

Broadneck Elementary School Parent-Teacher Organization (PTO)

General Business Meeting Minutes: May 2020

Date, Time, and Location: The regular monthly meeting of the Broadneck Elementary School Parent-Teacher Organization (PTO) was held on Wednesday, May 6, 2020 at 7:00pm, , the President being in the chair and the Recording Secretary being present. Due to the COVID-19 Pandemic and related closures, the meeting was held virtually via a Zoom Meeting Conference.

Attendance: Kim Finazzo, President; Alice Frazier, Vice President; Emily Van Oudenaren, Treasurer; Renee Hood, Recording Secretary; John Noon, Principal; Thomas Cordts, Assistant Principal; Melissa Calhan, Audit Chair and Treasurer-Elect; Oxana Olyashevsky, Family Engagement Chair; Jen Bice, Family Events Chair; Marie Marquardt, Fundraising Chair; Andrea Snodgrass, School Spirit Chair; Anthony Russ, School Support Chair; Alisa Booberg, Reading Resource Teacher; Shubhangi Mehta; and Megan Geist. There were 15 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 7:03 p.m.

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

Written Reports. Renee Hood moved to receive and place all written reports located at Attachment C into the Meeting Minutes. Motion seconded and approved. No objections or corrections. Motion adopted.

Officer Reports

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

- *Effect of COVID-19 Pandemic and Related School Closure on PTO Events and Activities.* As announced by Karen Salmon, Maryland State Superintendent of Schools, Maryland schools will remain closed for the remainder of the school year due to the coronavirus pandemic. E-Learning will continue. As a result of the pandemic and related school closure, the PTO has cancelled all PTO-related activities and events for the remainder of the school year. All meetings and discussions will be held remotely via telephone or video conference. Pending activities are: Yearbook and School Supplies.
- *Election of Officers.* We will be holding an election today for the following Office positions: Vice President and Treasurer. Newly elected officers "shall assume their official duties following the close of the final regular meeting of the school year." *Bylaws, Article VI, Section 2(c).*

- *Budget Meeting.* Executive Board will be holding a Budget Meeting on May 21, 2020 to plan the budget for the 2020–2021 school year. All Officers and Chairs should be prepared to attend and discuss budgetary considerations. Leadership Members should have received an email in early April 2020 requesting information about their financial processes and budgetary requirements. PTO will be working towards enacting better control over and documentation of each committee’s financial processes. All Committees must finalize and submit responses to the Executive Board in advance of this meeting.
- *Compliance Issues.* Kim Finazzo provided a brief update on PTO Compliance issues.
 - 501(c)(3) status – still pending. Officers submitted a written response with additional documentation to the IRS and are waiting on their decision.
 - Charitable Registration – still pending. Officers are working with Secretary of State Division for Charities and Legal Services to provide additional documentation.

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

- No update

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

- *Financial Report.* See separate Treasurer’s Financial Report, which is available upon request.
- *New Reimbursement Forms.* PTO will elect a new Treasurer during tonight’s meeting. Thus, a new reimbursement form will be created and distributed. If Emily continues to receive any forms or documentation moving forward, she agreed to forward all documents to the President and newly elected Treasurer.

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

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

Corresponding Secretary (Becca Robison)

- No update

School Administration and Faculty Reports

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

- *School Closure Due to Coronavirus Pandemic.* Earlier today, State School Superintendent Dr. Karen B. Salmon ordered all Maryland schools to remain closed for students through the remainder of the 2019–2020 school year. E-Learning will continue.
- *Fifth Grade Play.* Mr. Noon reported that he met with fifth grade parents last week to discuss the fifth grade play. The students put so much thought and effort into preparing, so parents, teachers, and administration worked together to find a way to allow the students to put on the play virtually while still complying with state

and federal social distancing regulations. BES is excited to be able to provide our fifth grade students the opportunity to showcase their talents. The play will be accessible to all, but opening night premier will likely be reserved for fifth grade families.

