reported that Ms. Rowe has set up climbing equipment in the gym for students to use during P.E. class. Ms. Rowe plans to incorporate reading into the lesson plan and has requested funds from the PTO to purchase magnetic letters to hang on the metal poles (approximately \$100).
- *Kindness Committee Update.* Mr. Cordts reported that the counselors expressed gratitude for being able to use the funds in the Kindness Committee budget to pay for after school activities for two students and field trips for two students. The Counselors are also appreciative of the many family members who volunteered for Career Day.
- *School Schedule.* Mr. Cordts reminded parents of the following early dismissals and school closures:
 - November 7: 2-hour early dismissal
 - November 8: 2-hour early dismissal
- *Gaga Court and Buddy Bench Updates.* President Kim Finazzo asked Mr. Cordts if he had any updates on these agenda items. Mr. Cordts reported that maintenance crews from the Board of Education came out to the school to review the space. However, he does not have a report or response on proposed locations or cost. Mr. Cordts will reach out to maintenance for more information tomorrow.
- *Approval of Expenses: \$100 for Ms. Rowe.* Kim Finazzo clarified whether Mr. Cordts would like the PTO to approve funds for Ms. Rowe today. Mr. Cordts moved that the PTO "authorize payment of \$100.00 to Ms. Rowe for the purchase of magnetic letters." Motion was seconded and unanimously approved.

Teachers' Report: *No reports given*

President's Report: President Kim Finazzo reminded attendees to check out the PTO's newly revised website at <https://broadneckbees.org/>. The website is full of useful information, including Race for Education, 5K, and an up-to-date events calendar. Kim updated the calendar to reflect new committee events during the meeting.

Committee Reports

Race for Education/Buzzing of the Bees 5K: given by Marie Marquardt

- Chairs: Marie Marquardt, Brooke Long, Alice Frazier
- Marie thanked all of her fellow organizers for all of their hard work. This was Marie's 6th year running the RFE. She reported that the event ran incredibly smoothly this year. Marie thanked all of the teachers, staff, and administration for their support, especially the P.E. teachers. The event raised \$41,402 through online donations, \$12,500 in corporate sponsorships, and about \$2,000 from the 5K after expenses. Six classes hit the \$2,000 goal and won a field day. Marie reported that 400 students created fundraiser websites this year, which is the highest number ever. Next year will be Marie's last year running the RFE before her children move on to middle school. Kim Finazzo added that she had a lot of fun volunteering at RFE and running in the 5K. The Buzzing of the Bees on Saturday was a great event. The vendors were great, and over 200 runners registered to participate in the 5K. Kim has heard nothing but positive feedback from both events. Well done to all.

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 no updates. She has begun to plan the spring session. Liz currently has a list of about ten programs that she plans to review, but please let her know if you would like the Committee to consider a specific program or event.

Beautification: given by Tony Russ

- Chair: Tony Russ
- Committee Chair Tony Russ reported that he is working on scheduling a date for the annual fall cleanup. Ferrell Landscaping has offered to help again, so Tony is coordinating dates with their office. More information and a request for additional volunteers will be distributed once a date has been selected.

Book Fair: *No Report Given*

- Chair: Jen Bice

Cultural Arts: given by Catherine Garrett

- Chairs: Tracy Seybert and Catherine Garrett

- Written Report provided prior to meeting: Eco Adventures put on assemblies for K-1 on November 5th and for 2-5th graders on November 6th. Doug Segree will be doing a Holiday Show for the K and 1st graders on Dec 18th. Justin Berk is doing a STEM assembly on February 24th (two shows that day). We have applied for a grant to be used towards a History of Hip Hop assembly (with a focus on anti-bullying), which will be scheduled in the Spring.

Career Day: given by Mr. Cordts during his Assistant Principal Report

- Chairs: Melissa Cochrane, Tara Luecking
- Mr. Cordts provided the report from school counselors: “We have had a tremendous response from parents volunteering to participate in Career Day. What an amazing school community! All Career Day presenters have been contacted and assigned to speak with either the lower grades (K-2) or upper grade (3-5).”

