

Broadneck Elementary School Parent-Teacher Organization (PTO)

General Business Meeting Minutes: February 2020

Date, Time, and Location: The regular monthly meeting of the Broadneck Elementary School Parent-Teacher Organization (PTO) was held on Wednesday, February 5, 2020 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; John Noon, Principal; John Cordts, Assistant Principal; Catherine Garrett, Arts and Enrichment Co-Chair; Oxana Olyashevsky, Family Engagement Chair; Jen Bice, Family Events Chair; Katie Ritter, Nominating Chair; Anthony Russ, School Support Chair; Angela Wakshul, STEM Teacher; Isabel Wilson, STEM Teacher; Liz Gaither; Monica Rehfuss; Megan Lowe; Cindy Sumner; Rachel Prindle; and Heather Vail. There were 19 PTO Members in attendance, representing a majority of the officers and a majority of the representatives of the Standing Committees; a quorum was reached.

Meeting called to order by President Kim Finnazo at 7:02 p.m.

Guest Speakers: STEM Teachers Angela Wakshul and Isabel Wilson. STEM Teachers Ms. Wakshul and Ms. Wilson provided a brief presentation and overview of the STEM Program at BES.

Reading and Approval of Minutes. Recording Secretary Renee Hood explained that the Minutes from the December and January General Business Meetings were posted on the PTO Website and a link was sent to the Membership via PTO Express. Renee moved to dispense with reading the minutes. Motion seconded and approved. No corrections to the minutes. The minutes were approved as written.

Written Reports. President Kim Finazzo proposed that the PTO receive and place all written reports into the Minutes. Motion made by Renee Hood, seconded by Alice Frazier. Hearing no objections, the motion to receive and place all written reports into the Minutes was adopted.

Officer Reports

President (Kim Finazzo): President's Report given by Kim Finazzo:

- *Date/Time of Next PTO Meeting.* Our next general business meeting is scheduled to be held at Broadneck Elementary School in the Media room on Wednesday, March 4th. However, it has come to our attention that our usual meeting time conflicts with Multicultural Night, which will be held 6:30-8:00pm. To alleviate this conflict, Kim announced that the PTO General Business Meeting will be moved ONE HOUR EARLIER and will start at 6:00pm (rather than at 7:00pm). Please note this time change on your calendars.

- *PTO Flyers.* President reminded members that all flyers must be approved by Mr. Noon before copies can be made and distributed. If you have a date for an event in mind, please build extra time into your planning period to give Mr. Noon time to review and approve dates and flyers.
- *Fifth Grade Information.* President has been fielding lots of questions from Fifth Grade Parents about fifth grade deadlines and events. Mr. Noon explained that information has been going out to fifth grade parents. Upcoming dates include AVID night (for more information, see <https://www.aacps.org/avid>) and a presentation at the middle school to learn more about course offerings. Middle school course selection will begin over the next 2-3 weeks. Additional information and details can be found in the numerous emails sent to fifth grade families. If a fifth grade parent is not receiving this information or has additional questions, Mr. Noon suggests that they ask the child's teacher or reach out to Mr. Noon directly.
- *School Supplies.* President sought feedback from attendees about distribution of School Supplies for the upcoming year: offer two pickup times at the school, distribute at Peak at Your Seat, or ship directly to students' homes. Brief discussion of options ensued. If boxes are to be distributed to parents at Peak at Your Seat, Mr. Noon requested that student names are put on each box. Attendees support the option of having school supply boxes shipped to students' homes for an additional fee, if that is what the PTO and BES Administration choose. Attendees were reminded that the STEM teachers would like any empty school supplies boxes; PTO will share this information with families in August/September.
- *Peak at Your Seat.* Attendees briefly discussed ways to increase foot traffic to the PTO at Peak at Your Seat if school supplies are shipped to students' homes. Attendees suggested offering a raffle or other door prizes.
- *PTO Laptop.* With the upgrade to QuickBooks Essentials Online, it is no longer essential that the PTO provide the Treasurer with a laptop.

Vice President (Alice Frazier): No report at this time.

Treasurer (Emily Van Oudenaren): The Treasurer's Report was received and placed on file. The full Written Report is as follows:

- *Federal Tax Filings.* The CPA filed IRS Form 8868 to extend the due date for the IRS 990 (for FY 09/01/2018 to 08/31/2019) by 6 months, which would give us an extension until July 15th, 2020. CPA will complete and file the 990 after the audit is complete.
- *Monthly Treasurer's Financial Report.* See separate Treasurer's Financial Report, which will be provided to all attendees and is available to other Members upon request.

