

Broadneck Elementary School Parent-Teacher Organization (PTO)

General Business Meeting Minutes: March 2020

Date, Time, and Location: The regular monthly meeting of the Broadneck Elementary School Parent-Teacher Organization (PTO) was held on Wednesday, March 4, 2020 at 6:00pm 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. The meeting was held an hour earlier than usual due to BES Multicultural Night, which was held from 6:30pm to 8:00pm.

Attendance: Kim Finazzo, President; Alice Frazier, Vice President; Emily Van Oudenaren, Treasurer; Renee Hood, Recording Secretary; John Noon, Principal; John Cordts, Assistant Principal; Oxana Olyashevsky, Family Engagement Chair; Jen Bice, Family Events Chair; Andrea Snodgrass, School Spirit Chair; Anthony Russ, School Support Chair; Alisa Booberg, Reading Resources Teacher; Liz Gaither; Megan Lowe; and Cindy Sumner. There were 14 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 Finazzo at 6:04 p.m.

Reading and Approval of Minutes. Recording Secretary Renee Hood explained that the Minutes from the February 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.

Officer Reports

President (Kim Finazzo): The President's Report was received and placed on file. The full Written Report can be found below as follows:

- *Storage Facility.* Our current contract expires March 31st. Current unit is a 5x10; the unit is full, so we cannot rent a smaller unit. To get the lower pricing and prevent our costs from almost doubling, Kim plans to reserve a new 5x10 unit online by the end of next week. The online price will be \$64.00/month, plus some admin/insurance fees. Sadly, the PTO will likely need to sign a new contract and move units every year or two to keep prices low unless the PTO cleans up their storage footprint. At this time, the majority of items in storage are spring fair supplies, along with some boxes of historical PTO records and some yard supplies. Attendees discussed record retention policies and ways to reduce our footprint. President suggested that long term decisions regarding storage and record retention wait until after the audit/record review process has been completed.
- *Budget Meeting.* President plans to hold a budget meeting in May. We will be requesting the attendance of all standing committee chairs. Kim proposed that the meeting be held on May 20th, but attendees suggested that a different date be picked due to a conflict with the annual Blue Angels event. Kim will reach out with other possible dates soon. Mr. Noon mentioned that the PTO is welcome to use the school facilities for this meeting.

- *Race for Education.* A tentative date for RFE has been selected: November 6, 2020. The RFE Committee will be starting the planning process soon.
- *Shred-It Event.* A Shred-It Event has been scheduled for Saturday, September 19, 2020. The two-hour event will feature a mobile document shredding company. The event will be free for public to attend. PTO will cover the \$500.00 fee and will ask participants for donations. Mr. Noon expressed concern about tight parking and access on a Saturday due to the use of the school fields for soccer games. He wondered whether we could reschedule this event for a Sunday instead. Kim will look into the possibility of holding the event on a Sunday instead.
- *PTO Flyers.* Friendly reminder that if you need the school to distribute flyers please allow Mr. Noon time to approve first. I would recommend keeping his secretary Tammy Sanford (tsanford@aacps.org) in the loop when seeking his approval.

Vice President (Alice Frazier): Vice President Alice Frazier provided the following report:

- *Guest Speakers.* Alice reported that she has lined up Heather Martinko as a guest speaker for the April 2020 PTO Meeting. Ms. Martinko will present on mental health, anxiety, and coping skills in children.
- *Door Prizes.* Alice reported that she reached out to some local businesses to get donations for door prizes to entice new parents to attend PTO meetings and get involved. Wildflower, a new florist located at Arnold Station near School of Rock, seems interested in donating door prizes.

Treasurer (Emily Van Oudenaren): Treasurer Emily Van Oudenaren provided the following report:

- *Monthly Treasurer's Financial Report.* See separate Treasurer's Financial Report, which is available upon request.
- *Chromebook Purchase.* Funds have been spent to purchase 120 Chromebooks and 4 Chromebook Carts for the school.

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

- *Meeting Minutes, Agendas, and Attachments.* 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): Principal John Noon provided the following report:

- *Chromebooks.* Principal thanked the PTO for purchasing Chromebooks and Chromebook carts for Broadneck Elementary School. The four Chromebook carts have been delivered, but the Chromebook delivery has been delayed slightly (new processors). Mr. Noon also announced that BES was able to purchase an additional 12 Chromebooks using picture day funds.

