

## Prospect Mill Elementary School PTA

**Type of Meeting:** General Membership Gathering

**Date:** Tuesday, September 24, 2019 at 7:00 pm

**Location:** Prospect Mill Elementary School Library

**Attendees:** Sarah Penney, Danielle Spigler, Mandi White, Cailin Kehoe, Karen Jankowiak, Lorien Covelly, Ashley Porter, Renee Mann, Laura Lenker, Sara McJilton, Meredith Colburn, Nicole Gianni, Melissa Zorbach, , Cindy Powell, Laurie Campbell, Elena Vazquez, Amy Patrick, Erin McCadden



### Meeting start time: 7:10pm

Introductions of attendees

Call to Order and Pledge of Allegiance

Housekeeping: Copy of agenda, minutes and budget located on each table for review.

### Attendance/Establish Quorum:

Show of hands for paid PTA members (quorum confirmed)

### Approval of Minutes (June 3, 2019 meeting):

Sarah Penney requested attendees review the minutes from the June 3<sup>rd</sup> meeting. Asked if there are any questions or corrections. Reminder that all minutes posted to the PMES PTA website.

**MOTION: to approve June 3, 2019 minutes made by Ashley Porter:**

**Seconded by Amy Patrick**

**President calls for a voice vote to approve the motion Minutes are unanimously approved by a voice vote and filed.**

### Presentation of the proposed 2019-2020 PMES PTA Budget: Treasurer Mandi White:

On the green paper, Mandi White reviewed the categories of our budget; On the opposite side, it breaks down income and expenses; Changed categories from last year to streamline (separated out PTA organized events (POE), which are events that are hosted/organized and run by the PTA) and Support our School (SOS), which are items that are hosted/organized and run by the school, but the PTA uses funds to support). Music support added based on a request that came up last year to pay for an accompanist for the Fourth Grade Concert.

Fundraising: Bingo, Panda FUNd Run, and Paws for a Cause are three big fundraisers. Paws for a Cause is new, and will be held in the spring. The school will no longer participate in the "Jump Rope for Heart" event; this change was made so our students will directly benefit from the outstanding fundraising efforts made by our community. American Heart Association gave PMES PE Department about \$3,000, but we raised over \$27,000. We opted to do an in-house fund raiser so funds can remain at PMES. We will still give back a portion to the PE department, so they don't lose that benefit.

Painless giving (Shoparoo, Amazon Smiles, Box Tops, Corporate donations) are easy ways to bring in funds.

Family events (Sweethearts, Kids Bingo, etc.) are not so much focused on fundraising, but a family event;

At spring meeting, we voted to transfer all but \$15,000 from checking to move to Playground Savings. This amount will support playground installation this year.

"Playground Hope Fund" is our anticipated funds to go towards the playground fund. The money raised will likely finish this project, which has been long discussed.

Field Trips are slotted at \$10 per student, to supplement and reduce costs for out of pocket costs; This year, busses are more expensive; this number is based on enrollment numbers

We have a financial audit and try to stick as closely to the numbers. The big amount (example – Community Nights) is what we are audited on, not the smaller amounts (our numbers for events may not earn exactly what we enter, but the 'category' is where we need wiggle room. It would allow us to move money as needed based on changes in enrollment

QUESTION from member: Are reports done for Proposed vs. Actual?

ANSWER: Yes, reports are run to assess at end of each year and used to build the new budget each summer for the following year.

**MOTION to approve the proposed 2019-2020 PMES PTA Voting Budget as presented.**

**Motion by Ashley Porter**

**Seconded by Laurie Campbell**

**President calls for a voice vote to approve the motion. Motion passes unanimously with a voice vote.**

**Treasurer's Report:** Mandi reviewed the Salmon colored hand out showing what we budgeted for, areas where we are over budget and areas under budget; what we are proposing this year is based on last year's numbers.

A "negative" on the form (in the Income side) may show our 'expenses' before anticipated funds brought in to pay back our deposit and bring in more funds. Holiday Shoppe/Spirit Wear are also items where we have to put out funds in order to bring in funds. Membership shows \$3400, but a check was written today for \$1275 for membership dues (\$20 per family is what we receive, but we pay out \$4.75 per member to Maryland and National PTA) We receive training from Harford County PTA, so there is a benefit we receive, but there is an expense related to membership.

Numbers (fundraising) are 'net' because we are hoping to raise this amount after our expenses (prizes, supplies, etc.) That is not our 'goal' number. We give out prizes for many events, so those costs are incurred.

There have not yet been many expenses this year, with the exception of Teacher Gift Cards for classroom expenses (\$50 per full time teacher), staff appreciation breakfast on the first full day back over the summer. We had to pay out \$227.99 for our website.

If any questions, please let us know. Coming from committee, no motion is required and the treasurers report will be filed for audit.

Our financial audit for 2018-2019 will be completed this month by Lisa Rice, a CPA.

