

## **SJLES PTA MEETING MINUTES**

**Date & location:** Wednesday, May 10, 2023 at 6:30pm, SJLES Media Center

**In attendance** (39): Alyssa Lambert, Jane Fisher, Claire Mathews, Sarah Sherry, Richie Cresswell, Stephanie Hikel, Chinedu Agbakwuru, Chidimma Agbakwuru, Leslie Bechis, Joohee Chae, Kerstin Braunstein, Sandi Cresswell, Tara Scully, Sarah Day, Mary Brown, Jessica Greenseid, Liz Petrella, Katie Brewer, Kathy Etheridge, Marianne Gutshall, Meg Ballman, Shelly Post, Kari Marvel, Min Kim, Eunji Kim, Lily Park, DaeJoon Ma, Ji Min Choi, Becky Morris, Brian Scully, Melondy Monestine, Eunsuk Jang, Brittany Gutierrez, Candace Knott, Emily Vainieri, Heather McCormick, Seba Kurian, Meg Halvorsen, Jenna Groman

**Next Meeting:** June 7, 2023 at 8:00pm, Zoom

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### **AGENDA:**

1. Welcome
2. Treasurer Report
3. Education Enrichment Program
4. Monthly Updates
5. Upcoming Events
6. PTACHC Update
7. Board of Directors Election
8. Principal's Report
9. Adjournment

### **Minutes:**

1. Welcome: Meg Halvorsen, PTA President, opened the meeting and welcomed attendees.
2. Treasurer Report: Candace Knott shared the Treasurer Report.
  - a. April expenses were primarily library books, art supplies, a 5th grade in-house field trip with the Howard County Conservancy, the Japanese drummer cultural arts assembly, BINGO Night, and the Snowball vendor for Field Day. Also, the Instructional Support program closed this month.
  - b. Income in April included the spiritwear sale, and the remaining Book Fair payout, and initial May Day income - the full May Day results will be shared in the June Meeting.
  - c. We are already saving money with our Sales and Use Tax Exemption! The PTA now has a Target account if there are any expenses for the rest of the year.
  - d. The PTA has a surplus of \$5,400 over expected budget lines at this point. We have over \$40,000 in the bank with a budget of \$19,000 remaining in program

plans, not accounting for expected income from May Day. PTACHC recommends 3-6 months of budgeted expenses to be carried over year-to-year - this would be \$15,000 - \$30,000 and the PTA is projecting to have more than this amount at end of year. As such, the Board of Directors is recommending additional funding for the Spring Education Enrichment Program.

3. Education Enrichment Program: Emily Vainieri shared results from the Spring program application cycle. As a reminder, two projects were funded in the fall program - ukeleles for the music program and carpets for first grade classrooms. The PTA planned for \$6,000 to be available for the spring program.
  - a. Four applications were received and the Board of Directors (including Mr. Notari) met to review applications and make funding recommendations.
    - i. Sphero Indi Education Robots for Special Needs Students - requested by Ms. Jean-Louis for \$1,500 (*The Board of Directors recommended \$1,678 to cover shipping costs*)
    - ii. Updating the Library Collection - requested by Mrs. Fisher and Ms. Jean-Louis for \$3,963 (*The Board of Directors recommended \$7,000 to cover a 2nd set of research books, as noted would be helpful*)
    - iii. Letter Writing Project - \$174 requested by Mrs. Harkness (*full amount recommended by Board of Directors*)
    - iv. Beginning Band Method Books - \$177 requested by Ms. Kalivretenos (*full amount recommended by Board of Directors*)
  - b. In order to fund the full amount recommended by the Board of Directors (\$9,029), a budget adjustment would be needed for an additional \$4,381 to be allocated to Instructional Support.
    - i. Melondy Monestine motioned to adjust the budget allocations for this purpose. Cassandra Cresswell seconded the motion.
    - ii. Members in attendance voted unanimously 'aye' and the budget amendment passed.
4. Monthly Updates
  - a. BINGO Night and May Day both went very well and there was no rain! Thank you so much to the committees for all their hard work.
  - b. The Educational Enrichment program was a huge success this year - a huge thank you to Emily Vainieri for spearheading this effort.
  - c. Field Day t-shirts have arrived and will be distributed to each student and staff member for field day.
  - d. School supply boxes are available to order until June 16 to help with back-to-school shopping.
    - i. Question: Is this tax exempt? No, because this is purchased by families, not the PTA.
    - ii. Question: Are the items SJLES-branded? No, but the boxes are specific to SJLES grade needs.
  - e. Staff Appreciation Week is this week - the committee is doing a lot of work to show our teachers some love. They had breakfast on Monday, received Bluetooth

speakers on Tuesday, and today was popcorn and fun snacks. They are receiving lunch on Thursday and a dessert / candy bar on Friday.

