

# Broadneck Elementary School Parent-Teacher Organization (PTO)

## General Business Meeting Minutes: January 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, January 8, 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; Renee Hood, Recording Secretary; John Noon, Principal; John Cordts, Assistant Principal; Tracy Seybert, Arts and Enrichment Chair; Marie Marquardt, Fundraising Chair; Andrea Snodgrass, School Spirit Chair; Amanda Plumley; and Rachel Prindle. There were 10 PTO Members in attendance, representing a majority of the officers and a minority of the representatives of the Standing Committees; a quorum was not reached.

**Meeting called to order** by President Kim Finnazo at 7:03 p.m.

**Reading and Approval of Minutes.** Recording Secretary Renee Hood explained that the Minutes from the December General Business 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. No corrections to the minutes. The minutes are approved as written. However, due to lack of quorum, approval will require ratification at the next meeting at which quorum has been reached.

### Officer Reports

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

- *External Audit/Review Update.*
  - *Reconciliation of bank accounts with Quickbooks.* The CPA cannot begin the Audit/Review until the PTO Quickbooks account has been completely reconciled with bank statements.
    - A bank reconciliation is a process of matching the balances in a business's accounting records to the corresponding information on a bank statement. The goal of the bank reconciliation process is to find out if there are any differences or discrepancies between the two cash balances.
    - CPA also needs documentation supporting all changes made to QB in order to complete the monthly reconciliations.
    - The President is making her way through this process in an effort to bring the bank reconciliation process with Quickbooks current.
    - CPA requested that PTO create a second entry for the second bank account. This has been done.

- Once the bank reconciliation is current and all required documentation has been uploaded onto the CPA Client Portal, the External Audit/Review process can continue.
- CPA will need to work with President over the next few months to make some changes to our records based on the reconciled data. Kim and Emily will need to share the Treasurer laptop until this has been completed.
- Moving forward, the Treasurer will need to enter the information for each account and reconcile both accounts in QB monthly. Audit Committee can review/approve monthly. The President plans to meet with the Treasurer and Audit Standing Committee Chair to go over the bank reconciliation process and explain expectations.
  - *Billing for the External Audit/Review.* CPA will bill the PTO monthly.
- *Technology Issues.*
  - *Quickbooks.* Once the PTO completes the external audit/review and fixing QBs, we should update to the latest version of QBs.
  - *McAfee Security.* Keep it on our radar to update the PTO's license for McAfee Endpoint protection on the laptop. It expires on 12/17/2020 and is currently registered to Karla Horn.
  - *Operating System.* In general, we may need to consider an operating system update on the computer. It works fine, but Windows 7 end of life is this month. However, let's focus on getting through the CPA review/audit first.
- *Maryland State Sales and Use Tax Filing.* President filed quarterly Sales and Use Tax Return. Sales and Use Tax Return must be filed Quarterly (see [link](#)). If PTO has no taxable sales to report and owe no tax, Officers can file using the telefile service at 410-260-7225. This line is available 24 hours a day, seven days a week. This information and deadlines should be added to all compliance checklists and information moving forward.
- *Federal Tax Filings.* The next 990 (for FY 09/01/2018 to 08/31/2019) is due on January 15, 2020 (due on the 15th day of the 5th month after the end of organization's accounting period). The CPA will file IRS Form 8868 to extend that due date 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.
- *State Tax Filings.* The next MD Annual Report (for FY 09/01/2018 to 08/31/2019) 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.
- *Resident Agent Status.* On January 2, 2020, President and Recording Secretary filed a resolution to change our Resident Agent to current President Kim Finazzo. With the approval of Mr. Noon, the resident agent will use the school's address and telephone number to ensure continuity of communication. Motion approving this expenditure will be discussed in Recording Secretary Report below.
- *Spirit Wear Sales.* Although the PTO lacks a Spirit Wear Chair and will not be ordering new Spirit Wear this year, it does have a combination of leftover spirit wear from previous years and extra Race for Education/Buzzing of the Bees 5K shirts. In December

2019, this inventory was sold during the chorus and band/strings concerts. The PTO grossed \$127.17, and Officers are considering selling additional leftover inventory during the talent show.

The President provided the following verbal report and updates:

- *Chess Club*. President plans to share the Chess Club flyer and deadlines on PTO Express message. Deadline to register is looming.
- *Tax Filings*. CPA will file paperwork to request extension for IRS 990. CPA will file 990 after audit/review has been completed.