Chess Club: *No report at this time*

- Chair: Megan Lowe

Communications: *No report at this time*

- Chairs: Kim Finazzo and Alice Frazier

Father/Daughter Dance: *No Report Given*

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

Fundraising/Restaurant Night: given by Cindy Sumner

- Chair: Cindy Sumner
- Written report provided prior to meeting: Proceeds from previous Restaurant Nights:
 - Mothers’ Bar and Grill (\$110 – check was sent to the school; was it received?);
 - Chipotle (\$216.53 – check is on its way to the school; office has been alerted);
 - Froyo House (\$100.93 – Cindy will bring check to the meeting); and
 - Chick-fil-A (\$97.68 – check is on its way).
- Year to date total is \$525.14.
- Upcoming Restaurant/Spirit Nights:
 - November 15, 2019, 3-9pm: Chuck E. Cheese - stickers, posters left in office by PTO mailboxes. Mr. Noon said he'd follow up to see how those are typically distributed. Chuck E. Cheese will come at 2:40pm on 11/15 for dismissal.
 - November 20, 2019, 5-9pm: Broadneck Grill, Cape - mention Broadneck Elementary
 - November 18 through 24, 2019: Franklin’s Toys shopping days (10% discount to customer, 10% back to BES)
 - December 3, 2019: Neo - everyone needs a ticket for us to get credit. Potential to be big! 20% back, valid open to close - dine in, carryout and bar. How do we go about getting tickets to all? Tickets must be printed.

- December 10, 2019: Spizzico (rescheduled date)
- Please find the Franklin's promo flyer and Neo ticket attached.
- Recording Secretary Renee Hood added that she will be working with Cindy Sumner to create a page on the PTO website for upcoming Restaurant Nights, especially to make it easier for families to access, download, and print the ticket for Neo.

Girls on the Run: No Report Given

- Chairs: Laura Ascione, Michelle Burns

Hero Boys: No Report Given

- Chairs: Marina Anglim, Brian Anglim

Holiday Shop: given by Amana Plumley

- Chair: Amanda Plumley
- Chair Amanda Plumley reported that the Holiday Shop has been scheduled for December 10th and 12th. Amanda placed the big order for gift items, but mentioned that she may reach out for help on this event as it gets closer. This is the first year that she is running the Holiday Shop without a Co-Chair.

Hospitality: given by Andrea Snodgrass

- Co-Chairs: Andrea Snodgrass and Jessica Manchester
- Co-Chair Andrea Snodgrass reported that the Hospitality Committee is getting ready to prepare for the annual "Cookie Exchange" on December 13, 2019. This is the event during which the PTO donates homemade cookies and other delicious baked goods for the teachers. Please be on the look out for a SignUp Genius to donate homemade cookies, coffee, and other items.

Kindness: given by Mr. Cordts during his Assistant Principal Report

- Chair: Melissa Cochrane, Tara Luecking
- Mr. Cordts provided the report from school counselors: "The Kindness Committee has paid for two students to attend after-school clubs and for two students to attend field trips. Thank you to the PTO for your generosity and support of our most needy students!"

Membership: given by Oxana Olyashevsky

- Chair: Oxana Olyashevsky
- Committee Chair Oxana Olyashevsky reported that Membership applications are still being submitted and processed. As of today, 278 families have paid their dues for 2019, totaling \$4,155.00. The fee to join the PTO is \$15 per family. An additional \$465.00 in donations has also been collected. President Kim Finazzo reminded everyone to pay their dues; membership is required in order to participate as a voting member, an appointed committee chair, or an elected officer.

Mother Son Game Night: No Report Given

- Chairs: Heather Sayre, Angela Wakshul, and Lindsey Nolle

Movie Night: No Report Given

- Chair: Melissa Czajkowski
- Mr. Cordts will reach out to Melissa Czajkowski about movie night.

Promotions: given by MeLinda Rawlings

- Chair: MeLinda Rawlings
- *BoxTops*. Committee Chair MeLinda Rawlings reported that funds from the first round of BoxTops was \$250.70. Some families have started using the BoxTops App as well. In total, proceeds from BoxTops and its App total \$342.30. Goal for the year is \$1,000.00. The classroom contest ends on January 31, 2020, but please submit your BoxTops as soon as possible. BoxTops can be submitted as many times as needed. They 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. Please submit BoxTops before they expire.

School Directory: given by Mr. John Noon

- Chair: John Noon
- Mr. Noon reported that about 70 to 100 families per grade level have completed the school directory questionnaire. The Google Forms link is still active, but the PTO can share the spreadsheets now. If additional families complete the questionnaire, the spreadsheets will be updated in real time. Kim Finazzo thanked Mr. Noon and assured everyone that the PTO does not and will not use the contact information in the school directory to conduct PTO business or contact anyone. The school directory is for ease of families to schedule playdates for their kids, invite classmates and friends to birthday parties, and other social activities.