- *Procession of Police and Emergency Vehicles.* Principal John Noon apologized for his cryptic email about the emergency vehicle procession, which occurred on February 27, 2020. Mr. Noon explained that the procession was an escort for someone wounded in the line of duty. Students made signs and cheered. The officer reached out to express his appreciation for the warm welcome.
- *Coronavirus.* Mr. Noon reported that AACPS created a new web page devoted to the Coronavirus (COVID-19): www.aacps.org/coronavirus. At this time, AACPS has no plan in place for closures; it will follow the advice of the Health Department.
- *AACPS Mobile App.* AACPS launched a free app, which can be used on smartphones and tablet devices running iOS or Android and can be downloaded from Google Play and the Apple App Store. The app allows users to have instant access to the Student Parent Portal, the School Safety Hotline, school menus, school calendars, athletics broadcasts, Board of Education information, the school system's library media catalog, and more. In addition, users can follow as many schools of their choice as they wish to receive push notifications from those schools. All users will automatically receive systemwide push notifications. Users can download the app by searching for "Anne Arundel County Public Schools" in Google Play or in Apple's App Store. Users can also download the app by using a QR Code and get more information on the app's features at www.aacps.org/mobileapp.
- *AACPS Job Fair.* Mr. Noon reported that there will be an AACPS Job Fair on Saturday, March 7, 2020 at Old Mill High School.

Teacher Reports

- *Reading Resource Teacher (Alisa Booberg):* Ms. Booberg reported that she was able to use 8,000 Scholastic dollars from the Book Fair to purchase books for every grade and for our BES targeted reader kids. The children all love the books. Ms. Booberg expressed her gratitude to Mrs. Bice and the PTO for supporting the reading program in such a big way. Mrs. Bice added that BES gets 55% back on every Book Fair purchase in Scholastic dollars for the school.

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

- *Gaga Court.* Mr. Cordts reported that the Board has given approval for a Gaga Court, but would prefer a structure that is not permanent. The Board is recommending a plastic structure that can be put up and taken down. The approximate cost of the temporary structure will be about \$1,400.00. Mr. Cordts will send the Officers links to a structure pre-approved by the Board and BES.
- *School Schedule.* Reminder to parents of the following early dismissals, school closures, and special events. The official AACPS School Calendar can be found at link: <https://www.aacps.org/>
 - 03/10/2020: School closed for students; Parent-Teacher Conferences
 - 03/24/2020: Two-hour early dismissal for all students
 - 03/25/2020: BES School Science Fair
 - 04/06/2020: Maryland Science Assessments (April 6, 7, 8)

- 04/09/2020: School closed for Easter Break (April 9–13)
- *Job Opening*. BES is looking to hire another lunch and recess monitor. If you would like to learn more, reach out to Mr. Cordts for more information.

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): After School Enrichment Chairs are excited to announce the schedule for the BES 2020 Spring Enrichment Programs. Registration opened Monday, March 2, 2020 at 7:00am and will close on Friday, March 6, 2020. Most programs are already full, and many have a waitlist.
 - Monday: Native American Nature Program with John Fishback (grades 1-5)
 - Tuesday: Sports Spectacular by Overtime Athletics (grades K-5)
 - Wednesday: Learn to Ride with PedalPower Kids (grades K-3); Intro to STEM with Legos by Play-Well TEKnologies (grades K-2); CPR Knowledge Course by Annapolis CPR (grades 4-5)
 - Thursday: Art Adventures with Dana McQuillan/Artworks Studio (grades K-5)
 - Friday: Love the Ball Soccer with Oliver Freeman (grades K-5)
- *Career Day* (Melissa Cochrane, Tara Luecking): *No updates*.
- *Chess Club* (Megan Lowe): April 16th is the last day of Spring Session.
- *Cultural Arts* (Tracy Seybert, Cat Garrett):
 - Recent assemblies:
 - 02/24/2020: Justin Berk STEM assembly (two shows that day)
 - Upcoming assemblies:
 - 03/30/2020: History of Hip Hop Assembly (with focus on anti-bullying)
 - Justin Berk is hosting a Kids Trek Too event on August 13th at the B&A HQ near Severna Park Elementary school. He would like Broadneck students to join him to support kids in their fight against cancer. We can help advertise this event on FB this summer.
 - Cultural Arts Committee has \$341 left in the budget. Committee reached out to Doug Segree to see if he would reduce his price for another show for the younger students, but the Committee will need additional PTO funds. President asked that details be provided to Officers to determine whether additional funds are in the budget to support this request.
- *Girls on the Run* (Laura Ascione, Michelle Burns): Spring Session of Girls on the Run has begun. The program meets on Mondays and Thursdays from 3:00–4:30pm.
- *Hero Boys* (Marina Anglim, Brian Anglim): Fliers went out to boys in grades 3–5. Spring session will begin in March.
- *Space Camp* (Megan Lowe): If your child signed up for Space Camp, all money is due. Parents, please check your email for additional information.

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): A number of classes still need a Yearbook Representative.
- *Yearbook: Fifth Grade Page* (Oxana Olyashevsky): Low submission rates so far (only 40%). Due dates have been extended for submission of baby faces and ads. New fliers reminding parents were distributed to classrooms on March 3, 2020:
 - Due date for baby faces has been extended to March 20, 2020; and
 - Due date for ads has been extended to March 27, 2020.