### **President's Report: Sarah Penney**

Back to School Night presentation highlighted our fundraisers, with the primary focus this year being the kindergarten playground. There have been an abundance of meetings to plan (talking to facilities, ADA for accessibility, the playground distributor, etc.) The 'wheels are in motion'. Paws for a Cause will help fund our budget, including the playground this year, but once the kindergarten playground is completed, we can shift which cause we are raising money for in the future.

The big three fundraisers are Bingo, Paws for a Cause, and Panda FUNd Run.

If you haven't been able to come in, there are lots of volunteer activities available, bingo being one. You can look online at [www.prospectmillpta.org](http://www.prospectmillpta.org) and committee chairs will reach out. There is also a blue sheet that went out at Back to School night, which can be returned to your child's teacher.

If you missed it, Box Tops is now changing. This is the last year for cutting out physical box tops. The new app is just snapping a photo of your shopping receipt, and it automatically calculates the donation and it goes live. Shoparoo also operates the same way, so you can take a photo of your receipts twice and it raises funds on both apps. Amazon Smiles and corporate donations are other 'painless' ways of raising funds

Fun events: Kids candy bar and book bingo is a great fun night for the kids to get their chance to play  
Goals reviewed:

1. Kindergarten Playground committee (chaired by Lisa Rice) needs volunteers to help raise funds by reaching out to corporations and large companies for support and donations; corporate plaques will be made available to show off donor support.

*Mrs. Jankowiak added they are hoping to add the new playground in the back of the school closer to the kindergarten side of the building, but it may also be placed where the "Kindergarten Playdate" occurs, but either way, it is ADA compliant as there is a walk way, a parking lot, etc. Meeting coming up later this week with a playground representative to ensure all students may have access, while also having items that are not as usable for kindergarten (ie: no monkey bars)*

We hope to survey teachers for ideas and suggestions. Not going to be 'rinky dink.'

2. Community Caring will provide opportunities for our students and families to reach out to local charities and donate in a variety of ways.
3. Membership increased membership goal, and we hope to reach 465 (a 2% increase from last year) You do need to join every year, but it does not require volunteering (though more hands are always appreciated) We have the highest percentage in Harford County and hope to maintain 100% teacher membership.

### **VP Membership report: Danielle Spigler**

Membership goal of 465, and we are trying to fill our “kindness” wall (each sticker represents a member); our membership is at 370, which is AWESOME! We now reach out to local businesses for corporate memberships (we offer Facebook and website advertising and “Panda Perks”, a sheet of coupons that any of our business members will receive); A free table with no vendor fee for businesses at our Holiday Shoppe.

Winner from last membership contest (our third contest) for VIP parking (Jason Flemmens); we will do one more contest; if we hit our goal, we will offer VIP seating/parking. Remind your friends and neighbours and remind folks membership does not equal volunteering

National PTA has a program “National PTA School of Excellence” for PTAs that are great partners with their schools. We will need a small committee and approximately three meetings, a survey will go out to see how we are doing (baseline, choose focus area and see if goal is met). If you wish to learn more information, please let Danielle know. This PTA is a working machine with lots of volunteers, doing great things in many ways. This is my 11<sup>th</sup> year in this PTA, and would love to see our volunteers get recognized.

Speaking of recognition, we have several awards for volunteer recognition. There are lots of ways to volunteer! We will be awarding special awards this year, all year long, for large and small contributions to our success. The first 5 recipients are:

- Award for Lisa Rice -Spectacular Spirit Wear Preparation for Spirit Wear and Back to School Night/Open House
- Award for Leigh Kaminsky – Superior Membership Table Skills
- Award for Puja Taylor – In A Pinch Packet Assembly
- Award for Miguel Zambrano – Best Dressed for Back to School Night
- Award for Julie Sweetser – Weeding and Preening our front gardens for Back to School Night
- Award for Miss Sue Lombardi (our chief custodian)– for always making sure we have everything we need for Open House & Back to School Night

### **Secretary’s report: Cailin Kehoe**

Nothing to Report

### **Principal’s report: Mrs. Jankowiak**

Welcome! A few reminders of important upcoming events. First, October 2<sup>nd</sup> (week from tomorrow) is picture day. The Harford county Public Schools has moved away from American Education Week, and we have concerns (not for our parents) but for grandparents, other relatives, etc. to remind other guests that in lieu of American Education Week, we will be doing “Learn With Me” events to provide families opportunities to be in the classroom. If you have students in elementary school, there are special areas that may link up with grades. We are being mindful of parents that have multipole children in school, so parents do not have to take off two days to visit their students’ classes. Our class sizes are larger, so we are focusing on our visitors being parents. We are not trying to exclude grandparents, but the message behind this is staffing is lower, safety of children.

If you have communication concerns, please reach out to teachers first. There are email issues because occasionally items go to junk mail. Do not expect a response from teachers if you email on a Friday night. However, if you don’t hear something within a day or so, your emails may be going to SPAM or not going through.