- *Fifth Grade Promotion.* Mr. Noon is meeting with a district committee to determine how best to handle fifth grade promotion for all graduating students. Additional information will be shared as soon as decisions have been made.
- *Chromebooks.* The Chromebooks purchased by the PTO were delivered to BES. These Chromebooks were not distributed to students for E-Learning during the school closure, so the technology will be available to students when in-person learning resumes.
- *E-Learning.* Students in grades 3–5 were used to the Google Classroom technology, but K-2 teachers have found the transition to E-Learning particularly challenging for their students. Mr. Noon’s message to all BES teachers has been: be compassionate, flexible, and empathetic. Teachers, parents, and students have been working through the various challenges of E-Learning, and Mr. Noon is proud of everyone. Reach out to your child’s teacher if you or your students need help.
- *Teacher Appreciation Week.* Even though we are not physically able to celebrate Teacher Appreciation Week in the school building, we still celebrate and appreciate all of the teachers at BES. These teachers have worked extremely hard getting E-Learning up and running. Thank you.
- *Send a Thank-A-Gram.* Let an AACPS teacher know how much she or he means to you or your student by sending a personalized Thank-A-Gram. You write the note, and AACPS will take care of the rest. Teachers really appreciate the messages. Here is the link: <http://aacpsschools.org/development/thank-a-teacher/>.

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

- *E-Learning.* Mr. Cordts has joined a few Google Meet virtual classes to boost morale. Kim Finazzo added that the students have really enjoyed the pop-ins by special guests. Kim also thanked the teachers and administration for the amazing video posted to individual Google Classrooms earlier this week. Mr. Cordts thanked all of the teachers, especially Ms. Rowe, Ms. Shuck, and Ms. Wakshul. The video turned out great and was well received by students and families.

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. Refunds have been processed. Committee is hopeful that the PTO can provide programs in the fall, but we will have to see.

- *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 (originally scheduled for March 30, 2020) was cancelled due to COVID-19 Pandemic and related school closures. Committee is looking into whether the grant money from Arts in Education can be applied to an assembly next year.
- *Girls on the Run* (Laura Ascione, Michelle Burns): GOTR postponed the spring season and provided at home activities that students and their families can participate in together. GOTR has moved their 5K celebration to a virtual one. The Girls on the Run Virtual 5K can be completed on your own time and in your own place—your neighborhood, backyard, or living room. Find your “happy pace”—that might be running or biking a 5K, a 1 mile walk/run, or a 45-minute dance party. As long as you can maintain appropriate social distancing, you can do it. It is free for all to register. The *Girls on the Run Spring 2020 Virtual 5K Celebration* will be held on May 14th through May 17th. See <https://www.gotrchesapeake.org/> to register for free.
- *Hero Boys* (Marina Anglim, Brian Anglim): No updates
- *Space Camp* (Megan Lowe): Space Camp has been cancelled. Refunds are being processed.

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): No updates.
- *Webmaster* (acting: Renee Hood):
 - We are looking for feedback on the website so that updates can be made over the summer.
 - Contact Renee Hood at besptoinfo@gmail.com if you are interested in helping out with the PTO Website, writing fun pieces for the PTO Blog, or taking over as Webmaster.
 - To request that information be posted on the PTO website, please send an email to besptoinfo@gmail.com using the subject line “Website Request: [Description]” and including the following information in the body of your email:
 - Your Full Name, Contact Information, and Affiliation with the PTO
 - Title of Post (provide the title as you would like it to appear on the website and/or blog)

- Content (provide full content as you would like it to appear on the website and/or a blog post. Be sure to include attachments, fliers, pictures, dates, times, locations, cost, and any other relevant information)
- E-Blast (one or two sentence advertisement as you would like it to appear in the PTO Express, PTO Blog, and PTO Facebook Page)
- *Yearbook* (Jennifer Salemi): Yearbook has been sent to production. Once completed, Lifetouch will ship Yearbooks to the school. PTO is working to figure out best distribution plan. PTO ordered about 100 extra yearbooks.
- *Yearbook: Fifth Grade Page* (Oxana Olyashevsky): Yearbook sent to production.
 - Baby faces: a little over 100; and
 - Ads 80% submission rate.
 - Not necessarily yearbook-related, but Mr. Noon explained that the team is also working to figure out distribution of fifth grade tshirts.