- f. There are several parent information sessions coming up - look on the website for more information! They are on mental health, social media, STEM, and other topics.
- 5. Upcoming Events
  - a. Kindergarten Sneak Peek is on May 24 - all incoming Kindergarten families should register! The PTA will have a table with spirit wear, school supply boxes, and other PTA information. Harry Spotter will be there also! Please spread the word and also tell people to register their students for kindergarten - it impacts school funding, staffing etc.
  - b. Snowball Social will be held during Field Day on May 26.
  - c. Yearbooks will be distributed around the same time as the Pumped Up picnics.
    - i. Question: Will there be extra? No extras were ordered, but we received a few extras last year, so it is possible.
- 6. PTACHC Update: Though PTACHC representatives were not available to provide a full update, it was shared that a County Council meeting will be held tomorrow morning (May 11) at 9:30am - PTACHC is requesting people to show up to show support for the schools and the Board of Education Budget.
- 7. Board of Directors Election
  - a. Thank you to the Board members who are graduating / leaving SJLES this year! Nina Philipsen (PTACHC representative) and Emily Vainieri (VP) both have graduating 5th graders. Mary Brown is also moving away - though not a Board member, she has provided immeasurable support and contributed through so many roles.
  - b. New Board members are needed for all positions! It is a single-year commitment and lots of resources are available on the website regarding roles and responsibilities, how the current Board has planned / run events, etc. The PTA must have a President, Treasurer and a Secretary to exist.
  - c. Question: Can the board structure be changed? Yes - but bylaws would need to be revised to reflect new structure and ensure clear roles.
  - d. Question: Are all positions 2-year terms? No, all positions are a 1-year commitment. The President and Treasurer have a 2-year maximum.
  - e. Question: Is there a position to coordinate all events? Not on the Board, it is managed by the President and Vice Presidents, but there are chairs for all events.
  - f. Question: What is the transition between Boards? Meg Halvorsen will work with the new President / Board to ensure smooth handover. Candace will let the new Treasurer shadow her and will support. All Board members are willing to provide support!
  - g. Position volunteers:
    - i. President: none
    - ii. Vice President 1: Chinedu Agbakwuru
    - iii. Vice President 2: Katie Brewer
    - iv. Corresponding Secretary: Sarah Day

- v. Recording Secretary: Vicki Barth
    - vi. Treasurer: Claire Mathews
    - vii. PTACHC Representative 1: Sarah Sherry
    - viii. PTACHC Representative 2: Seba Kurian
  - h. Meg Ballman motioned to approve above volunteers for the 2023-2024 SJLES PTA Board. Jenna Groman seconded motion.
  - i. Members in attendance voted unanimously 'aye' and the individuals listed above were voted into the 2023-2024 SJLES PTA Board.
  - j. Though no President has yet been elected, several individuals expressed potential interest, and the membership will vote in the June meeting for the President position.
8. Principal's report: Mr. Notari provided the Principal's update.
- a. The school is doing great. SJLES went from 4 stars to 5 stars in the recent Maryland report card, and there is high staff morale. The support that the PTA provides supports this - resources, gaga ball pit, etc. A new playground is coming soon and the school looks beautiful!
  - b. Pay attention to the change in school start times - SJLES is currently expected to be about 9:15am. Also there are bus changes with this new start time and everyone must register for bus transportation. Board of Education member Jacky McCoy came to visit last week and Mr. Notari walked her through some of the transportation challenges, including back roads.
  - c. Lots of exciting things coming up!
    - i. Next week the Maryland Mobile Science Lab is coming to visit - every student will get to go.
    - ii. Field Day is coming up - thanks to the PTA for providing shirts for all students and staff.
    - iii. End-of-year concerts have started.
    - iv. End-of-year Jaguar Huddles are also coming. These have been great this year - they were revamped from the Celebration of Excellence based on student opinions and input. Everyone is excited.
    - v. Dates for Pumped Up Picnics were announced last week. Come and play!
    - vi. The Kindergarten closing ceremony, 5th grade promotion, and simulated congressional hearings are all coming up soon.
  - d. Only 64 children are registered for Kindergarten next year - please spread the word to register soon! The Sneak Peek will be lots of fun and a great way to get to know the school.
  - e. Please complete the parent input form! Only 36 responses have been received and they usually get 300. These are used for class assignments.
  - f. The PTA has had 2 presidents since Mr. Notari has been at the school, and he couldn't ask for a better partner in the PTA. Meg has been an outstanding advocate for the school and students, and he is so thankful for her partnership. Emily stepped up into the VP role, Candace did an incredible job in the Treasurer role. Meg B, Tara, Mary - everyone has been so great and has done an outstanding job. He looks forward to working with the new Board!

- g. Question: The Board of Education took discussion of bus transportation off their agenda - has Mr. Notari heard anything? No, he does not know anything more than we do.
- 9. Adjournment:
  - a. Meg Halvorsen adjourned the meeting.