

Waverly PTA BOD Minutes - 9/14/16
Waverly Elementary Media Center

Start: 7:00 pm

Adjourn: 8:40 pm

Attendees: List attached

President's Report – Kelly Balchunas

Call to order, sign in sheet, meeting started at 7 pm.

Thank You's, as follows:

Sharon Peabody with Jamie Harper – School Supply Kits
Family Enrichment – Welcome Back Picnic
Hospitality – Staff Luncheon
Membership – Saral Patel and Susan Walker
Box Tops, Labels, Bags for Folders – Scarlett Goon
Store Rewards – Linda Eby
Reflections – Jen Donahoe
Website – Robyn Peters
Folder Stuffing and Pool Luncheon – volunteers that helped and organized
Transitioning – Dani Boarman
Bus Driver Bags – Nancy Pitrone, Susan Walker and Mrs. Edoho-Eket

Board Procedures Document – emailed on 9/13/16. Please review and advise of any changes. This document pertains to this school year.

PTA Welcome Packets – went home on Friday 9/9 and were also included in the weekly newsletter and with a link on the Waverly PTA Facebook page. Thank you to Micky and Kim for picking up the mail. All membership forms go into the lock box and the staff forms go to Cindi Deckman.

Kelly will talk briefly at the upcoming Back to School nights to recruit volunteers. We can use volunteers in any capacity. She will also talk about our Community Partners, Membership and Hassle Free Donation.

Principal's Report – Mrs. Jacobs

We had a smooth opening and the kids / teams are doing well acclimating to the new year. The back to school picnic went very well and the pizza provided for the staff was very appreciated.

Construction Update – there will be two updates, Sept. 26th and Oct. 3rd to discuss the new edition and the new gym. The construction will be done in 2 phases: phase 1 will be the 2 story addition and gym happening 2016 – 2017, phase 2 will be the retrofit for the classrooms happening 2017 – 2018. During the construction they will be sensitive to noise during the school day. The construction will interrupt the parking in front of the building during recess time for parents and Pre-K busses. They are placing orders for playground and recess equipment which include: carts, 4 square, games and items for active indoor recess.

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Back to School Night for Kindergarten was well received. Next week we will have the rest of the grades and GT, which encompasses all GT courses in the curriculum. Each grade will have the opportunity for parents to visit both the am and pm sessions.

Waverly received an award for having more than 90% of the family files complete!

Volunteer Training is on 9/22 @ 2:30 pm.

The Halloween Parade and parties are tentatively scheduled for Friday, 10/28 in the afternoon.

Assistant Principal's Report – Mrs. Edoho-Eket

Thank you for the back to school picnic and for putting together the bus driver bags.

The bus driver breakfast is on 10/7 and Hollifield ES is hosting. The schools participating are SJLES, Waverly and Hollifield.

Teacher instruction is underway. They are all working together to confirm that the children are placed appropriately based on their academic needs.

They are working on emergency plans for during the construction so students know the protocol during fire drills and other emergency situations.

MAP testing will be from 9/27 – 10/13 for grades 1 – 5. All makeups will be done during that time frame.

Teacher Report – Shari Haddaway

They recently had a shower to celebrate 3 teachers – Senor Bell's wife is expecting a baby, Ms. G is getting married and Mary Ellen Miller is getting married.

The Kindergarten team needs new games for indoor recess. Can we organize something with a sign-up genius? They would accept gently used toys, although there will be some exclusions depending on the age of the toy and the type of materials use. They will also take books and choose what they need. Any books not chosen are donated.

Treasurer - Saral Patel

Saral and Kelly went to Treasurer's Training a few weeks ago. Saral will implement some new Policies and Procedures based on the recommendations from the meeting.

Expense Reimbursement – MUST use a form for any expenses.

Cash – All cash received needs a PTA cash verification form; we need something to account for all the money. The form will be online.

Saral needs to review all check reimbursed at PTA board meetings.

