

## **Cloverly Elementary School PTA Meeting Minutes – 11/7/2017**

**Location:** Cloverly Elementary School Media Center

**Attendees:** Brad Behr, Melissa Brunson, Rachel Sifri, Krystal Mauriello, Vicki Hubert, Lillian Ingram, Ellen Wellen, Jane Bornhurst, Sam Mertens, Gina Gerson, Ellery Krause, Jeff Johnson, Theresa Phillips, Ben Stallings, Cheryl Minus, Kim Stallings, Robin Danso, Margo Porter, Tracy Hu, Jacqueline Lloyd, Sheila Stewart, Edward Porter, Hollie Taylor, Rodrick Hobbs

**Meeting called to order 7:04 pm**

### **President's Report – Brad Behr**

- Budget has been re-organized, will discuss further during Treasurer's Report
- Great job to:
  - PTA team headed by Ellery Krause – successful courtyard cleanup
  - First ever Trunk or Treat led by Theresa
  - Staff appreciation committee (Alana Crum) for organizing cupcakes for staff meeting
- Afterschool clubs started off well
  - Drama, Chess, Lego, and Basketball currently in progress
  - Creative Adventures starts 11/8
  - Second basketball session to begin 11/30 for grades 3-5 (potentially 2<sup>nd</sup> grade as well for special cases)
- Spirit gear delivered – did not provide as much income as previous years, but still decent
- Directory
  - Will be put together in the near future
  - Partnering with company for an app to provide searchable access to the directory
- Upcoming events
  - Variety Show will be held on 5/5/18
- Use the Amazon link from the PTA website for purchases – PTA gets between 1-4%
- Dr. Brunson has been told by a few parents that afterschool math support or homework club may be beneficial to the students – let Brad know if there is interest.

### **Principal's Report – Dr. Brunson**

- Math meeting at Open House – discussed school improvement regarding math.
  - Parent suggested having homework or math-focused club – if interest, can be before/after school.
  - Parent Volunteers in grades 3, 4 and 5 – not as active. Parents don't feel as welcome in the classroom. Grade level teams will reach out to the parents with ways parents can assist.
  - Fall Festival was fantastic
    - Element of field day added this year where kids could choose activities they participated in in the media center and courtyard
    - Master Method was there doing demonstrations
    - Sign in process was more efficient
    - Thank you to all parents who participated
  - Trunk or Treat event
    - Thank you to PTA/Theresa Phillips for organizing
    - Fantastic event for families
  - Thanks to PTA and staff – supported cancer awareness by wearing pink and PTA brought cupcakes
  - Building Improvements
    - New blinds have been installed throughout the building
    - HVAC repairs and replacement – still on schedule. Phase 2 installation will be in December – installing the chillers
  - Principal's Posts on the Cloverly website – there have been letters for September/October and October/November. Next letter will be November/December, which will include everything the

- school does to provide a sound teaching and learning environment at Cloverly.
- Email sent recently regarding the childcare (before and afterschool care) bid process
  - Every 7 years, the school has to conduct a childcare bid process to re-evaluate the childcare offered
  - Need committee to evaluate with parents, administration and staff
  - Committee will meet about 3 times for 2-3 hours to review packets from multiple centers, conduct interviews and the selection needs to be made by mid-February
  - Question – how many centers are under consideration – unknown at this time
  - Question – who ultimately makes the final decision – the committee of parents, administration and staff

### **Treasurer – Krystal Mauriello**

- Spent hours going over the budget and making updates and corrections
- Starter cash for events – two options:
  - See Krystal for an advance money check from the PTA. After event, those funds get returned to the Treasurer. Please use the Advance Money request form if this is your preferred choice. Please contact the treasurer at least 1 week before your event to ensure timely issuance of the check.
  - Organizer can use their own money as starter cash, however it must be counted by 2 individuals at the beginning of the event and counted back out by two individuals at the end of the event. A starter cash verification form must be completed and signed by those individuals counting the money.
- After events are held, a cash receipt verification form should be completed for any funds collected. All cash/checks should be counted and documented on the form by 2 individuals before being handed over to the Treasurer.
  - Don't pay for anything with collected money – get invoices and the treasurer will issue checks
- Keep records of income and expenditures for any events. It is beneficial to have 2 records of the events and beneficial to be able to pass along to your predecessor how events have worked in the past.
- Timeframe for handing over money from events – as soon as possible, immediately after if at all possible. Contact Krystal beforehand to make plans.
- 30 day window to submit receipts for reimbursements
- PTA is required to have financial review completed each year – that has been done and submitted to the MD PTA.
- Budget:
  - Re-organized budget sheet – explanation of budget line by line
  - Adjusted line item amounts to balance disbursements and receipts
  - Question regarding raffles, etc. to raise money at events/fundraisers – will evaluate for each event
  - Will also consider looking for companies/individuals to donate money to be a sponsor for events
  - Discussion regarding cultural arts budget – concern that the budgeted amount is insufficient
    - Will re-assess throughout the year and move money if necessary
  - Increased spirit gear line from \$150 to \$174
- Motion to approve proposed budget updates with amended spirit gear line – motion passed.

