

# Broadneck Elementary School Parent-Teacher Organization (PTO)

## General Business Meeting Minutes: April 2020

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**Date, Time, and Location:** The regular monthly meeting of the Broadneck Elementary School Parent-Teacher Organization (PTO) was held on Wednesday, April 1, 2020 at 7:00pm, the President being in the chair and the Vice President acting as Recording Secretary. Recording Secretary Renee Hood was absent due to illness. Due to the COVID-19 Pandemic and Governor's Executive Orders, the meeting was held virtually via a Zoom Meeting Conference.

**Attendance:** Kim Finazzo, President; Alice Frazier, Vice President; Emily Van Oudenaren, Treasurer; Becca Robinson, Corresponding Secretary; John Noon, Principal; Oxana Olyashevsky, Family Engagement Chair; Jen Bice, Family Events Chair; Andrea Snodgrass, School Spirit Chair; Marie Marquardt, Fundraising Chair; Katie Ritter, Nominating Chair; and Anthony Russ, School Support Chair. There were 11 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 approximately 7:00 p.m.

**Reading and Approval of Minutes.** In an effort to complete the meeting within the Zoom Meeting time constraints, President moved to postpone reading and approval of March Meeting Minutes until the May Meeting. Motion was seconded and approved.

### Officer Reports

President (Kim Finazzo): given by Kim Finazzo:

- *Effect of COVID-19 Pandemic.*
  - All PTO events have been cancelled for the remainder of the school year, except Yearbook.
  - Refunds: refunds should be issued (if have not been issued already) for paid events that have been cancelled.
  - If payments have not been put in the bank yet, PTO will notify parents of method of refunds: either return of cash or voided checks
  - Fundraising efforts for next school may change based on current events. More decisions will be made over the next couple of months.
  - Mr. Noon are you ok with the Yearbook email? – Email was approved to be sent after the meeting.
  - PTO will look into whether the grant for the 3/30 cancelled assembly can be applied for next school year. More information will be shared once we learn more.

Vice President (Alice Frazier): given by Alice Frazier:

- No update

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

- *Financial Report.* See separate Treasurer's Financial Report, which is available upon request.

Recording Secretary (Renee Hood)

- No update

Corresponding Secretary (Becca Robison): given by Becca Robison

- No update

### **School Administration and Faculty Reports**

Principal (John Noon): Principal John Noon provided the following report:

- *School Closure Due to Coronavirus Pandemic.* On March 12, 2020, State School Superintendent Dr. Karen B. Salmon ordered all Maryland schools to be closed for students from Monday, March 16, through Friday, March 27, in order to help mitigate concerns associated with COVID-19. On March 25, 2020, Dr. Salmon extended the closure of all public schools through April 24, 2020, as a necessary step in light of the ongoing battle against the coronavirus pandemic. Additional information is likely forthcoming in the coming weeks.
- *Distance Learning.* AACPS is providing an eLearning experience to keep students engaged during the state-mandated closing of schools. BES Teachers will post the e-learning lessons and resources approved by AACPS on their individual Google Classroom pages beginning on Monday, April 6, 2020. This will be the only content that will be graded during the school closure. Additional resources and options will be provided to enrich/enhance learning opportunities for students, but those additional resources will not be graded. The BES Administration and Staff are very cognizant of the stress families are experiencing throughout this school closure, and BES is working to avoid placing any additional burdens on students and families. These additional resources and tools (Lexia, First in Math, etc.) will not be mandatory or graded, but can enable some students to engage in worthwhile academic experiences independently. Teachers will post content daily, which may be delivered in various ways. Academic content may be in the form of a narrated presentation, small group video meeting, or recorded message. All modalities of delivery will be recorded and available to students through Google Classroom. Teachers may also dedicate a specified time to cover a specific topic, allowing available students to attend virtually. Mr. Noon is well aware of the variety of issues associated with E-Learning (logging into Chrome/ClassLink issues, lack of devices, lack of reliable internet access, parents are essential workers, etc.). BES and AACPS is working on developing solutions which would enable all students to access Google Classroom and the AACPS curriculum during the entirety of the school closure.

