

# Broadneck Elementary School Parent-Teacher Organization (PTO)

## General Business Meeting Minutes: December 2019

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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, December 4, 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; John Noon, Principal; John Cordts, Assistant Principal; Tracy Seybert, Arts and Enrichment Chair; Oxana Olyashevsky, Family Engagement Chair; Jen Bice, Family Events Chair; Andrea Snodgrass, School Spirit Chair; Anthony Russ, School Support Chair; Angela Wakshul, STEM Teacher; Megan Lowe; Sheri Magez; Amanda Plumley; and MeLinda Rawlings. There were 16 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.

**Reading and Approval of Minutes.** Recording Secretary Renee Hood explained that the Minutes from the November General Business Meeting and the November Executive Committee Meeting were posted on the PTO Website and a link was sent to the Membership via email. Renee moved that the PTO dispense with reading the minutes. Motion seconded and approved. Jen Bice requested that one correction be made to the November General Business Meeting Minutes: add Dawn Hudson to the Father Daughter Dance Committee. No additional corrections to the minutes. The minutes are approved as corrected.

### Officer Reports

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

- *Executive Committee Composition.* On November 6, 2019, 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. For more information, see Attachment C.
- *External Audit/Review Update.* 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.*

- On November 6, 2019, the Executive Committee voted to hire the accounting firm of Mullen, Sondberg, Wimbish & Stone, P.A. to conduct an external audit/review of the PTO finances in an effort to bring the PTO back into compliance. The Executive Committee agreed 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.
- On November 15, 2019, President Kim Finazzo and Recording Secretary Renee Hood participated in a conference call with Michele Moore and Jessica Moser of Mullen, Sondberg, Wimbish & Stone, P.A. Participants discussed process and timeline for the audit/review.
- Since that date, Officers have been gathering and organizing PTO documents in preparation for the audit/review process. Officers will schedule a meeting with accounting firm to review all documentation and begin the official review process.

Vice President (Alice Frazier)

- *No Report Given*

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

- *Federal Tax Filings.* As of November 19, 2019, all IRS Form 990s have been filed and are current. The next 990 is due on January 15, 2020 (due on the 15th day of the 5th month after the end of organization's accounting period). The PTO plans to file IRS Form 8868 to extend that due date by 6 months, which would give us an extension until July 15th, 2020.
  - FY 09/01/2018 to 08/31/2019 - due January 15, 2020 (extend until July 15, 2020)
- *State Tax Filings.* As of November 25, 2019, all Maryland Annual Reports and Personal Property Returns have been filed and are current. The next MD Annual Report is due on April 15, 2020. A 60-day extension can be requested using MD Business Express online; the request must be made prior to the April 15th deadline. An extension would make the MD Annual Report due no later than June 15, 2020.
  - FY 09/01/2018 to 08/31/2019 - due April 15, 2020 (extend until June 15, 2020)
- *Treasurer's Report.* See separate Treasurer's Report, which was 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:

- *Update on Board of Officer Activities:*
  - *Vote and Approval: Financial Support for STEM Project.* STEM Teachers Ms. Wakshul and Ms. Wilson requested financial support to purchase items for the STEM project in grades K-2. Both STEM Teachers had been provided \$200 each in our 2019/2020 budget. On November 23, 2019, President Kim Finazzo sent an email to all Officers and moved to authorize STEM Teachers to spend up to another \$400 total. Officers voted via email and approved this motion.

TELLERS’ REPORT

Number of votes cast.....	4
Necessary for adoption (majority).....	3
Votes for motion.....	4
Votes against.....	0
<i>Illegal votes</i> .....	0

This budgetary authorization needs to be ratified by a full vote at today’s meeting.

- *Vote and Approval: Standing Committee Chair Appointments.* According to the Bylaws, "[t]he chairmen of the standing committees shall be selected by the officers of the organization." *Article VIII, Section 1.* Officers sent emails seeking volunteers from amongst the Chairs of the current Additional Committees. On November 25, 2019 and December 2, 2019, Recording Secretary Renee Hood sent an email to all Officers and moved to approve the appointment of the PTO Members listed in Attachment C as Standing Committee Chairpersons for the respective Standing Committees. These individuals had volunteered to Chair the Standing Committees if selected. Officers voted via email and approved this motion.