Recording Secretary (Renee Hood): The Recording Secretary's Report was received and placed on file. The full Written Report is as follows:

- *Executive Committee Activities.*

QUORUM FOR EXECUTIVE COMMITTEE

Total Eligible Executive Committee (EEC) votes ¹	14
A two-thirds vote of total EEC.....	10
A majority vote of total EEC.....	8

- *Action Item 2020 #1. Motion to ratify the additional \$300.00 allocated to STEM, which was previously authorized by the PTO Officers on December 6, 2019.* At the December 4, 2019 General Business Meeting, STEM Teachers Ms. Wakshul and Ms. Wilson requested additional financial support for the STEM Program (for a full discussion, see pp. 5–6 of December 2019 Meeting Minutes). Officers voted via email and approved this motion on December 6, 2019 (for a full discussion of initial approval by Officers, see pp. 3–4 of January 2020 Meeting Minutes). On January 18, 2020, Recording Secretary proposed (via email sent to all Executive Committee Members) that the Executive Committee “ratify the additional \$300.00 allocated to STEM, which was previously authorized by the PTO Officers on December 6, 2019.” Motion was made by Vice President Alice Frazier and seconded by Treasurer Emily Van Oudenaren. On January 19, 2020, Motion was sent to a vote, using electronic voting. On January 24, 2020, motion was approved by a majority of the Executive Committee and adopted. Full documentation of this vote has been placed in the organization’s records.

TELLERS’ REPORT (01/30/2020)

Number of eligible votes.....	14
Number of votes cast.....	12
Necessary for adoption (majority).....	8
Votes for motion.....	12
Votes against.....	0
Requests for additional discussion.....	0
Abstained.....	0
<i>Illegal votes</i>	0

- *Action Item 2020 #2. Motion to approve financial support of the STEM Program of up to an addition \$630.00.* This \$630.00 is in addition to the previously allocated funds to STEM. Officers have not yet voted on this motion. (For a full discussion of STEM needs, see pp. 5–6 of December 2019 Meeting Minutes). According to the STEM Teachers, the requested funds/materials will be used for:
 - 2nd grade: Several of the materials are for 2nd grade’s project, Pinball wizard. STEM teachers have already started the unit and will begin building parts of the game within the next week or so.
 - 3rd grade: 3rd grade will be building parachutes for a relief drop after a natural disaster. We begin the 1st week of February. Teachers are ordering cellophane for this project.

¹ President of PTO is acting Chairperson for Communications Standing Committee; therefore, no vote has been allocated to the Communications Standing Committee at this time. However, even if a vote had been allocated to the Communications Standing Committee, there would be no change to the determination of quorum: a two-third vote would still be 10, and a majority vote would still be 8.

- 4th grade: 4th grade will be making prosthetic hands. Each student is making their own hand. This requires lots of coffee stirrers, tissues, large sheets of foam boards (palms) and individual scotch tape roles for 135 students. We plan to begin the 1st week of February.
- 5th grade: 5th grade will be building a rover course in the classroom. Student groups will need measuring tape for the course. STEM has been gifted Dash robots to extend this project. One item we would like to order are challenge cards for these robots. We plan to begin the 1st week of February.
- Additionally, STEM needs masking tape, hot glue gun sticks and would like to purchase additional hot glue guns for the classrooms.
- Lastly, STEM teachers found a great game for team building purposes and are requesting 8 of these (\$10 each) so that each group can play at the same time. Some of our large classes have 8 groups of 3-4 students each. These would be used for multiple grades.

On January 18, 2020, Recording Secretary proposed (via email sent to all Executive Committee Members) that the Executive Committee “move to approve financial support of the STEM Program of up to an addition \$630.00.” Motion was made by Vice President Alice Frazier and seconded by Treasurer Emily Van Oudenaren. On January 19, 2020, Motion was sent to a vote, using electronic voting. On January 24, 2020, motion was approved by a majority of the Executive Committee and adopted. Full documentation of this vote has been placed in the organization’s records.