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

- No report

Teacher Reports

- No report

### **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): All programs have been cancelled. Programs that handled their own registration are also taking care of refunds. For programs that used our site to register: refunds are in PayPal and may take up to 30 days to be refunded (per PayPal) from the date the refunds were submitted (March 18, 2020).
- *Career Day* (Melissa Cochrane, Tara Luecking): No updates.
- *Chess Club* (Megan Lowe): Chess Club has been cancelled for the remainder of the school year. Committee is looking for a parent to take over Chess Club next year.
- *Cultural Arts* (Tracy Seybert, Cat Garrett): The History of Hip Hop Assembly, which had been scheduled for March 30<sup>th</sup>, was cancelled. Note: we received grant money for this assembly. A check was sent to BES; we believe Tammy may have the check. PTO will wait for direction from Arts in Education to see what should be done with the check.
- *Girls on the Run* (Laura Ascione, Michelle Burns): GOTR is waiting to see what happens. GOTR's official message is that they are considering the season as "postponed" for now. GOTR has provided activities that student participants can do with their parents at home. Otherwise, the Spring Season and 5K are still up in the air. Committee expects that the season will ultimately be cancelled, but cancellation has not been discussed yet.
- *Hero Boys* (Marina Anglim, Brian Anglim): No updates
- *Space Camp* (Megan Lowe): Space Camp has been cancelled. Refunds are being processed. Timing for refunds is TBD.

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 update
- *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): At the beginning of each year, PTO Officers should remind Members of the FB Group about the purpose of the Facebook page.
- *Webmaster* (acting: Renee Hood): No update
- *Yearbook* (Jennifer Salemi): Yearbook is trying to wrap up the creation of the Yearbook while embracing this new situation and attempting to capture this extraordinary moment in history that our children are experiencing. Committee needs more orders and input from teachers and parents as the children work at home. A PTO email blast will be sent out soon.

- *Yearbook: Fifth Grade Page* (Oxana Olyashevsky): Submission deadlines for baby faces and Ads have been extended again (updated estimated due date: April 13, 2020):
  - Baby faces 71% submission rate; and
  - Ads 60% submission rate.

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): No update
- *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): All Family Events for the remainder of the school year have been cancelled. The online Book Fair is closed. The physical book fair is still set up at the school, and Scholastic has ceased operations at this time, along with most other businesses. If, by some chance, we return to school during this school year, the book fair will be held for students. If not, we will wait for Scholastic and BES to provide instructions on when and how the book fair should be packed up.
- *Father Daughter Dance* (Kelly Gargagliano, Courtney Dupcak, Meaghan Rosso, Dawn Hudson): No update
- *Mother Son Game Night* (Lindsey Nolle): Mother Son Game Night has been cancelled. Committee is working to process refunds.
- *Movie Night* (TBD; outgoing: Melissa Czajkowski): No update
- *Talent Show* (Amanda Rambo, Sarah Burnett): Unfortunately, the Spring Talent Show has been cancelled.

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): No new updates
- *Race for Education/Buzzing of the Bees 5K and Fun Run* (Marie Marquardt, Brooke Long, Alice Frazier): Committee was planning to meet in April 2020 to start planning for the Fall Race for Education, 5K, and Fun Run. Committee is monitoring the current school closure and evaluating how the COVID-19 Pandemic may impact our fundraising abilities moving forward. Brief discussion about economic impact on our sponsors and their ability to donate/sponsor/support our PTO in the fall.
- *Restaurant Night* (Cindy Sumner): Year-to-date proceeds from Restaurant/Spirit Nights is \$1,392.33. All events for the remainder of the year are on hold. A list of restaurants that have supported our PTO is on Facebook. Please support these businesses if possible.

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 presented its nominating slate:
  - Committee Chairs:
    - Father Daughter Dance Committee Chair: Krista McNamara
    - Fifth Grade Activities Committee Chair: Andrea Sarchiapone
    - School Supplies Committee Chair: Angela Nardini
  - Officers:
    - Treasure: Melissa Calhan
    - Vice President: Alice Frazier (existing VP; nominated for second term)

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:
    - Teacher and Staff Luncheon March 10, 2020  
Hospitality Committee hosted a successful homemade chili and soups luncheon for the BES Teachers and Staff on Conference Day (Tuesday, March 10, 2020). Thank you to all parent volunteers who donated time, cooking skills, and grocery items to make the luncheon such a deliciously anticipated event.
  - Upcoming appreciation days:
    - Teacher Appreciation Week (May 4-8, 2020) has been cancelled. All vendors are being contacted.
    - Remainder of staff appreciation gifts will be distributed when it becomes possible to do so:
      - National Vice Principals Week Mon., April 8, 2020
      - Administrative Professionals Day Wed., April 22, 2020
      - School Lunch Heroes Day Friday, May 1, 2020
      - School Principal's Day Friday, May 1, 2020
      - Nurse's Day Wednesday, May 6, 2020
  - Volunteers Needed: The Hospitality Committee is looking for one or two volunteers who would be willing to begin as a Committee Chair Shadow this coming fall. That volunteer (or volunteers) will begin as a Hospitality Committee Co-Chair in the Fall of 2021.
- *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 met with three (3) landscape companies (Musgrave, Countrywide, and Schofield) at the beginning of March to get quotes for assisting with leaf clean up and mulching. Committee has received one quote, but is still waiting for quotes from the other two companies. Estimated cost will likely be in the