TELLERS’ REPORT

Number of votes cast.....	4
Necessary for adoption (majority).....	3
Votes for motion.....	4
Votes against.....	0
<i>Illegal votes</i> .....	0

- *Resident Agent Status Update.* Once MD State Department of Assessments and Taxation processes our MD Annual Reports (filed on November 25, 2019), Renee Hood will file a resolution to change the PTO’s Resident Agent to a current Officer. In order to file this Resolution, our status needs to be “in good standing.” Expected processing time for the Annual Report is at least 7 business days. With the approval of Mr. Noon, the resident agent will use the school’s address to ensure continuity of communication.

- *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): *see below*

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

- *Field Trips.* Mr. Cordts expressed appreciation to the PTO for their support of BES field trips, including a third grade trip to Skate Zone, as well as a school trip to BSO and the Science Center. PTO Subsidies makes amazing field trips like this possible for our students.
- *Gifted and Talented Assessments.* AACPS identifies gifted and advanced students through a universal screening process in grades 2 and 5. In the fall, Assessments are administered to all second grade students and those fifth grade students who were not previously identified as gifted in reading and math. This assessment will be administered to students soon.
- *Sunshine Gifts (Question).* Mr. Cordts inquired as to who would be providing gifts to thank those helping with various school events, like the upcoming concerts. Kim Finazzo responded that this task falls under the Corresponding Secretary. Kim and Becca will touch base with Mr. Cordts to get a list of all individuals who will need thank yous in December. [**Postmeeting update as of 12/06/2019:** Mr. Cordts and Kim Finazzo confirmed that Corresponding Secretary had been given all the names to present with gifts of gratitude after the upcoming concerts next week.]
- *Gaga Court and Buddy Bench Update.* Maintenance crews from the Board of Education came out to the school to review the space. BES is still waiting on report and response from the Board of Education on proposal.
- *Movie Night Update.* The individual who was planning to take over Movie Night is no longer interested, so we need someone to take over the Committee. Attendees expressed interest in having the Movie Night continue; the students really enjoy it. Mr. Cordts indicated that the main time commitment for this committee is obtaining permission to show the movie. Even though BES does not charge for the event, it is still considered a public performance which needs permission. January may be a good month to hold a movie night; December is already full.
- *School Schedule.* Reminder to parents of the following early dismissals and school closures:
  - 12/05/2019: 2-hour early dismissal
  - 12/23/2019: First Day of Winter Break (BES Closed 12/23/2019–01/01/2020)
  - 01/02/2020: Classes Resume

Teacher Reports

- *Triple E STEM* (Angela Wakshul, Isabel Wilson). Given by Angela Wakshul
  - *Hat Project and Community Activity.* Ms. Waksul reported that in connection with the K-2 STEM project of building hats, BES will be collecting winter hats to donate to another area school. The second graders are doing all of the work: counting hats daily, conducting inventory, etc. Goal is to donate 382 hats: equal to the number of students who attend the recipient school. Donation boxes will be placed outside of the Media Center all next week.
  - *Budget Request.* This is the first school year for the STEM Program, so the teachers have had an extraordinary number of expenses associated with getting the program and classrooms up and running. As a result, STEM Teachers have already spent the entire AACPS and PTO budget for the year. Without additional PTO support, teachers will need to dip significantly into their own personal finances to fund the program. In November, STEM Teachers requested up to \$400 of PTO funds to purchase materials for the STEM project for grades K-2. This request was approved by a majority of the Officers on November 23, 2019 (*see* Recording Secretary Report above). As of December 3, 2019, STEM teachers have spent \$232.97 of the additional \$400.00 to purchase materials. Renee moved to ratify the additional \$400.00 allocated to STEM, which was previously authorized by the PTO Officers. Motion seconded and approved.

TELLERS' REPORT

Number of votes cast.....	16
Necessary for adoption (majority).....	9
Votes for motion.....	16
Votes against.....	0
<i>Illegal votes</i> .....	0

Ms. Wakshul thanked the PTO for their support and discussed the need for ongoing financial support for the rest of the year and in future fiscal year budgets.

