



Monthly Board Meeting of
Crofton HS PTSO, Inc
Monday, November 28, 2022
Google Meets
Agenda

NOTE: MS. Feuerhard notified everyone that the meeting is being recorded and will send a message in the chat as any others enter the meeting.

IN ATTENDANCE: 6 Board Members present: Shae Delfino, Heather Liberati, Vincent Martirano, Kia Rorie, Carol Green, Elia Rodriguez, Amanda Bridges, Marilyn Williams, Mrs. Feuerherd. Quorum met.

CALL TO ORDER: Shae called to order at 6:33pm

APPROVAL OF PRIOR MINUTES: Shae shared meeting minutes from October 17th via email to all Board members. They are in draft. Shae shared them at the meeting virtually as well. Shae asked the Treasurer for an update from the prior meeting to include in the minutes. Heather Liberati, Treasurer, had shared the numbers from 21st Century in the prior meeting and will send those to Shae after the meeting. Shae inquired about 63 inactive members, clarification provided by Membership Chair that she is seeking to confirm if they are still parents of students. Funds have been collected. Shae sought confirmation of ending meeting time from the prior meeting, which the group agreed was 7:55pm. No other edits provided. Shae makes a motion to approve the minutes. Elizabeth seconded the motion. Shae to send final approved minutes with the Board members.

PRINCIPAL'S REPORT:

- Mrs. Feuerherd thanked everyone for their attendance and the value provided.
- She advised that Mr. Vince Martirano is working on his Administrative internship this year and will be attending the meeting.
- Right now the first marking period data files are coming in from the central office and they will be reviewing grade, attendance and behavior data. Will be analyzing and comparing to prior year to see if there are any areas that need attention. This is still baseline data, as the first year with 4 classes in the building.
- Scheduling and programming for next year is right around the corner. Ramping up in December. Scheduling starting in January. There will be a Scheduling Fair.
- Very successful drama production of "Almost Maine" just wrapped up. Auditions are about to happen for "Funny Girl" for the Spring.
- Winter Music concerts coming up - next Monday-Thursday, 4 concerts - Jazz, Orchestra, Dance & Concert Band. Information in Cardinal Call.
- Wrapped up a successful fall sports season with two State Championship teams - Women's Soccer and Field Hockey. Winter sports are starting now.
- Student of the Month breakfasts have been phenomenal. Attendance has increased. Very appreciated by parents.



Monthly Board Meeting of
Crofton HS PTSO, Inc
Monday, November 28, 2022
Google Meets
Agenda

PRESIDENT'S REPORT: (Shae)

- Bank account is now opened (Truist Bank in Waugh Chapel). Shae, Heather (Treasurer), and two VP's (Elia and Amanda) are check signers.
- Now considered a business on MD State Website
- Have some checks to write and to be deposited - more in Treasurer Report
- We need to get Insurance done. Insurance quote from AIM shared in chat. AIM specializes in PTSO type organizations. Includes commercial liability for \$1M. Don't need fire coverage. Accept free coverage for Medical. Social Media coverage \$25K limit - she thinks our risk is low, recommends forgo or include lowest coverage for \$80. Abuse/Molestation endorsement \$5. Professional liability (Directors/Officers) coverage up to \$1M. She recommends we include - cost is \$75. Fidelity bond - for Crime - \$10,000 for \$100. No personal property. Total @\$445 estimated cost.
 - Discussion:
 - Ms. Rorie agrees with the need for Social Media coverage - due to the risk that we post a picture or child information that isn't approved by parents.
 - Carol Green asked: Does media release signed by parents cover the PTSO, or not, for pictures posted by PTSO of students? Ms. Feuerherd is going to check on this.
 - Marilyn - confirmed we did not include original membership application, but last month we revised application to ask a question
 - Amanda recommends we do Social Media coverage, and be more cautious in this first year.
 - Recommended when we promote events - we should include disclosure that attendance implies consent for your photo to be taken/used
 - All agreed to ask insurance for an invoice for the \$445.

TREASURER'S REPORT: (Heather)

- Deposited \$80 when opened bank account.
- Waiting on check from Century. Ms. Feuerherd put a check in our PTSO mailbox.
- We have about \$300 in expenses to be reimbursed once money is deposited in the account.
- Heather may need a backup Treasurer, additional support, or patience on responsiveness over the next couple of months. Shae will support her. If anyone else would like to shadow/learn, let her know.

1st V.P. FUNDRAISING REPORT: (Elia)

- Shae reminded the group that Elia will be primarily responsible for general PTSO funds - not the specific fundraising efforts done by each class - though she is available to support.