Vice President (Alice Frazier)

- *No Vice President Report Given*

Treasurer (Emily Van Oudenaren)

- *No Treasurer Report Given*
- President Kim Finazzo provided a brief financial update, explaining information provided in the President's Report above. The monthly report may be slightly different than previous reports due to the bank reconciliation process.
- PTO does not have online version of Quickbooks, so President currently has possession of the Treasurer's laptop in order to finalize bank reconciliation and prepare for external audit/review. President is willing to make Quickbook entries in order to ensure prompt payments by the Treasurer during this process.
- Principal clarified that the \$2,000 distribution to "John Noon" listed on the financial report was not a personal distribution. It was the Principal's Fund for the school. Attendees briefly discussed how distributions and payments should be made. Teacher reimbursements shall be made directly to the teacher; other checks shall be made to the school. If in doubt, Officers should ask Mr. Noon for clarification.
- *Audit Committee Access to Bank Records*. President mentioned that Audit Standing Committee Chair Melissa Calhan will need access to the bank account records in order to review the finances. Attendees discussed that for anyone other than individuals with check writing authority (i.e., President and Treasurer), access to the bank account records should be "read only" access.

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 by Officers #1: Motion to Approve Financial Support for STEM Project*. 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). On December 6, 2019, President Kim Finazzo (via email sent to all Officers) moved to "approve up to an additional \$300 between now and January 6<sup>th</sup>" for the STEM Program." The teachers plan to use the leftover money from the first \$400 approval plus this new request for \$300. Officers voted via

email and approved this motion. This budgetary authorization will need to be ratified during the January Business Meeting.

TELLERS' REPORT (12/06/2019)

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

- *Vote and Approval by Officers: Motion to Approve Expenses to Change Resident Agent with SDAT.* On December 30, 2019, President and Recording Secretary filed a resolution to change our Resident Agent to current President Kim Finazzo. With the approval of Mr. Noon, the resident agent will use the school's address and telephone number to ensure continuity of communication. On December 30, 2019, Recording Secretary moved (via email sent to all Officers) to "approve the expense of \$116.00 plus service fees for electronic payment (3%) 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." Officers voted via email and approved this motion. This budgetary authorization will need to be ratified during the January Business Meeting.

TELLERS' REPORT (12/30/2019)

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

- *External Audit/Review Update.* See President's Report above.
- *Federal Tax Filings.* See President's Report above.
- *State Tax Filings.* See President's Report above.
- *Resident Agent Status.* See President's Report above.
- *Meeting Minutes, Agendas, and Attachments.* As a reminder, all PTO Meeting Minutes, Agendas, and Attachments are posted online at <https://broadneckbees.org/meetings>.

The Recording Secretary provided the following verbal report and updates:

- *Vote and Approval by Officers #1: Motion to Approve Financial Support for STEM Project.* Recording Secretary moved to ratify the additional \$300.00 allocated to STEM, which was previously authorized by the PTO Officers on December 6, 2019. Motion seconded and approved. Due to lack of quorum, this budgetary authorization will need to be ratified at a later meeting once quorum has been reached.

- *Vote and Approval by Officers: Motion to Approve Expenses to Change Resident Agent with SDAT.* Recording Secretary moved to ratify the “motion to approve the expense of \$116.00 plus service fees for electronic payment (3%) 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. Motion seconded and approved. Due to lack of quorum, this budgetary authorization will need to be ratified at a later meeting once quorum has been reached.
- *Written Reports.* Brief discussion about how written reports are collected and shared with membership. Executive Committee will discuss this further. Officers will send out reminders to Executive Committee Members to ensure that they understand attendance is required for quorum purposes. If unable to attend a Business Meeting, Chairs should select a Committee Member to represent the Standing Committee and present the report in their stead.

Corresponding Secretary (Becca Robinson)

- *No Report Given*

**School Administration and Faculty Reports**

Principal (John Noon). The Principal’s Report reported as follows:

- *Unity Day.* February 12, 2020 will be the next Unity Day. BES plans to sell orange Unity Day shirts to staff and students. This is not a fundraiser; shirts are being sold at cost. Watch out for the link to purchase shirts. Purchases must be made by January 24, 2020 in order to have them delivered to the school prior to Unity Day on February 12, 2020.
- *Board of Education Meeting.* AACPS Board of Education met today. Additional information can be found at <https://www.aacps.org/Page/832>.
- *February: Black History Month.* Teachers are working hard to prepare for Black History Month. Principal John Noon has challenged teachers to explore and spotlight historical figures, cultures, and contributions about which the students may not have heard about in prior years.
- *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.
- *School Directory.* Mr. Noon will ask teachers to disseminate to students’ families via email.