For the rest of the 2019–2020 school year, STEM Teachers estimate that materials alone will cost approximately \$100 per project per grade; two additional projects are scheduled: one in January/February and another in April (6 grades x \$100 = \$600 per project; \$600 per project x 2 projects = \$1,200). The STEM teachers would also like to purchase new technology, but that cost is above and beyond the estimated \$1,200. For everything, the STEM Teachers estimate that all materials and technology would likely cost approximately \$4,000. However, STEM Teachers have requested at least an initial increase of \$600 to purchase materials for the next program. This initial request of an additional \$600 will cover the next round of projects, but will not cover technology nor expenses for the remainder of the year.

Officers, concerned with potential unknown costs for review/audit and getting the

PTO back into compliance, did not move to authorize additional expenses beyond the additional \$400 at this time. Attendees wondered whether teachers could ask for materials and donations from parents through an Amazon Wishlist or a SignUp Genius, but Mr. Cordts expressed concern about the permissibility of donation solicitation for a specific school program/teacher. Additional research will need to be done to determine how best to support the STEM program moving forward. Understanding that STEM Teachers will need to make expenditures to prepare for those projects soon (next program starts in January/February), the Executive Committee promised to reach out to Ms. Wakshul and Ms. Wilson to discuss and resolve this immediate budgetary issue later this week.

**[Postmeeting update as of 12/06/2019:** Officers approved another \$300 for STEM Program to purchase materials for the K-2 projects starting January 6, 2020.]

- *School Counselors* (Melissa Cochran, 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

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

- *Board of Education and Redistricting Update.* Principal reported that the Board of Education of Anne Arundel County held their Board Meeting earlier today, December 4, 2019.
  - At the meeting, Superintendent George Arlotto delivered to the Board of Education his recommendation regarding the redistricting of school boundaries in the Broadneck cluster in order to best utilize, to the extent possible, the space available at the cluster's five elementary schools and two middle schools. Dr. Arlotto recommended shifting four neighborhoods north of College Parkway on the eastern edge of the current Broadneck Elementary School attendance area from that school to Cape St. Claire Elementary School. The shift of the neighborhoods—identified as 603, 604, 605, and 606 in redistricting documents that can be found online [here](#)—is projected to move 108 students from Broadneck Elementary to Cape St. Claire Elementary. It would move Broadneck Elementary from 109.6 percent of capacity to 93.4 percent, and Cape St. Claire from 76.6 percent of capacity to 92.4. Dr. Arlotto's recommendation also includes a grandfathering clause for students who would be entering fifth grade in the 2020–2021 school year. No middle or high school boundaries would be changed under Dr. Arlotto's recommendation. The recommendation submitted to Dr. Arlotto by the redistricting committee, made up of representatives from every elementary and middle school in the cluster, would have shifted 33 additional students who reside in three additional neighborhoods—identified as 600, 601, and 602 in the redistricting

documents—from Broadneck Elementary to Cape St. Claire Elementary. The Board will consider Dr. Arlotto's recommendation and any other alternatives in January and decide which options to take to a public hearing later this year before it votes on a plan. Under Board policy, a redistricting plan must be adopted by April 30, 2020, for it to go into effect in the 2020-2021 school year. The Board will consider Dr. Arlotto's recommendation and any other alternatives and decide which options to take to a public hearing later this year. The school system's redistricting timeline, meeting materials, meeting minutes, Dr. Arlotto's recommendation, and other information can be found at <http://www.aacps.org/redistricting>.