Monthly Board Meeting of
Crofton HS PTSO, Inc
Monday, November 28, 2022
Google Meets
Agenda

- Talking to Glen Burnie Ice Skating Rink
- Reaching out restaurants to see if they could give any give backs
- How much time to get 501c3? Shae indicated that it can be time consuming. Has not yet been filed, but once it is submitted it could be approximately 6 months. Many online forms require a determination letter for 501c3 status. Local businesses may not be as formal (for now).
- Kia Rorie - Suggested a Wizards Night as a fundraiser. She will look into this and share information. Amanda Bridges mentioned a Senior Mom is affiliated with Wizards and could maybe assist.

STUDENT LIAISON'S REPORT: (Vacant)

- Shae has reached out to a Student Liaison candidate, but hasn't connected yet.

REPORT OF COMMITTEE CHAIRS:

- **MEMBERSHIP. (Marilyn)**
 - Since the last meeting, membership has increased membership by 21 adults and 13 students. Total 280 members on roster.
 - Approximately 2 teachers, the balance of adults were parents.
 - Ms. Feuerhard will send all staff an email to encourage membership. Marilyn to provide language for Ms. Feuerhard to send to all staff. Going forward additional communications are allowed directly with teachers/staff. Can put information in the mailroom or faculty lounge.
 - Membership campaign for teachers/staff - between now and end of year.
- **HOSPITALITY. (LaToya Britton)**
 - Shae introduced LaToya as our Hospitality Chair.
 - Shae and Wendy have helped secure sponsors from Grumps and ChickfilA. Another potential sponsor contacted her.
 - We have conducted two Student of the Month breakfasts. One sponsored by ChickFilA and one by PTSO.
 - Dec 16th and Jan 27th are coming up. One by ChickfilA and one by Grumps.
 - Teachers/Staff Appreciation coming up- 12/7, 2/8, 3/29. LaToya will support the shopping and delivery/setup of these.
 - Radar: Teachers/Staff Appreciation in May. Will need to raise funds and make plans for this week.
 - Discussed use of a Sign-up Genius for parent participation in making item donations for events/needs. Could do it by grade.
- **COMMUNICATIONS. (Carol Green)**
 - The GoDaddy website is up and running. Link shared.
 - We need to figure out where the membership link should go, going forward. Still set up to go to 21st Century.



Monthly Board Meeting of
Crofton HS PTSO, Inc
Monday, November 28, 2022
Google Meets
Agenda

-
- o Has links to bylaws, minutes, calendar of events, etc..
 - o Facebook page being monitored/managed
 - o The Email account is being monitored by Carol right now.
 - o MailChimp account setup. Distribution to all members.
 - o Set out first quarter newsletter on 11/10
 - o LinkTree account - one link, with a page with links to all other information - social media accounts, etc.. This helps for Instagram - which allows only one link. Link shared in Chat.
 - o Can we post flyers in the lobby - to join PTSO? Yes we can per Mrs. Feuerherd.
 - o Reminder to take pictures at all events to share on social media.
 - o Shae asked if we could take pictures at the Breakfast of the Month - answer is yes, but Mrs Feuerhard says we will need to confirm that all students in the photo have a media release.

2nd V.P. SPECIAL EVENTS REPORT (Amanda):

- Dec 11th Meeting - planned to have all class/committee leads meeting. Going to put letters in mailboxes at school. (Virtual/In-Person). Wilson Grove Clubhouse.
- Class of 2024 lead - Brie Hall
- Still need class of 2025 lead
 - o Tentative volunteer: Kia Rorie
- **CLASS OF 2023. (Amanda)**
 - o Next Meeting - Dec 8th, 7-8:30pm. Virtual & at Wilson Grove Clubhouse.
 - o Senior class is setting up new traditions.
 - o Recent events: Chalk your spot (successful), Cardinal Bowl (Huge success)
 - o Future: Senior Sunset, Craft Fair (Postponed to February)
 - o Current: Spiritwear - handing out orders. Total collected: \$1855. \$60.92 in fees. Total fundraising: \$1794.08. Some late additions - she is collecting. She has some items left to sell. Sweatshirts, Mugs, Ornaments.
 - Need to sell on the website right away. (Shae/Carol/Amanda). Farmers market on Saturday's (possibility). Possible to sell at music concerts in Dec. Mrs. Feuerherd to check and see if that is OK. (Would need volunteers)
 - Amanda needs to write a check to PTSO for funds raised. Be sure to note as % 2023. (\$775.08)
 - o Future events:
 - Going to advocate for other classes to help with Senior events (start traditions now)
 - Prom - run by school
 - Prom venue - announcement and date to be announced soon
 - Decorating committee - TBD
 - Chaperone's can help cleanup whatever is needed (minimal)