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

- *Gaga Court and Buddy Bench Update.* Maintenance crews from the Board of Education came out to the school to review the space. BES is waiting for a utilities check. This will let BES know where we cannot install the Gaga Court; then, it will give possible locations where it can be installed. No update on Buddy Bench yet.

- *Gifted and Talented Assessments*. Assessments by AACPS to identify gifted and advanced students through a universal screening process in grades 2 and 5 has continued.
- *Dance Festivals*. Ms. Rowe and Ms. Shuck are working hard to prepare for the upcoming dance festivals.
- *EEE: Lower Grades Showcase*. Grades K–2 participated in a EEE Showcase earlier this week by having a hat parade to show off their hat creations. It was fun to see the kids’ creations.
- *EEE: Upper Grades*. Grades 3–5 have been working on a backpack project. Students will be working in groups to pitch their backpacks to potential clients. Need Volunteers willing to act as “clients” for this project on January 27, 2020.
- *Advancement Via Individual Determination (AVID)*. Middle school students from the AVID program will come and talk to the 5<sup>th</sup> graders about the program. AVID is an academic, elective program designed to provide support to students who are in the “academic middle.” AVID prepares students to enter and be successful in college through career and college exploration. If students are interested, they will need to submit an application and participate in an interview. For more information, see <https://www.aacps.org/avid>.
- *Movie Night Update*. No one has expressed interest in taking over Movie Night.
- *School Schedule*. Reminder to parents of the following early dismissals and school closures. The official AACPS School Calendar can be found at [link](#):
  - 01/01/2020: All AACPS Schools closed
  - 01/20/2020: All AACPS Schools closed (Martin Luther King, Jr. Birthday)
  - 01/28/2020: Two-hour early dismissal for all students (teacher workday)
  - 01/29/2020: Two-hour early dismissal for all students (teacher workday)
  - 01/30/2020: School closed for students (professional development day)<sup>1</sup>

### Teacher Reports

- *Triple E STEM* (Angela Wakshul, Isabel Wilson). *No written report provided, but budget discussion shall fall under Old Business.*
- *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): The Committee has begun to plan spring sessions. A detailed update will be provided in February.

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<sup>1</sup> Note: January 30, 2020 may be made a school day for all students. See “Calendar Notes” on the AACPS calendar regarding inclement weather closings. ([Link to calendar](#))

- *Career Day* (Melissa Cochrane, Tara Luecking): No updates. Career Day was held on Monday, November 25, 2019.
- *Chess Club* (Megan Lowe): Spring session of Chess Club will be starting in mid-January; signup sheets were sent home to students prior to winter break. Spring application deadline is January 10, 2020.
- *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
    - 12/18/2019: Doug Segree - Holiday Show for the K and 1st graders
  - 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); 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 is looking forward to our next season starting in early February 2020.
- *Hero Boys* (Marina Anglim, Brian Anglim): Hero Boys is looking forward to our next season starting in early February 2020.
- *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:

- *Audit Standing Committee*.
  - Current Audit Standing Committee Members are: Melissa Calhan (Chair), Kim Finazzo (PTO President), Alice Frazier (Vice President), Renee Hood (Recording Secretary), and Oxana Olyashevsky. If you are interested in joining this committee, please reach out to Kim Finazzo or Melissa Calhan.
  - See President's Report. Officers have been gathering and organizing PTO documents in preparation for the audit/review process. President Kim Finazzo completed the bank reconciliation and approval process over Winter Break and has sent completed files to the CPA for an initial review. Moving forward, this bank reconciliation task should be done on a monthly basis by the Treasurer and reviewed for accuracy by the Audit Committee prior to each Business Meeting.
  - The next meeting of the Audit Standing Committee will be scheduled soon.
- *Bylaws Review* (Renee Hood): Renee Hood agreed to lead the review and revision of the PTO's Governing Documents: bylaws and standing rules. Kickoff meeting will be scheduled soon. Contact [besptoinfo@gmail.com](mailto:besptoinfo@gmail.com) if you are interested in joining this initiative.