- Attendees participated in a lengthy discussion about what redistricting could mean for BES, the faculty, and students. Mr. Noon expressed no opinions on the matter, but encouraged families to voice their opinions to the Board of Education directly. Contact information for all Board Members can be found at <https://www.aacps.org/Page/6892>. Families affected by redistricting will be notified prior to the end of the school year. Kim Finazzo announced that there are lots of appropriate forums for redistricting discussion, so no redistricting discussion posts will be approved on the BES Facebook Page.
- *Book Drive for Tyler Heights Elementary School.* BES held a Book Drive for Tyler Heights Elementary School from November 4th through November 22, 2019. BES donated over 1,693 books.
- *Emergency Response & Security Drills.* According to State of Maryland requirements, during each school year, various drills are conducted at every school to ensure that staff and students are prepared in the event of an emergency. These drills include monthly fire/evacuation drills. In addition, schools perform additional emergency exercises developed by the Office of School Security.
  - These exercises include, but are not limited to:
    - evacuation for utility emergencies
    - shelter for weather related emergencies
    - shelter for outside hazardous materials release
    - dangerous situation inside and/or outside of school building
    - reverse evacuation back into the school
    - bomb threats
  - These drills are discussed with staff prior to the drill, and evaluated once the drill is complete. In some cases, the drills may be discussed with students before they take place. Students and staff with special needs are included in all emergency planning.
  - Throughout the year, BES will be practicing our responses to a variety of potential emergency situations. The Administration has found that sharing the day and time of events ahead of time creates more stress for students and staff than simply conducting the drills unannounced or with minimal notice. Additionally, minimal notice allows the administration to debrief and reflect on our response

more accurately. It provides a better reflection of our preparedness and/or practices to change.

- BES conducted one of the drills on Monday, and our Safe School Team is scheduled to meet on Thursday to debrief our response.
- Attendees discussed how best to support and talk to our children about emergency response and security drills. The main takeaways are to remind your child to: be quiet and look to the adult in the room for direction. Mr. Noon mentioned that our security team is amazing; he will reach out to the security team to get additional direction. Attendees suggested that a “how to talk to your child” fact sheet or video would be incredibly helpful. Parents and families want to reinforce the school’s messages; goal is to keep everyone safe.
- *Winter Hat Donations.* Building upon the K-2 STEM project of building hats, BES will be collecting winter hats to be donated to Georgetown East Elementary School, another Annapolis area school. Donation boxes will be placed outside the media center all next week. Goal is to collect 382 hats.
- *Holiday Shop Unpurchased Items (Question/Confirmation).* The past several years we have donated left over items to Georgetown East ES. Renee Hood moved to donate left over Holiday Shop items. Motion seconded and approved.

TELLERS’ REPORT

Number of votes cast.....	16
Necessary for adoption (majority).....	9
Votes for motion.....	16
Votes against.....	0
<i>Illegal votes</i> .....	0

**Preliminary New Business: Standing Committee Appointments and Elections**

- *Appointment of Standing Committee Chairs.* President Kim Finazzo announced the appointment of the following Standing Committee Chairpersons:

Arts and Enrichment Chair	Tracy Seybert
Audit Chair	Melissa Calhan
Communication Chair	<i>Vacant</i>
Family Engagement Chair	Oxana Olyashevsky
Family Events Chair	Jen Bice
Fundraising Chair	Marie Marquardt
Nominating Chair	Katie Ritter
School Spirit Chair	Andrea Snodgrass
School Support Chair	Tony Russ

Congratulations to all. Thank you so much for agreeing to step up as Standing Committee Chairpersons.

- *Election of Nominating Committee Members.* The second item of preliminary business is the election of our Nominating Committee Members. According to the Bylaws, “There shall be a nominating committee composed of three PTO members, one (1) of whom is a board member, who shall be elected by the organization no later than February. The



committee shall elect its own chairman. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the regular meeting in March or April, at which time additional nominees may be made from the floor. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.” *Article VI, § 3*. Members in attendance unanimously voted to elect the following individuals to the Nominating Committee:

TELLERS’ REPORT

Number of votes cast.....	16
Necessary for election (majority).....	9
Katie Ritter received.....	16
Tracy Seybert received.....	16
Oxana Olyashevksy received.....	16
Emily Van Oudenaren received.....	16
<i>Illegal votes</i> .....	0

Congratulations to our new Nominating Committee Members: Katie Ritter, Tracy Seybert, Oxana Olyashevsky, and Emily Van Oudenaren.