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Votes against.....	0
Requests for additional discussion.....	0
Abstained.....	0
<i>Illegal votes</i>	0

- Action Item 2020 #3. Motion to ratify the expense of up to \$116.00 to file a Resolution with the State Department of Assessments and Taxation to Change the Resident Agent to our current President Kim Finazzo, obtain a Certified Copy of this Resolution for our Permanent Records, and pay the required fees for this service, which was previously authorized by the PTO Officers on December 30, 2019. Officers voted via email and approved this motion on December 30, 2019 (for a full discussion, see pp. 4 of January 2020 Meeting Minutes). The actual price paid (\$77.25) was much less than originally approved because no Certified Copy of this Resolution was obtained. On January 18, 2020, Recording Secretary

proposed (via email sent to all Executive Committee Members) that the Executive Committee “ratify the expense of up to \$116.00 to file a Resolution with the State Department of Assessments and Taxation to Change the Resident Agent to our current President Kim Finazzo, obtain a Certified Copy of this Resolution for our Permanent Records, and pay the required fees for this service, which was previously authorized by the PTO Officers on December 30, 2019. [Note: A Certified Copy was not obtained, so only \$77.25 was spent to file this resolution].” Motion was made by Vice President Alice Frazier and seconded by Treasurer Emily Van Oudenaren. On January 19, 2020, Motion was sent to a vote, using electronic voting. On January 24, 2020, motion was approved by a majority of the Executive Committee and adopted. Full documentation of this vote has been placed in the organization’s records.

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Necessary for adoption (majority).....	8
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Votes against.....	0
Requests for additional discussion.....	0
Abstained.....	0
Illegal votes.....	0

- *Action Item 2020 #4. Motion to grant Audit Standing Committee Chair Melissa Calhan read-only access to the PTO bank account, which may cost approximately \$5.00 per month in administrative fees. The Audit Committee needs to be able to independently view the bank account records and compare against information in QBs and Financial Reports. Melissa has view only access to our accounts so she can perform these auditing duties. It is \$5/month to have another user. Melissa is interested in the Treasurer position for 2020-2022, so if elected, her access will change when she's voted in as Treasurer. The auditor user will then roll over to whoever heads the auditing committee. On January 18, 2020, Recording Secretary proposed (via email sent to all Executive Committee Members) that the Executive Committee “grant Audit Standing Committee Chair Melissa Calhan read-only access to the PTO bank account, which may cost approximately \$5.00 per month in administrative fees.” Motion was made by Vice President Alice Frazier and seconded by Treasurer Emily Van Oudenaren. On January 19, 2020, Motion was sent to a vote, using electronic voting. On January 24, 2020, motion was approved by a majority of the Executive Committee and adopted. Full documentation of this vote has been placed in the organization’s records.*

TELLERS’ REPORT (01/30/2020)

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Number of votes cast.....	12
Necessary for adoption (majority).....	8
Votes for motion.....	12
Votes against.....	0
Requests for additional discussion.....	0
Abstained.....	0
<i>Illegal votes</i>	0

- *Action Item 2020 #5. Motion to grant President Kim Finazzo permission to upgrade our outdated QuickBooks Account to QuickBooks Online Essentials, which could cost approximately \$40.00 per month (unless a discounted price is obtained). Cost of QuickBooks Online Essentials is \$20/month for the first 3 months, then \$40 thereafter. Our QuickBooks needs to be upgraded ASAP. Our 2009 version is outdated and unsecure. It is very difficult to manage between the CPA, President, Treasurer, and Auditor if we're all sharing a desktop version of QuickBooks on a laptop. We were able to find a discounted price for QuickBooks for nonprofits (\$75.00/year), so we may be able to get QuickBooks Online Essentials at a discounted rate. On January 18, 2020, Recording Secretary proposed (via email sent to all Executive Committee Members) that the Executive Committee “grant President Kim Finazzo permission to upgrade our outdated QuickBooks Account to QuickBooks Online Essentials, which could cost approximately \$40.00 per month (unless a discounted price is obtained).” Motion was made by Vice President Alice Frazier and seconded by Treasurer Emily Van Oudenaren. On January 19, 2020, Motion was sent to a vote, using electronic voting. On January 24, 2020, motion was approved by a majority of the Executive Committee and adopted. Full documentation of this vote has been placed in the organization’s records.*

TELLERS’ REPORT (01/30/2020)

Number of eligible votes.....	14
Number of votes cast.....	12
Necessary for adoption (majority).....	8
Votes for motion.....	12
Votes against.....	0
Requests for additional discussion.....	0
Abstained.....	0
<i>Illegal votes</i>	0