### **VP Programs – Theresa Phillips**

- Trunk or Treat – Fun, successful event
  - Thank you to the trunkers, treaters, SSL students, co-organizers, those who lent materials, Brad for advertising and booking facility, staff for attending
  - Submit photos for the Yearbook
  - Send feedback for next year
- Squisito Spirit Night – November 30<sup>th</sup> 4pm – 9pm – will most likely give 30% back to PTA (depends on total amount)
  - Will have markers and activity pages for kids
- Art Night – Tentatively planned for January
  - Let Theresa know if you are interested in helping organize/volunteering

- Mr. Borneman interested in having clay sculpting sessions
- Cultural Arts – had nice first meeting
  - For the first time, had students give input on assemblies as well
  - Tentative plan to have the following assemblies:
    - Mathematician/Magic Show
    - Spanish Dance Ensemble
    - Animals
    - Storyteller
    - Possible 5<sup>th</sup> assembly if available budget
- Heritage Night – Planning meeting tentatively planned for February 7<sup>th</sup>

#### **VP Membership – Brad Behr for Michele Fuentes**

- Staff has been signing up nicely
  - Thinking of possibilities for re-invigorating parent interest

#### **Recording Secretary – Vicki Hubert**

- Review of October 2017 meeting minutes
  - Dr. Brunson commented that the Safety and Security meeting should have been included as part of the PTA meeting
- Motion to approve October 2017 meeting minutes with updated adjournment time (to include Safety and Security meeting as part of PTA meeting)
  - Motion approved with adjournment modification

#### **Book Fair**

- Currently in progress through November 10<sup>th</sup>

#### **Staff Appreciation**

- Teacher Appreciation luncheon to be held on Thursday November 9<sup>th</sup>

#### **Fun Run**

- Saturday November 11<sup>th</sup>
  - 5K – Cloverly ES to Briggs Chaney MS and back
  - 1 Mile – on Cloverly ES property
  - \$5 to run/walk, \$3 for Tshirt
- Website to register online – no place on registration to include Tshirt - should be available at event.
- Health fair immediately following run – numerous health and fitness vendors including martial arts, doctors and dentists
- Question raised whether event will be held if it rains – unknown, refer questions to Joyce McKenzie

#### **County Gifted and Talented Program**

- County Liaisons – Amy and Hollie
- At Cloverly, a lot is happening with math enrichment
  - More para-educators in most classrooms, smaller group sizes
  - Ms. Grey (GT Staff Liaison) – meets regularly with grade level teams and provides enrichment resources related to current tasks
  - All students take a math test on computer 3 times per year – for the first time, all parents will receive scores (along with history of scores from each grade) at the parent/teacher conference.
- County level changes in ways they are screening for gifted and talented program
  - All students demonstrating above average academic profile are recommended to be tested for a center of enriched studies (i.e. Drew – center for enriched studies specifically for language arts)
    - Parents receive a letter with recommendation and the parents can then decide to have kids tested.
  - For 5th grade, Takoma Park (math and computer science) and Eastern (language arts) have set up a pilot program for universal screening for those programs.

- Parent question as to when the enrichment center assessments occur – third grade.
- Testing is completed with teacher input included in second grade (will be November 29, 30 and December 1 this year), but this is separate than the GT programs screening. Parents receive scores for this testing from the county.
  - Question - What type of test – cognitive test with reasoning and logic
  - Question – What is considered passing for this test – depends on age. Can be rescreened in 3rd, 4th and 5th grades.
- Question – What is meant by math enrichment in classrooms – math programs online (in class and recommended at home as well), additional enrichment activities by grade and class – discuss with teacher at Parent/Teacher conference.
- For P/T conferences with teacher other than math teacher – math enrichment should still be discussed, the teacher should have the information and be able to go over. Parent can reach out to math/homeroom teacher as well for additional information.
- Language Arts enrichment is also happening at Cloverly – implementation of Jacob’s Ladder and William and Mary for students reading above grade level.

**Additional Items/Discussion:**

- Dr. Brunson – last month’s PTA meeting was very difficult
  - Attempted to bring awareness and understanding of safety and security policies and practices at Cloverly, but did not get a chance to address all of the slides and parents’ questions adequately due to the direction some parents went into regarding Mr. Vigna and related incidents from the previous year; she shared how it affected those who attended, including the impact that it has had on the overall staff climate
  - Some parents feel that further communication is still needed from the administration and county regarding last year’s incident involving Mr. Vigna (and leading up to it).
  - Ground rules need to be established for PTA meetings to create a respectful environment
  - Suggestion made to separate PTA meeting and Safety and Security meeting next year
    - Plan to keep as brief presentation during the Principal’s Report

**Motion to Adjourn**

**PTA Meeting Adjourned at 9:45 pm**

**Respectfully Submitted,  
Vicki Hubert  
Recording Secretary**