School Supplies: No report at this time

- Chair: Angela Nardini (outgoing: Maria Rodriguez Yilo)
- Kim Finazzo reported that Angela Nardini has been appointed as the new School Supplies Chair.

Space Camp: given by Megan Lowe

- Chair: Megan Lowe
- Committee Chair Megan Lowe reported that the 2020 Space Camp Trip will be held May 8th to 10th, 2020. Only a handful of students have signed up. Mr. Noon will send out a reminder to 4th and 5th grade families. The last day to register your student for Space Camp is November 30, 2019. No payment is due at the time of registration. 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: TBD
- President Kim Finazzo reported that Katy Kelley has stepped down as Chair of Spirit Wear. Kim has been in touch with a few parents who may be interested in taking over as Chair. The PTO has a number of tshirts and spirit wear from prior years, so any orders should take into account current merchandise.

Talent Show: No Report Given

- Chair: Amanda Rambo
- Kim Finazzo reported that the Committee has not yet been able to set a date; Broadneck High School is waiting to solidify their spring calendar before opening up dates to our PTO.
- **Update #1 as of 11/12/2019:** this will be Amanda Rambo's last year as Chair of the Talent Show as her youngest is a fifth grader and will be in middle school next year.
- **Update #2 as of 11/18/2019:** The Talent Show will be held on Monday, April 27, 2020 at 6:00pm at Broadneck High School. Amanda Rambo reported that Sarah Burnett will Co-Chair the Talent Show this year.

Volunteer Coordinator: No Report Given

- Chair: Candice Cukor

Yearbook: No Report Given

- Chair: Jennifer Salemi

5th Grade Yearbook Page: given by Oxana Olyashevsky

- Chair: Oxana Olyashevsky
- No update.

5th Grade Activities: No Report Given

- Chair: Sheri Magez

New Business

- **Ink Cartridge Recycling.** Kimberly Treacy proposed that Broadneck Elementary School institute an ink cartridge recycling program. Boxes could be placed in classrooms. Once boxes are full (or periodically), Kimberly can review the recycled items for compliance, fold up the box, tape it shut, and send it in for recycling. Boxes and participation in the program is free. Recycling is a great way to keep hundreds of ink cartridges out of landfills while also raising money for the school. The PTO could even run competitions like what we run for BoxTops submissions. Attendees discussed what a great idea this is and fully support the initiative. Kimberly will find out more information and work with the PTO and Administration to create an informative flier for families and students.

Upcoming dates to remember:

- 11/08/2019 Wall of Heroes Submission Deadline
- 11/13/2019 Picture Retakes
- 11/15/2019 Restaurant Night: Chuck E Cheese in Annapolis
- 11/18/2019 Restaurant Night: Franklin's Toys (until Nov. 24th)
- 11/20/2019 Restaurant Night: Broadneck Grill
- 11/25/2019 Career Day
- 11/30/2019 Deadline to Register for Space Camp (4th and 5th Grade Only)
- 12/03/2019 Restaurant Night: Neo Pizza in Annapolis
- 12/06/2019 Sock Hop (4th and 5th only) (7:00pm)
- 12/10/2019 Restaurant Night: Spizzico
- 12/10/2019 Holiday Shop (day 1 of 2)
- 12/12/2019 Holiday Shop (day 2 of 2)
- 12/13/2019 Hospitality: Cookie Exchange
- 12/18/2019 Assembly: Holiday Show by Doug Segree (K & 1)
- 01/03/2020 Restaurant Night: Skate Zone
- 01/23/2020 Restaurant Night: Chickfil-A Severna Park
- 01/31/2020 BoxTops Contest Ends: submit all your BoxTops
- 02/05/2020 Restaurant Night: Broadneck Grill
- 02/12/2020 Restaurant Night: Donnelly's Dockside
- 02/21/2020 Father/Daughter Dance (make up: 03/06/19)
- 02/24/2020 Assembly: Justin Berk STEM Assembly (two shows)
- 03/11/2020 Restaurant Night: Rico's Tacos
- 04/27/2020 Restaurant Night: The Point
- 05/06/2020 Bike/Walk to- School Day
- 05/08/2020 Space Camp (4th and 5th Grade; deadline to register: 11/30/2019)

Next meeting will be held Wednesday, December 4, 2019 in the Media Room at Broadneck Elementary School, 470 Shore Acres Road, Arnold, MD 21012

Meeting adjourned at 8:11 p.m.

Minutes compiled by Renee Hood, Recording Secretary

******* APPROVED 12/04/2019 *******