- *Action Item 2020 #6. Motion to grant President Kim Finazzo permission to renew the PTO's contract with the storage unit, put the contract in her name, and prepay the contract for a year up to the previously approved budget amount of \$1,800.00. The Storage Unit lease is currently in Amanda Fiedler's name. Prepaying a year in advance provides a discount. The contract with the storage facility will need to be*

renewed and moved into the current President's name on 03/31/2020. Approved budget for current fiscal year allows \$1,800.00 for storage. On January 18, 2020, Recording Secretary proposed (via email sent to all Executive Committee Members) that the Executive Committee “grant President Kim Finazzo permission to renew the PTO's contract with the storage unit, put the contract in her name, and prepay the contract for a year up to the previously approved budget amount of \$1,800.00.” Motion was made by Vice President Alice Frazier and seconded by Treasurer Emily Van Oudenaren. On January 19, 2020, Motion was sent to a vote, using electronic voting. On January 24, 2020, motion was approved by a majority of the Executive Committee and adopted. Full documentation of this vote has been placed in the organization’s records.

TELLERS’ REPORT (01/30/2020)

Number of eligible votes.....	14
Number of votes cast.....	12
Necessary for adoption (majority).....	8
Votes for motion.....	12
Votes against.....	0
Requests for additional discussion.....	0
Abstained.....	0
<i>Illegal votes</i>	0

- *Action Item 2020 #7. Motion to approve the expense of approximately \$39,000.00 to purchase 120 new Chromebooks (at \$295 each, or \$35,400 total) and 4 Chromebook Carts (at \$1,114 each, or \$4,456 total) for Broadneck Elementary School. At the Business Meeting on January 8, 2020, Principal Mr. Noon requested that the PTO purchase 120 new Chromebooks and 4 Chromebook Carts for the school. (For a full discussion, see pp. 12 of January 2020 Meeting Minutes). On January 24, 2020, upon the request of President Kim Finazzo, Recording Secretary moved (via email sent to all Executive Committee Members) that the Executive Committee “approve the expense of approximately \$39,000.00 to purchase 120 new Chromebooks (at \$295 each, or \$35,400 total) and 4 Chromebook Carts (at \$1,114 each, or \$4,456 total) for Broadneck Elementary School.” Motion was seconded by Vice President Alice Frazier. On January 24, 2020, Motion was sent to a vote, using electronic voting. On January 26, 2020, motion was approved by a majority of the Executive Committee and adopted. Full documentation of this vote has been placed in the organization’s records.*

TELLERS’ REPORT (01/30/2020)

Number of eligible votes.....	14
Number of votes cast.....	10
Necessary for adoption (majority).....	8
Votes for motion.....	10

Votes against.....	0
Requests for additional discussion.....	0
Abstained.....	0
<i>Illegal votes</i>	0

- *Meeting Minutes, Agendas, and Attachments.* As a reminder, all PTO Meeting Minutes, Agendas, and Attachments are posted online at <https://broadneckbees.org/meetings>.

Corresponding Secretary (Becca Robinson)

- *No Report Given*

School Administration and Faculty Reports

Principal (John Noon): The Principal’s Report was received and placed on file. The full Written Report is as follows:

- *Chromebooks.* Principal thanked the PTO for purchasing Chromebooks and Chromebook carts for Broadneck Elementary School. The students will be very excited to have better access to research and databases. Use of technology will allow our students to be better prepared for the workforce.
- *Redistricting.* The Board of Education declined to move any Broadneck cluster redistricting proposal forward to public hearing. There will not be any changes to the attendance area for Broadneck ES.
- *Project Unity.* The third of four Unity Days is scheduled for February 12th. Teachers and staff will have special activities planned for that day to highlight kindness, acceptance, and inclusion. Additionally, we encourage all students to wear orange as visible show of the commitment to foster acceptance and inclusion, while eliminating hate and bullying. If you purchased a Unity Day tshirt for your child, it should have been sent home with your child earlier today.
- *Black History Month.* Maryland requires that all students learn about Maryland residents Harriet Tubman and Frederic Douglas. In addition to learning about these important historical figures, below is a list of how each grade level or content team will be recognizing the contributions of African Americans during the month of February.
 - *Grade K.* Kindergarten will be studying some of the more well-known African American people who made great contributions to our country. Mainly, because it is the first exposure to these historical figures for many students. We will learn about George Washington Carver, Jackie Robinson, Rosa Parks, and Ruby Bridges. We will learn about them through read alouds and Pebble Go. We also have a K-appropriate research sheet that we will work on in small groups.
 - *Grade 1.* First grade will be learning about: Matthew Henson, Mae Jemison, Katherine Johnson, Benjamin Banneker, and Charles Drew. These historical figures are all scientists; a few are from Maryland. We will be utilizing PebbleGo and books on each of these individuals with our students. We will be completing graphic organizers that will emphasize their contributions to science. It also ties into our unit, “How to Share Ideas.”
 - *Grade 2.* Second grade will be doing a rotation day on 2/7. We will be learning about Mae Jemison, Lonnie Johnson, and Jackie Robinson. Each rotation will