Report Cards – Conference Day is November 4<sup>th</sup> for Harford County. It is appealing to take a vacation, but it is important to attend this designated day. Primary grades will go to a one page report card. They are going to show new items, such as Word Work, and there is a comment section with codes down below. The idea is not that a comment is required at the elementary level. There may be comments, as there is a more wholistic approach. PreK

is 8 pages. Planning to have teachers to display this at conference time so you know what to expect. This is still in draft form

Mrs. Covelly has joined us for formal observations, and we have been blown away! We evacuated busses last week, and taught students to evacuate (not only for accidents, but also for mechanical issues/break down). Mrs. Magness was on her way home and was able to pull over and board a bus that had broken down, and was able to notify Mrs. Jankowiak of the break down. This year was the smoothest year with regards to bus evacuation. We do a front door, back door and a 'split,' and we do a 'second drill to ensure new students know how to get out and avoid getting 'hit' by the corner of the door as they tend to 'scoot' under the door.

We are embracing a kindness effort, and our behavioral referrals are down across the whole school! It is the individual actions working together. It allows students to know this is the expectation. Please help us with reminders as the year goes on, as they may get a bit 'bitey' later in November.

Mrs. Covelly has a Positive Rides Only recognition program; just as you have concerns and can report issues, if you see an outstanding bus driver, please feel free to email Mrs. Covelly and she will forward the information along. If you don't know your bus driver's name, you can provide the bus number. There are several contractors, which can be a reason why the bus numbers change (looking at mileage, routes, gas costs), which is why some bus drivers change bus contractors.

### **Teacher reports:**

Mrs. Powell: Thank you to the PTA for a positive start! Thank you for the breakfast, it means a lot - the snacks in the mailboxes, the gift cards.

### **Committee Reports:**

**Ashley Porter –FUND RUN:** if anyone is involved in a small business and would like to sponsor some prizes or support prizes (tiered prizes based on what the student earns) plus bonus prizes for additional monies raised (for every \$25, students get raffle tickets to be in a drawing for bonus prizes). Grand prize is an iPad! Miguel and Ashley keep a spreadsheet of who is involved and who reached out to which businesses for donations to make sure we don't overlap. Committee has a letter that can be copied and distributed to donors; there is also a Facebook page where committee members all can contribute.

**Laura Lenker: TAC (Teacher Assistance Committee):** we have been VERY busy this year! If anyone is free or wants to stop by, there is a small room near the music /art room, and teachers leave jobs (copying, cutting, assembling booklets) Always there Tuesday mornings and most Thursdays, but you can stop by any time. Laura is able to train you on using the equipment (copier, etc.)

*Mrs. Jankowiak reminded folks to sign in when volunteering for evacuation and lock down procedures and protocol. Sign in the main office and be sure to sign out.*

**Danielle Spigler: Yearbook:** make sure your students get their photo taken (the fall picture is the one that goes in the yearbook; there are retake days in case they are absent.) We need a few photographers (Raley & Fiorentino in Kindergarten, Bridges & Sherman in First Grade, Ravadge & Shoemaker in Third Grade, Baker & Smith in Fourth Grade) A training is required to share Harford County regulations (what you can take photos of, what you cannot, as well as sharing all events that kids participate in (Dance, Fund Run, Kids bingo, etc.) There will be a camera available (in case you forget yours and happen to arrive at school on a day of an event.)

QUESTION: Can parents just show up and help out/volunteer?

ANSWER" YES for TAC, for cafeteria support (again, be sure to sign in and out at the office.)

TAC items -teachers fill out a form explaining what they need; there are often projects that get started but not completed, so anyone can show up and lend a hand. Tuesday anywhere from start time until you are able to stay. Grandparents can join the PTA and volunteer, which may be a great way for grandparents to be involved since American Ed is no longer available.

*Mrs. Jankowiak mentioned that Kindergarten pod sometimes has parents working in the area; Also, please be aware there is also a program supporting social/emotional and behavioral support needs in Pod G, so you may hear*

*vocalizations throughout the school, such as louder voices/yelling, which may be a young kindergartener/student who may be overstimulated or communicating in their own way.*

**New Business:**

Meredith Colburn - Mrs. Smith in the 4<sup>th</sup> grade let parents know the Learn With Me days, field trip and class picnic is going to be. Shout out to Mrs. Smith! Thank you for increasing transparency and making it easier for working parents to participate!

Mrs. Jankowiak shared that results of a survey of parents wanting to be involved, this has been a new venture that aligns with the Harford County changes to “Learn With Me”

If you signed up on the Back to School night, you will be notified by the committee chair. Depends on the event (ie: Sweethearts Dance doesn't start meeting until closer to the event). All forms are being compiled and committee chairs will contact you. If you don't hear from committee chair by mid October, reach out to one of the executive board.

Ashley – there are a lot of volunteer opportunities – not only the behind the scenes committee (planning) but the day of the event to help out

**Adjournment: Thank you for attending!**

Meeting wrap: 8:35pm

Minutes respectfully recorded by Cailin Kehoe, Secretary