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): 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):
  - Please contact [besptoinfo@gmail.com](mailto:besptoinfo@gmail.com) if you are interested in helping out with the PTO Website or taking over as Webmaster next year.
  - To request that the PTO post information on the PTO website, please send an email to [besptoinfo@gmail.com](mailto:besptoinfo@gmail.com) using the subject line "Website Request: [Description]" and include the following information in the body of your email:
    - Your Full Name and Contact Information
    - Your Affiliation (name of your Committee, Officer Position, etc.)
    - Title of Post (provide the title as you would like it to appear on the website)
    - E-Blast (one or two sentences as you would like it to appear in the PTO Express, PTO Blog, and PTO FB Page. Mention who should attend and why, date, time, and location)
    - Website (Please write one to four sentences as you would like them to appear on the website. Mention who should attend and why, date, time, and location).
    - Attachments (do you have an attachment or flyer? Please attach a copy or include a link to where it can be found online)
    - Where you would like the information posted on the website (please provide a link to the exact page, if possible)
- *Yearbook* (Jennifer Salemi): *No update provided.*
- *Yearbook: Fifth Grade Page* (Oxana Olyashevsky): Reminder to parents of all fifth graders: make sure to submit baby pictures for the Fifth Grade Yearbook 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): The fee to join the PTO is \$15 per family. Membership applications are still being submitted and processed. As of December 4, 2019, 281 families had paid their dues for the 2019-2020 school year, totaling \$4,350.00. An additional \$490.00 in donations had also been collected.
- *School Directory* (John Noon): The directory has been finalized. We had an average of 85 families participate per grade level. Please contact [besptoinfo@gmail.com](mailto:besptoinfo@gmail.com) if you would like a link to your child's class list. BES Principal and PTO President agreed to



have BES teachers distribute the School Directory class lists via email. Hard copies will be available in the office.

- *Volunteer Coordinator* (Candice Cukor): As a reminder, all volunteers (whether you are new to volunteering, or you have volunteered in the past) **MUST** complete the volunteer orientation prior to volunteering for any reason at Broadneck Elementary School. This process will be repeated each year in order to ensure updated information for all volunteers. To access the volunteer orientation, please visit <https://broadneckbees.org/volunteer>. Thank you for your cooperation.

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!
- *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 continue to head this Committee. If anyone is interested in volunteering, 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.
- *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. 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. 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>. 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): Sock Hop was held on Friday, December 6, 2019.
- *Ink Cartridge Recycling* (Kimberly Treacy): As of January 7, 2020, year to date total was \$0.00. Still in planning stages.
- *Promotions* (MeLinda Rawlings): *No written report*
  - As of January 7, 2020, year to date total was \$\_\_\_\_\_.
  - Proceeds from BoxTops: \$\_\_\_\_\_ total (\$356.40 total as of 12/02/2019)

- Traditional BoxTops: \$\_\_\_\_\_ total (\$250.70 as of 12/02/2019)
- BoxTops App: \$\_\_\_\_\_ total (\$105.70 as of 12/02/2019)
- Proceeds from Papa Johns: \$\_\_\_\_\_ total (\$\_\_\_\_\_ as of 12/02/2019)
- *Important Note*: last day for BoxTops contest is Friday, January 31, 2020
- *Race for Education/Buzzing of the Bees 5K and Fun Run* (Marie Marquardt, Brooke Long, Alice Frazier): As of January 8, 2020, year to date total was \$56,462.37 (minus \$1,224.00 in expenses). The event raised \$41,562 through online donations, \$12,500 in corporate sponsorships, and approximately \$2,400.37 from the 5K after expenses.
- *Restaurant Night* (Cindy Sumner): As of January 7, 2020, fiscal year to date total was \$1,245.92. 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: \$1,245.92 (as of 01/07/2020)
    - \$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)
    - \$23.78 — Franklin's Toys (11/18/2019 to 11/24/2019)
    - \$75.35 — Neo Pizza (12/03/2019)
    - \$109.05 — Spizzico (12/10/2019)
    - \$95.00 — Skate Zone (01/03/2020)
  - Upcoming Restaurant Nights:
    - 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:

- On December 4, 2019, 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:

- *Holiday Shop* (Amanda Plumley): Holiday Shop was held on December 10th and 12th. On December 4, 2019, the PTO approved the motion to donate all leftover Holiday Shop merchandise. Leftover items were donated to Georgetown East Elementary School. Locked cashbox from the Holiday Shop was given to Treasurer over the Winter Break.
- *Hospitality* (Andrea Snodgrass, Jessica Manchester):
  - The Annual Hospitality Teacher & Staff Cookie Exchange, held on December 13, 2019, was a wonderful success. As with other Hospitality events, BES teachers and staff were very appreciative. Newer staff members again seemed very impressed with the expression of gratitude. The Hospitality Committee thanks all parents and volunteers who donated items and made the event possible.
  - Upcoming appreciation days:
    - National School Counseling Week Mon., February 3, 2020
    - National Vice Principals Week Mon., April 8, 2020
    - Administrative Professionals Day Wed., April 22, 2020
  - Hospitality Committee will provide a Teacher and Staff Luncheon on March 10, 2020, when schools are closed for conferences.
  - The remainder of the school year includes a few more Appreciation Days, and the very important Teacher Appreciation Week the first full week in May (May 4–8, 2020).
- *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. For additional information about sales of leftover inventory from previous years and RFE/5K shirts, *See* President's Report.