have a book, a follow-up to show new learning, and a craft or STEM activity. In addition, Ruby Bridges will be taught through our IRA book during Language Arts.

- *Grade 3.* Third grade will be using leveled reading books to work in guided reading groups to collect information using sketchnoting (to be used in social studies) and respond to text (RI 3.1). Then, sketchnotes will be used in social studies to create baseball cards/awards for their significant person they read about to include important facts and details and their impact on others. Students will learn about: Booker T. Washington, George Washington Carver, Will Allen, Marian Anderson, and Frederick Douglass.
- *Grade 4.* In conjunction with our Slavery, Civil War studies, our team will be studying famous AA authors and musicians through Black History month. We will read (and have read before) selected texts by the team and county and support the text with CC standards related activities. Writing, Tableaus, etc.
- *Grade 5.* Science teachers will be doing an African American Scientists research projects with the fifth graders. They will research and publish reports individually or with partners using the Chromebooks and other texts. Science teachers: Kontson, Stimaker, and Vermillion
- *Cultural Arts.*
 - *Art.* Will have a Black History Month bulletin board outside of my room dedicated to famous African American artists. We will also be doing a Kente cloth project with third grade based on fabrics and textiles from the country of Ghana. Second grade will be creating artwork based on the artist Alma Thomas who had artwork displayed in the White House when President Obama was in office.
 - *PE.* Pictures of Top African American Athletes is posted near outcomes in the gym. Each picture has a paragraph on each athlete which talk about their accomplishments. Students will discuss in Physical Education Class the Athletes.
 - *Music.*
 - *K. Rossell.* With fourth grade, we will be creating in groups three different projects to show their relation of artistic ideas and works with societal, cultural, and historical context to deepen understanding about African American History.
 - *A. Ferguson.* Third and fourth grade will be working on songs featuring social justice and Black artists during the month of February. Using the song, *What Can One Little Person Do*, they will discuss various leaders throughout history—including Harriet Tubman, Martin Luther King Jr, and Rosa Parks. Fifth grade is learning songs for *The Lion King*, which includes the African languages Swahili and Zulu. Students will learn about how language and culture impact the music and the story. Primary grades will feature music from a Black/African American musician. Students will have a listening example related to that genre and will hear about the lives of the performers for each of these genres. This will usually be in addition to a musical concept

that is already included in the county-wide music curriculum.

Listening examples will include:

- Various, "Wade in the Water" (1901)
- Billie Holiday, "Strange Fruit" (1939)
- Jimi Hendrix, "The Star Spangled Banner" (1967)
- Aretha Franklin, "Respect" (1968)
- Sister Sledge, "We Are Family" (1979)
- John Legend feat. Common, "Glory" (2014)
- *Media.* Second and third grade are reading a book about an African American Artist who was also an NFL football player, title is *Between the Lines...* (also sharing with fourth grade). Fifth grade is once again doing a Living History Biography Report and will share (present) these with first graders and/or second graders.
- *STEM.* Ms. Wilson and Ms. Waksul plan to recognize at least one African American in STEM each week. Teachers have posters with quick biographies and will look into available books for read-alouds and/or quick video clips.
- *Multicultural Night.* Multicultural Night will be held on March 4, 2020. Students will design and decorate a printout of a shoe to represent their family's origins. Similar to years past, students and families can experience different countries by visiting booths set up in the school gymnasium.

Assistant Principal (Thomas Cordts): The Assistant Principal reported as follows:

- *Annual Assessments.* Assessments went well.
- *Gifted and Talented Assessments.* If you have a child in second or fifth grade, you will receive the results of your child's gifted and talented assessment in your child's report card.
- *Gaga Court and Buddy Bench Update.* Maintenance crews from the Board of Education came out to the school to review the space, conduct a utilities assessment, and draft a report. BES is waiting to review that report. This will let BES know where we can and cannot install the Gaga Court and Buddy Bench.
- *Retirement of Custodian Yvette Brown.* Long-time custodian Yvette Brown will be retiring at the end of the month. President Kim Finazzo thanked Ms. Brown for her many years of service to the school, staff, and our children. Mr. Cordts reported that the custodian position has been advertised.