**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:

- On December 2, 2019, PTO Board Officers appointed Tracy Seybert to Chair the Arts and Enrichment Standing Committee.
- *After School Enrichment* (Liz Gaither, Monica Rehfuss): No updates. The Committee has begun to plan spring sessions.
- *Career Day* (Melissa Cochrane, Tara Luecking): Career Day was held on Monday, November 25, 2019. Questionnaire results from presenters and teachers show that Career Day was a huge success. Thank you to all of our parents, extended family members, and community friends who helped make the day memorable and informative for the kids. The entire school staff also pitched in to help with schedule changes and event supervision. Please ask your child what he or she learned at Career Day. We hope to make next year’s event even better!
- *Chess Club* (Megan Lowe): Chess Club is over for the fall. Spring session starts in mid-January; signup sheets will be sent home to students prior to winter break.
- *Cultural Arts* (Tracy Seybert, Cat Garrett):
  - Previous assemblies:
    - 11/05/2019: Eco Adventures assembly for grades K-1
    - 11/06/2019: Eco Adventures assembly for grades 2-5
  - Upcoming assemblies:
    - 12/18/2019: Doug Segree - Holiday Show for the K and 1st graders
    - 02/24/2020: Justin Berk STEM assembly (two shows that day)

- 03/30/2020: History of Hip Hop Assembly (with focus on anti-bullying); the Cultural Arts Committee was awarded a grant to pay for part of this assembly.
- *Girls on the Run* (Laura Ascione, Michelle Burns): Girls on the Run had a great season, and the girls completed their 5K on November 24, 2019. We are looking forward to our next season starting in early February 2020.
- *Hero Boys* (Marina Anglim, Brian Anglim): *No Report Given*
- *Space Camp* (Megan Lowe): 2020 Space Camp Trip will be held May 8<sup>th</sup> to 10<sup>th</sup>, 2020. Registration deadline was November 30, 2019. For more information, visit [www.beesinspace.org](http://www.beesinspace.org).

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:

- On November 25, 2019, PTO Board Officers appointed Melissa Calhan to Chair the Audit Standing Committee.
- The Audit Standing Committee is seeking volunteer committee members. Once formed, the 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.
- *Bylaws Review* (Renee Hood): Renee Hood agreed to lead the review and revision of the PTO's Governing Documents: bylaws and standing rules. The following PTO Members have expressed interest in joining the Bylaws Review Committee: Renee Hood, Melissa Calhan, Kim Finazzo, Shubhangi Mehta, and Nicole Kurtz. Kickoff meeting will be scheduled soon, so let Renee Hood know if you are interested.

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

- *Publicity* (Kim Finazzo, Alice Frazier): The PTO currently utilizes the following channels of communication for the PTO: PTO Express Emails (add your email to the distribution list at <https://www.groupvine.com/broadneck-elementary/@@apply>), private FB group ("Broadneck Elementary School PTO"), PTO Website (<https://broadneckbees.org/>), and paper flyers.
- *Webmaster* (Appointment pending; acting: Renee Hood): Renee Hood has been acting as Webmaster. Contact Renee Hood if you are interested in helping out with the PTO Website.
- *Yearbook* (Jennifer Salemi): *No Report Given*
- *Yearbook: Fifth Grade Page* (Oxana Olyashevsky): Parents of all fifth graders will be asked to submit a baby picture for the Fifth Grade Yearbook Page by January 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:

- On November 25, 2019, PTO Board Officers appointed Oxana Olyashevsky to Chair the Family Engagement Standing Committee.
- *Membership and Recruitment* (Oxana Olyashevsky): The fee to join the PTO is \$15 per family. Membership applications are still being submitted and processed. As of today, 281 families had paid their dues for 2019, totaling \$4,350.00. An additional \$490.00 in donations had also been collected. An update on Membership numbers will be provided soon.
- *School Directory* (John Noon): The directory has been finalized. We had an average of 85 families participate per grade level. PTO and school administration is trying to determine the best way to distribute the School Directory to BES families. In the meantime, please contact [besptoinfo@gmail.com](mailto:besptoinfo@gmail.com) if you would like a link to your child's class list. [**Postmeeting update as of 12/06/2019:** Principal and President agreed to have the teachers distribute the School Directory class lists via email. Hard copies will be available in the office. President followed up with front office secretary Cheryl to pass along this information.]
- *Volunteer Coordinator* (Candice Cukor): *No Report Given*

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:

- On November 25, 2019, PTO Board Officers appointed Jen Bice to Chair the Family Events Standing Committee.
- *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!
- *Father Daughter Dance* (Kelly Gargagliano, Courtney Dupcak, Meaghan Rosso, Dawn Hudson): *No Report Given*
- *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): PTO is looking for a volunteer to Chair the Movie Night Committee. If no volunteers, no Movie Night will be scheduled for this year.
- *Talent Show* (Amanda Rambo): 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. 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. Stay tuned for additional details: <https://broadneckbees.org/talent-show>.