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. Fall cleanup, with assistance from CountrySide Lawn and Landscaping, was planned on Friday, December 13, 2019. Unfortunately, because of poor weather the prior week, CountrySide had to cancel. The Beautification Committee still met and was able to get some of the leaves cleaned up before the rain started. The Committee will look to schedule another clean up on January 25, 2020 at 9:00am, weather permitting.
- *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 to get up and running. *See* Committee Report from December 2019 Meeting Minutes for a discussion of interest in having school supplies boxes delivered directly to students' homes for a flat fee of \$8.50. The PTO has not yet decided whether to have supplies delivered to the school or directly to students' homes.
- *Kindness* (Melissa Cochrane, Tara Luecking): As of January 2, 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**

### Ratification and Approval of Expenses

- *Motion to Approve Financial Support for STEM Project.* Issue discussed and resolved during *Recording Secretary Report.* See above. Must be ratified at a later date once quorum has been reached.
- *Motion to Approve Expenses to Change Resident Agent with SDAT.* Issue discussed and resolved during *Recording Secretary Report.* See above. Must be ratified at a later date once quorum has been reached.

## **New Business**

### Purchase Requests

- *Request to Purchase New Chromebooks.* Principal Mr. Noon requested that the PTO purchase 120 new Chromebooks and 4 Chromebook Carts for the school. Each Cart can hold 30 Chromebooks. The cost of 120 Chromebooks (at \$295 each, or \$35,400 total) plus the cost of 4 Chromebook Carts (at \$1,114 each, or \$4,456 total) equals a total of \$38,856. Mr. Noon provided some information to support his request:
  - BES currently has 190 Chromebooks and 6 carts (one per grade).
  - Brand new Chromebooks have a life of about 3–5 years. The end of life is not measured by the hardness of the hardware; the software becomes glitchy after about 5 years.
  - Additional Chromebooks would provide students with better and easier access to online research. BES has great software available to students using Chromebooks. Many of these programs can be utilized by students at home by accessing Broadneck Elementary School’s webpage (<https://www.aacps.org/domain/1405>) and clicking on “Media Center” on the lefthand side of the page. Your student will need his/her/their username and password to access these resources.
  - If purchased, the four carts and Chromebooks will be divided between 2nd–5<sup>th</sup> grade classes. Students in these grades are more capable of researching topics and using programs independently.
  - Typing is an essential skill for our students to master at a young age. Standardized tests are being administered on Chromebooks. Students need to learn how to show work for math problems on a computer; showing work for math problems on a computer is very different than on paper.
  - Students will use Chromebooks to create Powerpoints, do research, share documents, create presentations, research, etc.
  - If purchase is approved, it will take approximately 3–4 weeks for the Chromebook order to be processed and delivered.
- *Media Tables.* Principal Mr. Noon also requested \$5,000 to purchase new media tables to match the bookcases in the Media Center.

### PTO Technology

- *Quickbooks.* Once the PTO completes the external audit/review and fixing QBs, we should update to the latest version of QBs.

- *McAfee Security.* Keep it on our radar to update the PTO's license for McAfee Endpoint protection on the laptop. It expires on 12/17/2020 and is currently registered to Karla Horn.
- *Operating System.* We may need to consider an operating system update on the computer at some point in the future. It works fine, but Windows 7 end of life is this month.

FY 2020–2021 Budget.

- President Kim Finazzo suggested that the Executive Committee meet in late spring/early summer to come up with the budget for the upcoming fiscal year to ensure that the budget adequately addresses all Committee needs.

**Upcoming dates to remember:**

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	Unity Day (wear orange)
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)
03/04/2020	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)
03/30/2020	Assembly: History of Hip Hop (focus on anti-bullying)
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, February 5, 2020 in the Media Room at Broadneck Elementary School, 470 Shore Acres Road, Arnold, MD 21012

**Meeting adjourned at 8:06 p.m.**

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