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): 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 update.*

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 next week: March 12th through 20th. The theme is Book Fair Jungle: Elephants, Tigers, and Books, OH MY! Jen needs volunteers on Tuesday to help set up. Also, there will be an exciting collaboration with the STEM program next Friday. The Book Fair requires lots of assistance, so please consider volunteering.
- *Father Daughter Dance* (Kelly Gargagliano, Courtney Dupcak, Meaghan Rosso, Dawn Hudson): The Father Daughter Dance was held on Friday, February 21, 2020. The committee would like to thank the facility, PTO, and all the volunteers who made this year's dance a great success. Approximately 317 girls attended the event (595 guests in total), which represents roughly 85% of the female student population.
 - *Important Note:* 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.
- *Mother Son Game Night* (Lindsey Nolle): Flyers for the event went out today.
- *Movie Night* (TBD; outgoing: Melissa Czajkowski): *No update.*

- *Talent Show* (Amanda Rambo, Sarah Burnett): The Talent Show will be held on Monday, April 27, 2020 at 6:00pm at Broadneck High School. Audition dates will be announced soon. 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 update.*
- *Ink Cartridge Recycling* (Kimberly Treacy): *No update.*
- *Promotions* (MeLinda Rawlings):
 - Proceeds from Papa Johns: \$416.43
 - Proceeds from BoxTops: \$TBD
 - Proceeds from Safeway: \$TBD
- *Race for Education/Buzzing of the Bees 5K and Fun Run* (Marie Marquardt, Brooke Long, Alice Frazier): Race for Education will be held on November 6, 2020. Attendees tentatively discussed holding the 5K and Fun Run on Saturday, November 7, 2020.
- *Restaurant Night* (Cindy Sumner):
 - Proceeds from previous Restaurant Nights:
 - \$46.41: Chick fil A Severna Park (01/23/2020) (check mailed to school)
 - \$162.00: Broadneck Grill (02/05/2020) (Cindy bringing check to meeting)
 - \$100.00: Donnelly's Dockside (02/12/2020) (check mailed to school)
 - Upcoming Restaurant Nights:
 - Rico's Tacos (03/11/2020)

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 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):
 - 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): *No update.*

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): Anthony explained that the Beautification Committee takes care of the flower beds in front of the school. The Committee weeds, mulches, and takes care of leaf removal in the fall. However, over the years, volunteer participation has dwindled substantially. The tasks required have become more than can be done with the volunteers, so the PTO is considering hiring a landscaping company to handle some (or all) of these tasks. Over the past few years, we have been lucky enough to have a company volunteer their time to help with leaf removal. Attendees wondered whether it would be possible to barter corporate sponsorship slots in exchange for landscaping, or whether BES/AACPS would approve the erection of a sign on BES grounds indicating what company did the landscaping. The Committee will gather estimates from a number of local landscaping companies and prepare a projected budget request in advance of the May Budget meeting. Attendees wondered whether there would be any issues entering into a contract to hire a landscaping company when BES/AACPS already have a separate contract for other landscaping work (grass cutting, etc.). Mr. Noon will look into that issue. Treasurer advised that the PTO needs to ensure that whatever company is hired is fully insured before entering into any agreement. Kim mentioned that a few parents have reached out and offered suggestions for rejuvenating the raingarden, such as creating a Unity Rock Garden. Attendees were very receptive to the idea. Kim will put Anthony in touch with the parent who had ideas on how to get rocks donated to the PTO.
- *School Supplies* (Angela Nardini): *No update.*
- *Kindness* (Melissa Cochrane, Tara Luecking): *No update.*

Old Business

No Old Business.

New Business

Hospitality Budget Request

- The Hospitality Committee tries to minimize waste by using biodegradable plates and napkins. After noticing how much plastic is thrown away after each event, the Hospitality Committee Chairs have looked into the possibility of also purchasing reusable white cloth tablecloths and restaurant grade utensils. Attendees discussed the Committee's current budget: there is very little wiggle room in the current budgetary allowance. Chair Andrea Snodgrass estimates that purchasing reusable items would cost approximately \$600.00. She acknowledges that it may result in slightly more work for the committee to wash and store the items, but the environmental impact is worth the extra effort. Kim requested that the Committee Chairs come up with a proposal listing the items that they would like to purchase and a specific budget request prior to the Budget meeting in May.

Upcoming dates to remember:

- 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 (4th & 5th; registration deadline: 11/30/19)
- 06/03/2020 Annual PTO Social (7:00pm; location: TBD)

Next meeting will be held Wednesday, April 1, 2020 at 7:00pm in the Media Room at Broadneck Elementary School, 470 Shore Acres Road, Arnold, MD 21012.

Meeting adjourned at 7:06 p.m.

Minutes compiled by Renee Hood, Recording Secretary

******* APPROVED 05/06/2020 *******