Principal (John Noon) (*Continued*)

- *Student Absences due to Illness.* The flu and other illnesses have hit the Broadneck Peninsula especially hard this month. Principal Mr. Noon reported that schools must report student absences of 10% and above to the health department. In an effort to prevent the spread of illness in the school, he has reminded the custodians to take particular care to disinfect doorknobs, handles, desks, and bathrooms. Hand sanitizer dispenser is located on a wall in the cafeteria by the water fountain. Other hand sanitizer dispensers are located around the school as well. Many teachers carry a hand sanitizer

bottle to sanitize their students' hands upon entering the cafeteria. Parents are asked to remind their children to wash their hands frequently at home and at school. In addition, parents are welcome to drop off donations of hand sanitizer to the school.

Teacher Reports

- *Triple E STEM* (Angela Wakshul, Isabel Wilson).
 - For update on STEM program, *see* Guest Speakers above
 - For discussion of budgetary requests:
 - *See* Recording Secretary: Action Item 2020 #1 Report above
 - *See* Recording Secretary: Action Item 2020 #2 Report above
- *School Counselors* (Melissa Cochrane, Tara Luecking) The School Counselors' Report was received and placed on file. The full Written Report can be found below as follows:
 - *See* Arts and Enrichment: Career Day Report below
 - *See* School Support: Kindness Report below

Standing Committee Reports

Arts and Enrichment Standing Committee (Chair Tracy Seybert) The Arts and Enrichment Standing Committee's Report was received and placed on file. The full Written Report is as follows:

- *After School Enrichment* (Liz Gaither, Monica Rehfuss): Chairs have developed a tentative after school enrichment schedule, but are waiting on final approval from Mr. Noon. Brief discussion of how the \$30 facilities fee should be allocated amongst the programs. Once final approval has been obtained, the official schedule and sign up information will be distributed to students. Tentative schedule is as follows:
 - Monday: Nature Program with John Fishback (9-week session) (grades 1-5)
 - Tuesday: Sports Spectacular by Overtime Athletics (7-week session) (grades K-5)
 - Wednesday:
 - Learn to Ride with PedalPower Kids (5-week session) (grades K-3)
 - Intro to STEM with Legos by Play-Well TEKnologies (8-week session) (grades K-2)
 - CPR Knowledge Course by Annapolis CPR (4-week session) (grades 4-5)
 - Thursday: Art Adventures with Dana McQuillan/Artworks Studio (grades K-5)
 - Friday: Love the Ball Soccer with Oliver Freeman (9-week session) (grades K-5)
- *Career Day* (Melissa Cochrane, Tara Luecking): *No updates.*
- *Chess Club* (Megan Lowe): Spring session has begun; April 16th is the last day.
- *Cultural Arts* (Tracy Seybert, Cat Garrett):
 - Upcoming assemblies:
 - 02/24/2020: Justin Berk STEM assembly (two shows that day)
 - 03/30/2020: History of Hip Hop Assembly (with focus on anti-bullying)
- *Girls on the Run* (Laura Ascione, Michelle Burns): Last call for Girls on the Run (girls in grades 3-5). We need a minimum of eight students registered to form a team and participate in the spring season. This is an awesome program. We meet on Mondays and Thursdays from 3:00-4:30pm. We are allowed to keep registration open until Friday,

February 7, 2020. If we have enough girls register, we can start practice on Monday, February 10th. Feel free to contact Laura Ascione with any questions.

- *Hero Boys* (Marina Anglim, Brian Anglim): Spring session will begin in March.
- *Space Camp* (Megan Lowe): If your child signed up for Space Camp, please send in your deposits. Deposits were due today (February 5, 2020). Thank you.