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We need to have a dedicated safe for the PTA. Checks and cash should not be left in the PTA folders or even the lockbox. The lockbox has been left open on a few occasions and in some cases, the code is left dialed in. The PTA room is often left unlocked and this also could create an issue. The missing checks, that were luckily found has provided a great opportunity to invest in a safe with only Executive Officers to know the code. We will have to have a Dropbox slot where individuals can drop in envelopes but only certain people can open the door. You should not be able to open the safe in order to put checks in. This is a concept that is endorsed by Maryland PTA and was suggested at the Treasurers training this year. Please lock the box until we can get a safe.

We received a counterfeit bill with the staff membership dues. These bills are going through our community. The bank made Saral aware, and the situation has been discussed with Kelly and Mrs. Jacobs. The bank also reported the situation to the FBI. If needed, the school can provide a list of potential individuals.

IA (Instructional Assistance) – they are working on getting the letters out to staff with an October deadline. The reimbursements will be due early March with spring break being the cut off. They need to figure out how the money is divided up amongst the staff.

We currently are using Quicken 2007 which is outdated and making it difficult for Saral. We will get Quicken 2017.

Taxes for July and September are done; the audit is done; we are up to date financially. The budget was approved at the 9/6/16 General Membership PTA Meeting. We reviewed the budget at the meeting (attached).

Corresponding Secretary - Susan Walker

We are working on both the staff and general PTA membership cards. To date we have 64 staff members that joined the PTA. The cards are going out on a weekly basis.

Council Delegate - Nicki Mantzouris

Here are my notes from the 9/6 PTACHC meeting. Note that the agenda and official minutes will also be posted to the PTACHC website.

Call to Order - 7:30

- Ricardo Morales, the new EVP, introduced himself and spoke about the PTACHC's mission as advocates for children

Introduction and Swearing in of new PTACHC Executive Board

June minutes were approved

Treasurer's Report: proposed budget was approved

Goal and Focus of PTACHC this year

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- PTACHC is an advocate for all students, families, and teachers (there are 54K students in HoCo schools)
- Relationship management, transparency in communications, and accountability are all goals for this year
- Executive Board members want to attend a local PTA meeting at each school this year
- Increase PTA membership and diversity

Superintendent's Report

- Environmental conditions: look at reports on HCPSS website, we have some of the best schools in the state, but "if you see something, say something."
- Indoor Environment Quality (IEQ) director also spoke
 - An Action Plan has been developed
 - semi-annual walk-throughs have been planned,
 - developed and field-tested a master checklist for the walk-throughs
 - trained school-based IEQ teams
 - field-tested, teacher/staff classroom checklists have been developed, to be done 1x/quarter
 - Communication Protocol
 - IEQ page on HCPSS website, can look at individual reports
 - One attendee noted that the Independent Review for Centennial Lane ES does not match the Executive Report - this was not resolved; it was suggested that the wrong report was viewed.
 - Industrial Hygienist contracted to the county stated that all schools fall within acceptable limits for IEQ.
- Cultural Proficiency: Committee for Diversity and Inclusion - Ron Morris, Administrative Director of Elementary Schools
 - Purpose of the committee: develop recommendations to address diversity and inclusion in the following areas:
 - Student Voice
 - Workforce diversity
 - Curriculum
 - Professional Learning
 - 52 recommendations have been made by the committee

BOE Liaison - Christine O'Connor introduced herself
CAC Introduction

- CAC = Community Advisory Council (agenda has typo)
- State mandated, to provide community input to the BOE
- Different from PTACHC in that they are more community-based
- Looking for 1 rep from each PTA to attend CAC meetings (1/month, approximately 2 hours each, usually 2nd Tuesday of the month)

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Homewood School (where PTACHC meets)

- Principal welcomed PTACHC, spoke about Homewood's mission and how they have no PTA themselves, due to supporting students from across the county
- Are asking PTAs to help support their staff, made several suggestions

Reminder of what PTAs would like PTACHC to discuss this year

- Canvas
- Diversity
- Bring your own device
- Transportation for after-school programs - equability for poorer students
- Supporting new families (especially those that arrive in the middle of a school year)
- PTA "cliques" and how to increase membership and diversity