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. 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. Jen has been in touch with Scholastic.
- *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. Refunds are being processed.
- *Movie Night* (Vacant): 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 update

- *Race for Education/Buzzing of the Bees 5K and Fun Run* (Marie Marquardt, Brooke Long, Alice Frazier): Committee plans to meet tomorrow night (05/07/2020).
- *Restaurant Night* (Cindy Sumner): All events for the remainder of the year are on hold. A list of restaurants that have supported our PTO has been posted 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 on April 1, 2020:
 - Officers (2 year term):
 - Treasurer: Melissa Calhan
 - Vice President: Alice Frazier (existing VP; nominated for second term)
 - 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
- Anticipated Vacancy: Seeking a new Chair for Nominating Standing Committee for the 2020–2021 school year.

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

- *Holiday Shop* (Amanda Plumley): No update
- *Hospitality* (Andrea Snodgrass, Jessica Manchester):
 - Teacher Appreciation Week: The Hospitality Committee cancelled all events for Teacher Appreciation Week, which was to be held May 4th - 8th. Every single vendor scheduled to provide goods and services for our BES Staff that week was incredibly gracious and understanding with our cancellations. All deposits / reservation fees were waived. Should we be able to return to the building for any number of days this school year, the Hospitality Committee will be sure to find some way to provide Teacher / Staff Appreciation.
 - Thank you to President Kim Finazzo for working on getting appreciation gifts mailed to all BES staff homes.
 - Other Appreciation Days: All gifts for individual Appreciation Days (Assistant Principal, Administrators, Nurses, etc.) are being held for the first available date for delivery.
 - 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* (Vacant): 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): Committee Chair met with three (3) landscaping companies and requested quotes for assisting with leaf cleanup, mulching, etc. Chair 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. Two landscaping companies provided quotes; the third has not yet provided a quote. Additional details were provided at the meeting. The Committee plans to do some work around the school, but does not plan to mulch or purchase any flowers until we have more information about plans for the remainder of the school year. PTO plans to discuss this issue fully at the upcoming Budget Meeting.
- *School Supplies* (Angela Nardini): Pre-built school supply kits with the exact school supplies BES teacher(s) have requested for the 2020–2021 school year are now available to be ordered online through 1st Day School Supplies at <https://1stdayschoolsupplies.com/> (enter school’s zip code “21012” and select “Broadneck Elementary”). The kits will be delivered directly to students’ homes. Deadline for online orders is July 1, 2020. If your student(s) need headphones, there is an option to add headphones to your order. Please note that purchasing school supplies through this service is completely optional. 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. PTO will purchase two kits per grade for the Kindness Committee. Shipping cost has been wrapped into the purchase price.
- *Kindness* (Melissa Cochrane, Tara Luecking): No change since last update. Ms. Luecking reported that \$420.00 remains in the Kindness Fund. Due to the school closure, school counselors do not anticipate using these funds by the end of the school year. Ms. Sanford has shared with the counselors that the remaining funds will roll over to the next school year.

School Administration and Faculty Reports (continued)

Principal (John Noon) (continued):

- *Last Day of School for 2019–2020 School Year*. Mr. Noon explained that the Board of Education is meeting tonight and will finalize the calendar/final day for the school year.

Old Business

Storage Facility

- President Kim Finazzo reported that she entered into a new storage facility contract on behalf of the PTO. Contract expires in 2021. Expenses will be factored into the budget moving forward. Price of storage facility contracts increase significantly each year if the PTO wants to change the contract person’s name, but keep a specific unit. In order to keep costs affordable, a new contract for a new unit needs to be entered into each time the unit needs to be transferred into a different PTO Member name. Unfortunately, the storage facility does not permit the contract to be in the name of the PTO; it must be in an individual person’s name.

Gaga Court

- In the upcoming months, Kim will purchase a portable court, as previously discussed and approved.

Buddy Bench

- Mr. Cordts will check with the Board to determine if we need any further approval for a Buddy Bench. Will reach out to Miss Utility to request that they come out and mark lines before any installation is approved. PTO is hoping to install a new bench rather than reface an existing bench.