Audit Standing Committee (Chair Melissa Calhan) The Audit Standing Committee's Report was received and placed on file. The full Written Report is as follows:

- *Audit Standing Committee* (Melissa Calhan): *No written report provided.*
- *Bylaws Review* (Renee Hood): *No update.*

Communication Standing Committee (Appointment pending; acting: Kim Finazzo) The Communication Standing Committee's Report was received and placed on file. The full Written Report is as follows:

- *Publicity* (Kim Finazzo, Alice Frazier): *No update.*
- *Webmaster* (acting: Renee Hood): *No update.*
 - *Important Note:* Please contact Renee Hood or Nominating Chair Katie Ritter if you are interested in helping out with the PTO Website or taking over as Webmaster next year.
- *Yearbook* (Jennifer Salemi): The following classes still need a Yearbook Representative:
 - K: Barb, Gordon, Grujic, Sebly
 - 1: Bradley, Temple, Thomas
 - 2: Burkowske, Burns, Claborn, Fitzpatrick
 - 4: Fisher
- *Yearbook: Fifth Grade Page* (Oxana Olyashevsky): Flyers have been approved and dropped off at the office for distribution. Baby faces and ads should be submitted by March 1, 2020. Oxana has requested that information be distributed via PTO Express and the FB page.

Family Engagement Standing Committee (Chair Oxana Olyashevsky) The Family Engagement Standing Committee's Report was received and placed on file. The full Written Report is as follows:

- *Membership and Recruitment* (Oxana Olyashevsky): *No update.*
- *School Directory* (John Noon): The directory has been finalized. Teachers distributed links to all parents via email. Please contact your child's teacher or besptoinfo@gmail.com if you did not receive a link to your child's class list.
- *Volunteer Coordinator* (Candice Cukor): *No written report provided.*

Family Events Standing Committee (Chair Jen Bice) The Family Events Standing Committee's Report was received and placed on file. The full Written Report is as follows:

- *Book Fair* (Jen Bice): The Spring Fair will be held March 12th through 20th. The theme is Book Fair Jungle: Elephants, Tigers, and Books, OH MY! Please consider volunteering to help with the Book Fair.

- *Father Daughter Dance* (Kelly Gargagliano, Courtney Dupcak, Meaghan Rosso, Dawn Hudson): The Father Daughter Dance will be held on Friday, February 21, 2020. In case of inclement weather, the makeup date will be Friday, March 6, 2020.
 - *Important Note*: this will be the last year that the current Chairs will head this Committee. Krista McNamara has offered to help Chair this Committee next year. If anyone is interested in helping Krista, please reach out to the Nominating Committee (Katie Ritter) and/or Krista McNamara. It would be helpful to get involved this year prior to the event to learn the ropes.
- *Mother Son Game Night* (Lindsey Nolle): Lindsey Nolle will Chair this Committee moving forward. Committee Members are working on selecting a date for the event.
- *Movie Night* (TBD; outgoing: Melissa Czajkowski): If no one volunteers to Chair this Committee, no Movie Night will be scheduled for this year. If anyone is interested in volunteering to Chair this Committee next year, please reach out to the Nominating Committee (Katie Ritter).
- *Talent Show* (Amanda Rambo, Sarah Burnett): The Talent Show will be held on Monday, April 27, 2020 at 6:00pm at Broadneck High School. Amanda Rambo and Sarah Burnett will Co-Chair the Talent Show this year. Stay tuned for additional details:
<https://broadneckbees.org/talent-show>.
 - *Important Note*: If anyone is interested in volunteering to Chair this Committee next year, please reach out to the Nominating Committee (Katie Ritter). It would be helpful to get involved this year prior to the event to learn the ropes.

Fundraising Standing Committee (Chair Marie Marquardt) The Fundraising Standing Committee's Report was received and placed on file. The full Written Report is as follows:

- *Fifth Grade Activities* (Sheri Magez): *No written report provided.*
- *Ink Cartridge Recycling* (Kimberly Treacy): *No written report provided.*
- *Promotions* (MeLinda Rawlings): *No written report provided.*
- *Race for Education/Buzzing of the Bees 5K and Fun Run* (Marie Marquardt, Brooke Long, Alice Frazier): *No written report provided.*
- *Restaurant Night* (Cindy Sumner): *No written report provided.*

Nominating Standing Committee (Chair Katie Ritter) The Nominating Standing Committee's Report was received and placed on file. The full Written Report is as follows:

- The Nominating Committee is charged with nominating one candidate for each anticipated officer position vacancy. The Committee will present its nominating slate in April 2020. In addition to written nominations, the committee will also provide an opportunity to accept nominations from the floor prior to the close of nominations. Elections will be held in May 2020. Contact Katie Ritter if you would like to be considered for a leadership position for the 2020-2021 school year.