New Business

- Need members for the following policy committees
 - Policy 2010 (meets 9/19)
 - Policy 3050 (records management)
 - Policy 3060 (data privacy)
- 9/26, there will be a meet-and-greet with PTACHC and PTA Presidents
- Adequate Public Facilities law - this law determines the amount of overcrowding allowed
 - Council Bill 55-2016
 - CR 103-206
 - These bills deal with APFO, and will allow the county to increase the overcrowding in schools
 - public briefing should be scheduled soon
- Question regarding money fundraised by PTAs - some PTAs are being told they cannot spend money without the school principal's approval
- Question: parents working on yearbooks at home, can no longer do so - why
 - Federal law, the information must be protected
- PTACHC needs committee chairs for
 - After prom
 - Reflections
- PTAs are reminded to submit topics for discussion to PTACHC

Adjourn - 9:30

Cultural Arts - Ellie Paczkowski

There is an assembly on Sept. 22nd at 9:25 and 10:25 am in the cafeteria. It is Blue Sky Puppets and I it has an anti-bullying message. Saral and I have been in contact with

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payment and the admin and custodial staff also know. I just need to let the RECC know they will be on the stage setting up that morning.

The Author Visit was canceled by the author. The Media Teams are looking into a new author.

Reflections - Jen Donahoe

Reflections has started and she is working on it. Information has been posted to the Waverly Facebook page and will be included in the next PTA newsletter.

Reflections currently has no one on the county level, so right now it's just at the school level.

Spirit Wear - Megan Veliouna

The spirit wear sale will start on October 14 and a flier will go home that day. Kelly asked her to wait until after Fall Fest to start spirit wear and 10/14 is fine.

Fall Fest – Mary Klyap

Kid Council – students in grades 3/4/5 have the opportunity to voice their opinions and get information out to other kids. This program is spearheaded by Theresa Frederick and Mary Klyap. The first meeting is on 9/20/16.

Everything is going well and moving forward. Both Kelly and Karyn are amazing resources. Below is the outline of everything happening with Fall Fest.

Committee	Description	To do list	Games selected, notes
Cris Boarman (chair) Suzanne Globerman; Bernie Zissu	(PLANNING) Come up with games, determine which games from the past to use, purchase new games (DAY OF) Make sure volunteers know how to do the game	•	

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Food

Committee	Description	Food	To do list	Notes
Jean Lim + 1 more	(PLANNING) Order food, buy non-perishables (DAY OF) pick up/set up	Last year, we ordered 100 chick fil a sandwiches. Suggestion to increase to 150 this year. Sold for \$4 each. This year, Mission BBQ - \$10 meal deal (\$7 sandwich + drink and chips); See if they will deliver Hot Dogs?	Prior to <ul style="list-style-type: none"> Order Mission BBQ Weds prior Let Vocelli's know 1-week prior Buy water Buy other food? ? Get cash box with singles, change Make signs with the pricing Day of <ul style="list-style-type: none"> Mission BBQ - delivery? Order pizzas, on day of (10 at a time; 5 plain; 5 pepperoni) 	Need 1-2 committee members

Mary - contact Karyn about popcorn machine and supplies - not cost effective - suggestion, but pre-popped popcorn that is on sale and bag & sell

Prizes

Committee	Description	Prizes	To do list	Notes
Aziza, + Laurie Damon	(PLANNING) Order prizes	Order prizes for the games	Prior to <ul style="list-style-type: none"> Order prizes Day of <ul style="list-style-type: none"> Lay out prizes on prize table 	Karyn will talk with Aziza about number of prizes to order, based on what is left from last year

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Tickets

Committee	Description	To do list	Notes
Need 1-2 - Lindsay? Debbi Holihan will do inside tickets for the day of	(PLANNING) Organize the ticket sales (DAY OF) Hand out the tickets, ensure smooth operations so that lines are minimized	<ul style="list-style-type: none"> See Jamie Harper's list (below) 	To reduce line, we will send home pre orders

Below are my suggestions of how to make things run smoother:

PRE-SALE

Pre-Sale wrist bands and ticket pick up is at a completely different table from ticket sales and be clearly marked PRE ORDER ONLY...I would also break that table down into 2 lines A - L and M - Z or whatever is the 1/2-way point.

