

**Waverly PTA BOD Minutes - 10/4/2017  
Waverly Elementary Media Center**

**In Attendance**

Ellie Paczkowski  
Alison Cuomo  
Jessica Hanaver  
Nancy Pitrone  
Rachel Edoho-Eket  
Kelly Van Horn  
Taneka Chialastri

Fiona Mosley  
Libbey Cannon  
Lorenza Biagioni  
Kelly Balchunas  
Kathy Jacobs  
Shari Haddaway

**Executive Board Reports**

**Kelly Balchunas**

**President**

Called the meeting to order @7 pm

If you/your committee needs to send communication home to families you need to have it approved by the PTA president and school principal.

TO get reimbursed complete the PTA disbursement form and submit it with the original receipt.

PTA meetings are going to be less timely. Agenda items/reports are forwarded to PTA members ahead of time so we are aware of each committee's doings.

We have 2 PTAHC reps going to the monthly PTAHC meetings to represent our opinions and report back on happenings.

**Kelly Van Horn**

**Vice President**

Thanks for Fiona Mosley and her work on the Back to School picnic.

**Lorenza Biagioni**

**Treasurer**

1. The budget was approved at the General Membership meeting on September 18, 2017 (see attached).

2. The 2016/2017 audit has been completed and the tax return has been prepared and is ready to file. Our auditor, Steve Levickas, has also prepared a letter to be tabled alongside these documents. Copies of these documents will be sent to MD PTA.

3. We have updated our accounting software to QuickBooks, which was purchased through a nonprofit website at a significant discount.

4. The membership drive and Hassle-Free Campaign are underway and going well. At present we have 77 staff members and 164 parent members, which gives us a revenue of \$3025.75. Donations currently total \$5823.00. As at October 3, 2017.

5. Bank statements for September were not available at the time of this meeting, so this report shows register balances instead. These balances reflect funds at hand on September 30, 2017.

6. Total income for September was \$7933.00, from membership dues, hassle free campaign and community partners (Wheeler Farm). Total expense was \$1777.71, from B2S picnic, B2S luncheon, Wildcat of the Week medals, Spelling Bee awards, tax preparation and finalizing of 2016/17 expenses.

**Principal's Report**

**Kathy Jacobs**

Thanks PTA for the luncheon the first week back to school.

We had great attendance at Back to School nights, the Back To School Picnic and Gifted and Talented night.

We are enjoying the progress of the renovation. Principal and Assistant Principal meet with construction company every 2 weeks to keep abreast of progress. The original date of Dec 22, 2017 is still on then the 4th and 5th grade and music room will undergo renovation.

Halloween parade is always popular with approximately 97% student participation and alternate activities provided for non-participants. Children will be provided school approved snacks afterwards. This is funded by the PTA. The parade will start at 2:45 pm. Parents and guests are encouraged to car pool or walk due to limited space.

**Vice Principal Report**

**Rachel Edoho-Eket**

The school bus driver breakfast went well and the drivers were very appreciative.

There have been a couple fire drills and a H.C. fire marshall came and said the school responded very well.

**Teacher Report**

**Shari Haddaway**

Teachers are getting room parents ready

Thanks to the PTA for the luncheon

**PTAHC Representatives**

**Irem Dmerkin**

PTACH MEETING, 9/5/17

The meeting started with the Q&A session, HCPSS members responded to the questions below ([https://docs.google.com/spreadsheets/d/](https://docs.google.com/spreadsheets/d/1pMcl7AoEz2csdyAxTmxHzKbjYjwkmylK0ByaFTy_dGk/edit#gid=0)

[1pMcl7AoEz2csdyAxTmxHzKbjYjwkmylK0ByaFTy\\_dGk/edit#gid=0](https://docs.google.com/spreadsheets/d/1pMcl7AoEz2csdyAxTmxHzKbjYjwkmylK0ByaFTy_dGk/edit#gid=0)) :

1. Procedure for Background checks for afterschool activities, especially for PTA sponsored events, should PTAs run background checks?

After school activities, organized solely by the PTA, whom to hire is up to the PTA, it is

PTA's decision and hence the risk is owned by the PTA.

In cases you are not sure write to/ connect with Kirk Thompson or Helen Nixon.

Similarly the checklist re outside vendors, if the event is during school hours everything needs to be signed by the principal. After hours PTA events the contracts should be reviewed by the HCPSS, there is a procedure, make sure to apply for approval 30 days prior to the actual date.

Digital tools (gifted by the PTA), if something will be used by the students it needs to be approved by the school system. Look at the list of approved digital tools from [hcpss.org/digitaltools](http://hcpss.org/digitaltools), if still unsure, contact with the media-tech teacher. Make sure to go through the process.

Standardized vetting for the PTAs, contract renewals (even if it is the exact same contract), should be submitted for approval as well.

Lobbyguard -background checks- can we use the school's? Contact Kirk Thompson or Helen Nixon.

Question re the boosterthons- Need to go through the approval process by the HCPSS, no exceptions.

2- Family fun fundraiser at Skyzone. Launch Columbia and similar places, review of green, yellow, red light activities-- Red light- Do not do it.

3- Paypal accounts: paypal requires a person linked to account w/ SSN and other PII, how should this be handled

Money coming in through Paypal- OK, going out- not OK

4- Are helium balloons allowed at PTA sponsored functions on school property?  
Helium prohibited at any time.

5-How long do we have to hold on to signed waivers from an event, like Skate night?  
Hold on to those for 3 years.