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:

- On November 25, 2019, PTO Board Officers appointed Marie Marquardt to Chair the Fundraising Standing Committee.
- *Fifth Grade Activities* (Sheri Magez): Year to date total is \$[TBD]. Sock Hop will be held on Friday, December 6, 2019.
- *Ink Cartridge Recycling* (Kimberly Treacy): Year to date total is \$0.00. Still in planning stages.
- *Promotions* (MeLinda Rawlings): Year to date total is \$356.40 (plus proceeds from PapaJohns)
  - Proceeds from BoxTops: \$356.40 total (as of 12/02/2019)
    - Traditional BoxTops: \$250.70
    - BoxTops App: \$105.70
  - Proceeds from Papa Johns: \$[TBD].
- *Race for Education/Buzzing of the Bees 5K and Fun Run* (Marie Marquardt, Brooke Long, Alice Frazier): Year to date total is \$60,868.51 (minus \$1,224.00 in expenses). The event raised \$41,402 through online donations, \$12,500 in corporate sponsorships, and approximately \$2,000 from the 5K after expenses. Approximately 400 students created fundraising websites this year, which is the highest number ever. Six classes hit the \$2,000 goal and won a field day. Information about Field Day has been sent out to the parents of those students. Thank you to Ms. Rowe and Ms. Shuck for planning field day. Next year will be Marie's last year running the RFE before her children move on to middle school.
- *Restaurant Night* (Cindy Sumner): Year to date total is \$966.52 (as of 12/02/2019). Committee is seeking volunteers to make fliers to go home in student folders to increase visibility of Restaurant Nights. Cindy can do some, but not all.
  - Proceeds from previous Restaurant Nights: \$966.52 (as of 12/02/2019)
    - \$110.00 — Mothers' Bar and Grill (09/16/2019)
    - \$216.53 — Chipotle (10/23/2019)
    - \$100.93 — Froyo House (10/16/2019)
    - \$97.68 — Chick-fil-A (10/28/2019)
    - \$259.60 — Chuck E. Cheese (11/15/2019)
    - \$158.00 — Broadneck Grill (11/20/2019) (Cindy picking up the check this week)
    - \$23.78 — Franklin's Toys (11/18/2019 to 11/24/2019) (check to be mailed)
    - \$\_\_\_\_\_ (TBD) — Neo Pizza (12/03/2019)
  - Upcoming Restaurant Nights:
    - Spizzico (12/10/2019)
    - Skate Zone (01/03/2020)
    - Chick fil A Severna Park (01/23/2020)
    - Broadneck Grill (02/05/2020)
    - Donnelly's Dockside (02/12/2020)
    - Rico's Tacos (03/11/2020)
    - The Point (04/27/2020)

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:

- Earlier during today's meeting, PTO Membership unanimously elected the following individuals to serve as members of the Nominating Committee: Katie Ritter, Tracy Seybert, Oxana Olyashevsky, and Emily Van Oudenaren.
- 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:

- On November 25, 2019, PTO Board Officers appointed Andrea Snodgrass to Chair the School Spirit Standing Committee.
- *Holiday Shop* (Amanda Plumley): Holiday Shop has been scheduled for December 10th and 12th. We will unload the merchandise on Friday, December 6th after school and do some setup that day if there is time left. Mr. Cordts has said we could do some set up on Saturday, December 7th between 9-12 while sports are going on in the gym; any remaining set up will be finished on Monday, December 9th. All merchandise will need to be packed up at the end of the day on Thursday. I am waiting to hear from Mr. Cordts about donating leftover merchandise; we have done this in the past. The SignUp Genius, scheduled to be sent out on December 2nd, will have slots for volunteers to help with classes during the day, as well as setup and take down.
- *Hospitality* (Andrea Snodgrass, Jessica Manchester): 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. Volunteers signed up to donate homemade cookies, coffee, and other items via SignUp Genius.
- *Spirit Wear* (TBD; outgoing: Katy Kelley): PTO is looking for a volunteer to Chair the Spirit Wear Committee. If no volunteers, no new Spirit Wear will be ordered or sold this year.