School Spirit Standing Committee (Chair Andrea Snodgrass) The School Spirit Standing Committee's Report was received and placed on file. The full Written Report is as follows:

- *Holiday Shop* (Amanda Plumley): *No update.*

- *Hospitality* (Andrea Snodgrass, Jessica Manchester):
 - Recent appreciation days:
 - National School Counseling Week Mon., February 3, 2020
 - Upcoming appreciation days:
 - Teacher and Staff Luncheon March 10, 2020
 - National Vice Principals Week Mon., April 8, 2020
 - Administrative Professionals Day Wed., April 22, 2020
 - Teacher Appreciation Week May 4–8, 2020
- *Spirit Wear* (TBD; outgoing: Katy Kelley): If no one volunteers to Chair this Committee, no new Spirit Wear will be ordered or sold this year.

School Support Standing Committee (Chair Anthony Russ) The School Support Standing Committee's Report was received and placed on file. The full Written Report is as follows:

- *Beautification* (Anthony Russ): Year to date expenses are \$0.00. A cleanup, originally planned on Saturday, January 25, 2020, was cancelled due to weather and illness. No further clean ups are scheduled at this time.
- *School Supplies* (Angela Nardini): Angela Nardini is the new school supplies chair. The bulk of the Committee work is done over the Winter/early Spring, so Angela is working hard.
- *Kindness* (Melissa Cochrane, Tara Luecking): As of January 27, 2020, year to date expenses were \$250.00. Kindness Committee has been able to use these funds to: pay for after school activities and field trips for students.

Old Business

Fundraising Ideas

- *Shredding Truck Event*. Alice and Kim revived this fundraising idea. If we decide to pursue this option, events are scheduled at least a year out. Attendees agreed that the idea is worth pursuing, but we need to gather information and conduct a cost/benefit analysis first.
- *Print Cartridge Recycling*. We need more information about this issue. President will contact Kimberly Treacy.

New Business

PTO Positions

- *Officer Vacancies for 2020–2022*. PTO is seeking nominees for the following Officer vacancies: Treasurer and Corresponding Secretary.
- *Committee Vacancies*. PTO is seeking nominees for the following Committee Chair positions for the 2020–2021 school year:
 - Standing Committee Chairs:
 - Audit
 - Communication
 - Additional Committee Chairs:
 - Father Daughter Dance (Krista McNamara seeking Co-Chair(s))

- Fifth Grade Activities
- Movie Night
- PTO Blogger
- Spirit Wear
- Talent Show
- Webmaster

Upcoming dates to remember:

02/05/2020	Deadline to pay deposit for Space Camp
02/07/2020	Deadline to register for Girls on the Run
02/12/2020	Unity Day (wear orange)
02/12/2020	Restaurant Night: Donnelly's Dockside
02/21/2020	Father/Daughter Dance (make up: 03/06/2020)
02/24/2020	Assembly: Justin Berk STEM Assembly (two shows)
03/01/2020	Deadline: Baby Faces and Ads (5th Grade Yearbook)
03/04/2020	PTO Meeting (6:00pm)
03/04/2020	Multicultural Night (6:30pm–8:00pm)
03/06/2020	<i>Make Up Date: Father/Daughter Dance</i>
03/10/2020	Hospitality: Teacher and Staff Luncheon
03/11/2020	Restaurant Night: Rico's Tacos
03/12/2020	Spring Book Fair Begins (03/12–03/20)
03/30/2020	Assembly: History of Hip Hop (focus on anti-bullying)
04/01/2020	PTO Meeting: Nominations for Election (7:00pm)
04/08/2020	Hospitality: National Vice Principals Week
04/22/2020	Hospitality: Administrative Professionals Day
04/27/2020	Restaurant Night: The Point
04/27/2020	Talent Show at BHS (6:00pm)
05/04/2020	Hospitality: Teacher Appreciation Week (05/04–05/08)
05/06/2020	Bike/Walk to School Day
05/06/2020	PTO Meeting: Election of Officers (7:00pm)
05/08/2020	Space Camp (4 th & 5 th ; registration deadline: 11/30/19)
06/03/2020	Annual PTO Social (7:00pm; location: TBD)

Next meeting will be held Wednesday, March 4, 2020 at 6:00pm in the Media Room at Broadneck Elementary School, 470 Shore Acres Road, Arnold, MD 21012. Please note the time change.

Meeting adjourned at 8:24 p.m.

Minutes compiled by Renee Hood, Recording Secretary

***** **APPROVED 03/04/2020** *****