New Business

Election of Officers

- The next order of business: election of Officers. The terms of the Vice President and Treasurer expire at the end of this school year.
- *Election of Vice President.* Chair announced that at our April meeting, the Nominating Committee formally nominated Alice Frazier, our current Vice President, to serve a second two-year term. As you know, Alice Frazier was elected as VP in June 2019 with the expectation that it would be a two-year term. She has only served one year, but the bylaws require that the VP and Treasurer terms rotate out in opposite years from the terms of President and Recording Secretary. To bring rotations back into compliance with the bylaws, Alice has graciously offered to continue to fill the Vice Presidency position for another two-year term. If elected, she has agreed to serve in that role for the 2020–2022 term. Chair opened this up to the floor and asked attendees whether anyone had any additional nominations for the Office of Vice President. Hearing no additional nominations from the floor, President explained that according to the bylaws, in the event that there is “but one nominee for any office, it shall be in order to move that the recording secretary cast the elective ballot of the organization of the nominee.” *See Article VI, Section 2, b.* Hearing no objections, President asked the Recording Secretary to please submit the elective ballot. Recording Secretary Renee Hood wrote her selection on a piece of paper, presented it to the President and the floor, and announced the results of the election as follows: “One elective ballot for Alice Frazier. I move to declare that Alice Frazier was unanimously elected as Vice President.” Motion was seconded and approved unanimously. Motion adopted. Alice Frazier accepted the position of Vice President of the Broadneck Elementary School PTO for the term of 2020 through 2022.
- *Election of Treasurer.* Chair announced that at our April meeting, the Nominating Committee formally nominated Melissa Calhan to serve a two-year term as Treasurer. If elected, she has agreed to serve in that role for the 2020–2022 term. Chair opened this up to the floor and asked attendees whether anyone had any additional nominations for the Office of Treasurer. Hearing no additional nominations from the floor, President explained that according to the bylaws, in the event that there is “but one nominee for any office, it shall be in order to move that the recording secretary cast the elective ballot of the organization of the nominee.” *See Article VI, Section 2, b.* Hearing no objections, President asked the Recording Secretary to please submit the elective ballot. Recording Secretary Renee Hood wrote her selection on a piece of paper, presented it to the

President and the floor, and announced the results of the election as follows: “One elective ballot for Melissa Calhan. I move to declare that Melissa Calhan was unanimously elected as Treasurer.” Motion was seconded and approved unanimously. Motion adopted. Melissa Calhan accepted the position of Treasurer of the Broadneck Elementary School PTO for the term of 2020 through 2022.

Nomination of Committee Chairs

- Chair announced that the PTO Board officially appoints the following Committee Chairs:
 - Father Daughter Dance Committee: Krista McNamara
 - Fifth Grade Activities: Andrea Sarchiapone
 - School Supplies: Angela Nardini
- Chair announced a few additional anticipated vacancies:
 - Standing Committee Chairs:
 - Audit (vacant now)
 - Communication (vacant now)
 - Fundraising (shadow in 2020-2021; take over 2021-2022)
 - Nominating (shadow now to prep for fall 2020; Katie Ritter will be moving out of state)
 - Additional Committees:
 - Chess Club (shadow now to prep for fall 2020)
 - Hospitality (shadow in 2020-2021; take over 2021-2022)
 - Fundraising (shadow in 2020-2021; take over 2021-2022)
 - Movie Night (vacant now)
 - Spirit Wear (vacant now)
 - Talent Show (shadow now; take over for 2020-2021)
 - Webmaster and Blogger (shadow now to prep for 2020-2021)
 - Yearbook (shadow now to prep for fall 2020)

Ratification and Approval of Expenses

- *Charitable Registration Fees.* Renee Hood moved to approve the payment of Charitable Registration Fees to be paid to the Maryland Secretary of the State. Motion was seconded by Treasurer and approved unanimously. Motion adopted.

End of Year Wrap-Up

- This is the final open business meeting of the PTO for the 2019–2020 school year. June Social has been cancelled due to the COVID-19 Pandemic.
- President Kim Finazzo expressed her sincere appreciation to everyone who has worked so hard this year.

Upcoming dates to remember:

05/21/2020 Closed Budget Meeting (virtual meeting)
07/01/2020 Deadline to purchase School Supplies

Next meeting will be held in the fall of 2020. As a reminder, this was our last general business meeting of the 2019–2020 school year. PTO will post the meeting schedule for the upcoming school year on our website over the summer. Information will be sent out via PTO Express and on the PTO Facebook Page.

Meeting adjourned at 8:05 p.m.

Minutes compiled by Renee Hood, Recording Secretary.