range \$2,000–\$3,000 per year. Cost will include one leaf clean up in the fall, clean out of the beds, and mulching. Committee was very impressed with Musgrave. They currently work with Folger McKinsey in Severna Park completing the same things we are interested in. They offer a discount for schools and were interested in a trade of service for advertising with the Race for Education and the 5K. They also had some great ideas for different areas around the school including the rain/rock garden area. When Anthony met with each company, he let them know that with everything going on, this is something that we may need put a hold on and revisit for next school year. Anthony also requested that each company provide break down quotes to represent mulching and leaf clean up separately, with the idea that we may only use them for one of the functions to keep within current budgets. The Committee plans to do some work around the school, but will not mulch or purchase any flowers until we have more information about plans for the remainder of the school year.

- *School Supplies* (Angela Nardini): The final school supply lists have been put together. Committee is waiting on teachers to finalize the lists. Agenda books will be ordered in April to ensure a discounted price. The agenda books will be delivered in late August, with payment in September.
- *Kindness* (Melissa Cochran, Tara Luecking): No update

### **Old Business**

*No Old Business due to time constraints.*

### **New Business**

#### Nominations

- Primary purpose of the April 2020 meeting is to record Nominations for the 2020-2021 School Year (FY2021). Elections will take place at the May 2020 Meeting.
- The Nominating Committee Chair Katie Ritter presented its Nominating Slate:
- The Nominating Committee presented its nominating slate:
  - Committee Chairs (1 year term):
    - Father Daughter Dance Committee Chair: Krista McNamara
    - Fifth Grade Activities Committee Chair: Andrea Sarchiapone
    - School Supplies Committee Chair: Angela Nardini
  - Officers (2 year term):
    - Vice President: Alice Frazier (existing VP; nominated for second term)
      - *Note: Current VP Alice Frazier was elected in June 2019 for what was anticipated to be a two year term. However, according to the Bylaws, the President/Recording Secretary and VP/Treasurer should rotate out of their two year terms in opposite years. Moving forward, rotations will be President/Recording Secretary rotate out in odd years; VP/Treasurer rotate out in even years. Thus, Nominating Committee nominates Alice Frazier for a second 2-year term as VP, to end in 2022.*
    - Treasure: Melissa Calhan

- The following vacancies have been identified due to turnover or anticipated turnover:
  - Officers:
    - President: need to find a volunteer willing to accept Nomination in April 2021, to prepare to take over as President for a two-year term beginning May 2021
    - Recording Secretary: term ends in 2021
    - Corresponding Secretary
  - Standing Committee Chairs:
    - Audit Standing Committee Chair (current Chair has been nominated for the Treasurer Officer position)
    - Communication Standing Committee Chair (currently vacant; President Kim Finazzo has been filling this role)
    - Fundraising Committee Chair: need a volunteer to shadow current Chairs and prepare to take over Committee in 2021–2022
  - Additional Committee Chairs:
    - Chess Club
    - Hospitality: need a volunteer to shadow current Chairs and prepare to take over Committee in 2021–2022
    - Movie Night (Chair position currently vacant)
    - Spirit Wear (Chair position currently vacant)
    - Talent Show (Chair’s child will be graduating at the end of this school year)
    - Website (Recording Secretary Renee Hood has been filling this role informally)
    - Yearbook: need a new Chair to run Yearbook Committee starting in August 2020
  - The PTO needs nine (9) Standing Committee members to fill its slate and determine Quorum. If we do not have a full slate of Standing Committee Chairs by the start of the school year, some of the regular committee members will need to volunteer for the Standing Committee Chair roles. Standing Committee Chairs can either simply act as Standing Committee Chair, or they can also act as Chair of an Additional Committees.

**Upcoming dates to remember:**

04/08/2020	Hospitality: National Vice Principals Week
04/22/2020	Hospitality: Administrative Professionals Day
05/01/2020	School Lunch Heroes Day
05/01/2020	School Principal’s Day
05/06/2020	Nurse’s Day
05/06/2020	PTO Meeting: Election of Officers (7:00pm)
06/03/2020	Annual PTO Social (7:00pm; location: TBD)

**Next meeting will be held** Wednesday, May 6, 2020 at 7:00pm. Location is TBD, but will likely be a virtual meeting due to the COVID-19 Pandemic, statewide stay-at-home order, and school closures.

**Meeting adjourned at** 7:46 p.m.

**Minutes compiled by** Alice Frazier, Vice President, with the assistance of Kim Finazzo, President and Renee Hood, Recording Secretary.

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