6-501c document- does each PTA need to have?

Yes, very important, all PTAs should have it no exceptions.

File form 990 every year, your 990 needs to be current and should be in compliance, make sure to check with your treasurer.

7-9- do not do it.

10- Has anyone done a free movie night? Are there any legal issues around it?

Yes, there are legal issues, make sure to go ahead with HCPSS approved movies (there is a list)

11- standard vendor vetting procedures.

12- Re yearbook restrictions emails sent to PTA presidents.

Secure online portals (such as <http://lifetouch.com/>) , make sure to work with the principals. PTA member can work on the yearbooks as long as it is through this secure online portals and approved by the principal.

Meeting continued with the discussion of the APFO update, it is important that each PTA sends at least one person to the Sept 11, 2017 open testimony.

**Committee reports****Green School**

the new shed for PTA stuff has been ordered

**Scarlett Goon**

**Book Fair**

Book Fair this year will be December 4th- 8th because Basket Bingo will happen in February. It will be nice for gift giving. It's a very big event.

**Chris Boarman**

**Holiday Shoppe**

No Holiday Shoppe this year due to the construction.

**Wellness Committee**

There will be no Fitness Friday this year as there is a smaller space on the back field and it is restricted. In the next few weeks, I will review the cards to see if kids were near earning a charm and forward to the kids homeroom teachers. I will reach out to the music directors to see if they'd like to continue music charms for the band, orchestra and early bird chorus.

**Diane Interrante**

**Bonus \$\$**

Harris Teeter, Giant, Amazon Smile have been reinacted . Info is on our website for partnerships. Certifkid is also working as a link with Waverly as well.

**Linda Eby**

**Cultural Arts**

The Cultural Arts committee is off to a great start! We have 3 assemblies confirmed already - two school wide assemblies and one for the 1st grade. Corey Jones of 'I am Corey' will be coming to Waverly on November 3rd to talk to all the grades about 'character' while emphasizing the meaning and importance of ROAR. We have also scheduled our school-wide Science Fair kick-off assembly - Fizz, Boom, Pop! - for February 12th with Mr. Science Guy of Baltimore (who got rave reviews from last year's 4th grade). In addition there are another 20+ assemblies in the works. Unfortunately due to the ongoing construction, Mrs. Josephson has decided not to have an author visit this year, but everything else is in full swing!

**Laura VanTine**

**Family Enrichment**

Great BTS picnic, thanks to the volunteers.

FYI Great clips is no longer in business at the Waverly location and won't be providing hair coloring for our events anymore.

Fiona will be following up with everyone who signed up to help with the Family Enrichment committee via email this week.

Next on the agenda is the Winter Dance.

Starting the Kid Council meetings soon and will try to get date approved for the dance ASAP.

Asked for ideas for more Family Enrichment. . . KidsArt was looking to do a Paint Night or maybe a spaghetti dinner in the winter was suggested. The Howard County library is available where kids can come to school in the cafeteria in their pajamas and its free

**Fiona Mosley**

and the librarians come and entertain the children with some kind of educational themed talk. At night you can go to Miller Library and they have a story time there in the courtyard.

Family fit night? Is there space for it? The gym is ready so Kelly Van Horn and Mrs. Jacobs are going to get together to talk about it.

Need volunteers to help with cashing in the paw prints

### **Reflections**

**Jennifer Donahue**

Reflections is in full swing! Entries are now being accepted. Judges have been confirmed, Kelly is working on entertainment. We are excited to see the entries the children create.

### **Hospitality**

**Gloria Shin**

Bus driver breakfast was taken care of next on the agenda is parent/teacher meeting dinner in November.

### **5th Grade Activities**

**Stacey Seitchik**

PTA provides 5th grade T shirts to wear all year. The contest is going on right now. T shirts should be available before holidays.

May 17, 2017 is the Simulated Congressional Hearing

Trying to get 5th graders out for Sky Zone and bowling as well

### **New Business**

Alison Cuomo introduced herself. Alison is our new WES PTA website coordinator

Bernadine Zissou is going to buy the Halloween cookies and water with ingredients list coming ahead of time to principal.

Question about redistricting: We currently have 778 students in RECC, pre-K, and K-5. Our enrollment in grades K – 5 is 695. Our capacity is 760 after renovation. When determining capacity for schools, this is based upon K -5 numbers only. RECC center is regional so students who are there now may not be in our Kindergarten. Pre-K is based on income eligibility so most of these students do not return to Waverly as kindergarten students.

Based upon a recommended increase of 132 students, we will likely gain 1 class per grade. Our recent addition and renovation of teams will accommodate this number. On HCPSS website: click on construction site and can see Waverly's plan, and it states we will be able to increase 100 students.

5th grade field trip is this spring to Science Center. Why is 5th grade not going to Philadelphia this year?

Kathy Jacobs stated it was a decision by 5th grade team because they are mostly on the bus, get stuck in traffic and the cost continues to rise. Stacy did some research and

she asked other districts where they are going. Most other schools are going to Philadelphia they are going to DC or Mount Vernon. These places are really not as far as Philadelphia are a better option than Science Center where those children had been there 2 years ago. Kathy Jacobs responded saying they shouldn't repeat the same field trip. It can be a discussion with 5th grade team. The field trip doesn't have to be based on social studies curriculum so therefore the Science Center is based on Science curriculum.

Are 4th graders going to St Marys City? If so that is just as far of a trip as Philadelphia.

### **Adjournment**