I would put 2 people only at this table and 1 of those 2 people needs to be the person that fulfilled the orders.

The pre-sale envelopes and list **MUST** be alphabetized prior to the event.

I would also recommend a parent of an "older" child or a parent that has been involved for many years that knows a lot of parent's name or children's name so they can pull the envelopes faster.

TICKET SALES

There should be a minimum of 3 ticket sale tables at different locations around the blacktop with 2 people max at each table. Or at least at the beginning of the event. You can close down the "extra" tables after the lines die down.

A cheat sheet in the money box would have helped...

- \$1 - 4 tickets
- \$2 - 8 tickets
- \$3 -
- \$4
- \$10 - 40 tickets..etc.

a list of activities and the # of tickets needed to play on the table would be helpful

If possible, have volunteers prior to the event count out tickets and clearly mark them in increments of 10. Most people purchased \$10 or \$20 worth of tickets so packs of 40 and 80 tickets already measured out would move things along faster.

Only use 1 type of ticket for the entire event...the different tickets for food, raffle and games was very confusing to the volunteers and parents. Accept tickets at all locations. For example, at the raffle table, you exchange 4 - 25 cent tickets to the raffle volunteer to get a red ticket to fill out and put in the raffle... at the food table you could pay \$5.00 for the combo or 20 tickets.

I would accept both cash and tickets for food and raffles.

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Volunteers

Committee	Description	To do List	Notes
Dylan Klein Jaclyn Klein	(PLANNING) Set up sign up genius, contact Patapsco MS, Mt View MS, Mt Hebron HS, Marriott's Ridge HS for student volunteers (Mary Klyap has contact info) - this should happen in late August; track the number of volunteers signing up and update Mary & Cris of progress; communicate with Waverly families to recruit volunteers; use list generated from spring picnic to recruit volunteers (DAY OF) Have the list of volunteers, direct volunteers to correct station	<p>Prior to May-Sept</p> <ul style="list-style-type: none"> Start recruiting possible volunteers at end-of-year picnic and back-to-school picnic - gather email addresses to contact later <p>Aug-Sept</p> <ul style="list-style-type: none"> Email Patapsco, MVMS, MHHS, MRHS for their volunteer contact person and get the date to that person in August Contact Shelley Tolle on PTA at MVMS to put out the request for volunteers through PTA shelleytolle@verizon.net; Laura Munns munnzie@aol.com - PTA at MHHS Set-up sign up genius in August Have information about fall fest at sneak peek (Aug) and back to school night (Sept) including a link to sign up genius <p>Sept-Oct</p> <ul style="list-style-type: none"> Each week, update the spreadsheet and email to Cris/Mary Post on Facebook 1-3x per week starting Sept 15 with link for sign-up genius Connect with PTA president to ensure sign-up genius link is in the weekly PTA email <p>Oct 14</p> <ul style="list-style-type: none"> Day before event - make 3 copies of the volunteer list <p>Day of</p> <ul style="list-style-type: none"> Distribute the volunteer list to Tickets committee person, Mary, and post out front 	<p>Emailed PMS (Sharon Zelenak), MVMS (Mike Mitchell and Susan Mako), Karen Leaf (MRHS), St. Alphonsus - Lindsay,</p> <p>Cris to print out the map of where all the games are</p>

Emailed Sharon at Patapsco and Margie and Laverne at MRHS.

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Some other items include:

- Teacher Experiences – similar to what was done at the auction
- Cake Walk / Bake Sale
- Vendors – 14 signed up with 20 projected; \$10 fee to set up with own table OR donate \$25 in goods or service to auction; putting vendors in a more visible spot
- Passport – kids get a book and a stamp at each vendor; can turn in for a prize
- Pumpkins – hard to get so the grocery stores are donating gift cards to purchase pumpkins
- Scarecrow – need a point person to get old clothes; we will have a bin at school (Kelly V. in charge of) and a neighborhood bin (Kelly B. in charge of)
- Free Hay
- Crafts
- Dance Troops and Demonstrations
- Great Clips with Colored Hair demos
- Clothing Drive / Truck
- Watershed Academy booth? Shari Haddaway to get in touch with the person