Monthly Board Meeting of
Crofton HS PTSO, Inc
Monday, November 28, 2022
Google Meets
Agenda

- After Prom Party:
 - Need a new name
 - Next meeting Sunday Dec 4, 6pm
 - MACC is reserved - offering us to use whatever they have (Free)
- Gym (capacity of 700)
 - Ideas: Swag bags, Raffles, mechanical bull, ChillAx, etc
 - "Go Big" to get folks to go - and start the tradition and incentivize them to go. A lot of kids don't want to come.
 - Going to need 40+ Chaperone's (seniors don't want their parents there) - optimal student/chaperone ratio (1:50) per Ms. Feuerherd - maybe more if spread out
 - 1 police officer to be there, possibly 1 Admin
 - Benchmark: South River's cost \$13K last year.
 - Meeting with Southern's lead from last year to get ideas/advice
 - Want to distribute after prom tickets at the same time as prom tickets (probably free, considering charging \$5)
 - Need a theme, ideas,
- Graduation (June 5th)- MD Live, 6pm
 - Rehearsal
- Senior Parade
 - Either June 3 or 4th
 - From Crofton Woods Elem to Crofton Elem (Keep inside triangle)
 - Decorate cars there
 - Met with Chamber of Commerce
 - Need non-senior parents to help
 - At end of parade, have trash cleanup as you go
 - Partnership opportunity with feeder schools - and get help
- Do we want to do another dance sponsored by PTSO? As a fundraiser?
Off-property. (Raised \$25K at Homecoming)
- Mom's Night out - Idea in the works at Crofton Country Club - as a fundraiser.
Instead of Craft Fair, or both?
- Yard Signs - \$20/each - She has a price for bulk purchase \$13 profit/sign for 100 signs (non-personalized signs) - for sale closer to end of year/spring
- Banners & Yard Signs - @ Arundel - hung personalized banners in school.
Recommending getting a parent volunteer. Mrs. Feuerherd - not opposed to the idea, but needs to figure out how to hang them in the halls.



Monthly Board Meeting of
Crofton HS PTSO, Inc
Monday, November 28, 2022
Google Meets
Agenda

-
- Pherm event - going to happen, in future
 - CLASS OF 2024. (Brie Hall- Chair)
 - Purse Bingo in Spring (to go towards Prom)
 - Spring Fling (in March/April) - all classes
 - CLASS OF 2025.
 - New Chair
 - Yard Sale (Shae) - Saturday, April 15th
 - Kickbacks for Drivers Ed (?) - Elia looking into - need EIN
 - CLASS OF 2026.
 - Chairs: Karen Hall, Denise Iverson
 - Planning Basketball Tournament
 - Vector File of Logo and Cards for Free Printed from a relative of Amanda. We pay shipping.

OTHER PTSO SPONSORED PROGRAMS & EVENTS:

- Upcoming Events:
 - Student of the Month
 - PTSO Virtual Meeting

ANNOUNCEMENTS:

- **Monthly Meeting Schedule:**
 - 9/19/2022 - General Membership Meeting media center (Purpose: bylaws adoption and budget approval)
 - 10/17/2022 - Board of Directors Meeting media center
 - 11/28/2022 - Board of Directors Meeting media center
 - 12/19/2022 - Board of Directors Meeting ****virtual****
 - 1/23/2023 - General Membership Meeting media center. (Purpose: adjusted budget approval, prepare for Annual General Membership Meeting)
 - 2/27/2023 - Board of Directors Meeting media center
 - 3/27/2023 - Board of Directors Meeting media center
 - 4/24/2023 - Annual General Membership Meeting media center. (Purpose: elections for the SY 2023-2025 Officers, and SY 2023-2024 Student Liaison, final approval to adjust budget)
 - 5/22/2023 - Board of Directors Meeting ****virtual****
 - 6/12/2023 - Board of Directors Meeting media center
- **PTSO Board of Directors PoCs:**
 - President (2025). Shae Delfino, sdptso@gmail.com



Monthly Board Meeting of
Crofton HS PTSO, Inc
Monday, November 28, 2022
Google Meets
Agenda

-
- o 1st VP Fundraising (2026). Elia Rodriguez, croftonrodriguez@gmail.com
 - o 2nd VP Special Events (2023, 2026, 2029). Amanda Bridges, ptsobridges@gmail.com
 - o Treasurer (2025). Heather Liberati, hlcrrhsptso@gmail.com
 - o Secretary (2025). Wendy Morris, apdgmorris@gmail.com
 - o Membership Chair (2025). Marilyn Williams, ptsocrhsmembership@gmail.com

MEETING ADJOURNED BY: Shae at 8:13pm

For Review