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

- On November 25, 2019, PTO Board Officers appointed Tony Russ to Chair the School Support Standing Committee.
- *Beautification* (Tony Russ): Year to date expenses are \$0.00. Fall cleanup has been scheduled, with assistance from CountrySide Lawn and Landscaping, for Friday, December 13 starting at 9:00am.
- *School Supplies* (Angela Nardini): President Kim Finazzo reported that Angela Nardini is the new school supplies chair. Angela is gathering feedback as to whether parents would

be interested in having school supplies boxes delivered directly to students' homes for a flat fee of \$8.50. Much debate on this topic followed:

- Shipping to home is an all-or-nothing option. Cannot give individual parents the choice between shipping to the school or paying \$8.50 to ship to home.
- Attendees worried about the additional cost of shipping for some families, especially those with more than one child at BES.
- In the past, have not been able to put school supplies boxes in classrooms because class assignments are not finalized until the last minute. Plus, Teachers may not want the boxes in the classroom.
- STEM Teachers would LOVE to take all of the empty boxes.
- Committee will be putting child names on boxes this year.
- Presharpened pencils are preferred.
- Purchasing school supplies boxes is optional, but approximately 400 school supplies boxes were purchased last year.
- Attendees discussed coordinating a school supplies pickup at Peak at Your Seat.
- *Kindness* (Melissa Cochrane, Tara Luecking): Year to date expenses are \$210.00. Kindness Committee has been able to use these funds to: pay for after school activities and field trips for students.

### **New Business**

STEM Budget Request. Issue discussed and resolved during *School Administration and Faculty Reports.* See above.

Update: PTO Storage Unit. Kim Finazzo needs to look into when the Storage Unit lease expires so that it can be paid and transferred into the name of the current President. [**Postmeeting update as of 12/06/2019:** Kim confirmed that the contract with the storage facility needs to be renewed and moved into current President's name on 03/31/2020.]

Update: Resident Agent. Officers plan to file a resolution with SDAT to change the name and contact information for the PTO Resident Agent to current President, using the school's address. Mr. Noon agreed that the school address should be used. Resolution will be filed as soon as SDAT processes the recently filed Annual Reports.

### **Upcoming dates to remember:**

12/05/2019	Second Unity Day (wear orange)
12/06/2019	Sock Hop (4 <sup>th</sup> and 5 <sup>th</sup> 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

01/08/2020 PTO Meeting (7:00pm)  
01/23/2020 Restaurant Night: Chick-fil-A Severna Park  
01/31/2020 BoxTops Classroom Contest Ends: submit all BoxTops  
02/05/2020 Restaurant Night: Broadneck Grill  
02/05/2020 PTO Meeting (7:00pm)  
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)  
03/03/2020 Assembly: History of Hip Hop (focus on anti-bullying)  
03/04/2020 PTO Meeting (7:00pm)  
03/11/2020 Restaurant Night: Rico's Tacos  
03/12/2020 Spring Book Fair (runs 03/12 to 03/20/2020)  
04/01/2020 PTO Meeting: Nominations for Election (7:00pm)  
04/27/2020 Restaurant Night: The Point  
04/27/2020 Talent Show at BHS (6:00pm)  
05/04/2020 Teacher Appreciation Week (05/04/2020 to 05/08/2020)  
05/06/2020 Bike/Walk to School Day  
05/06/2020 PTO Meeting: Election of Officers (7:00pm)  
05/08/2020 Space Camp (4<sup>th</sup> & 5<sup>th</sup>; registration deadline: 11/30/19)  
06/03/2020 Annual PTO Social (7:00pm; location: TBD)

**Next meeting will be held** Wednesday, January 8, 2019 in the Media Room at Broadneck Elementary School, 470 Shore Acres Road, Arnold, MD 21012

**Meeting adjourned at** 8:16 p.m.

**Minutes compiled by** Renee Hood, Recording Secretary