

Minutes for PTSA Board of Directors meeting September 13, 2011

1. Attendance:

Executive Committee: 6 of 6 present	
Tom Koogle, President Terry Koogle, 1 st Vice President Karen Joyce, 2 nd Vice President Kim Ruark, Recording Secretary	Doris Hitt, Corresponding Secretary, Volunteer Chair Kim Fortuna, Treasurer, Finance Chair
Board of Directors: 7 of 9 present	
Allen Zink, Principal Reneé Papavasiliou, Fundraising Chair Mary Jackson, Communications Chair Toni Carr, 7 th grade Teacher representative	Christine Koogle, 8 th grade student Jordan Fortuna, 7 th grade student Maggie Ruark, 6 th grade student

Quorum attained: 13 of 15 Voting Members present

Other attendance:

Dennis Burton, Webmaster, Constant Contact Coordinator	Laura Graves, 6 th grade parent
Michele Burbridge, Spirit Wear Coordinator	Robyn Morris, 6 th grade parent
Carol Martinelli, Box Tops & Labels Coordinator	Teresa Logue, 6 th grade parent
Sherry Barrouk, Fall Fundraiser	Trena Makell, 6 th grade parent
Lisa Yankee	Frances Craig, AVP, Northeast Area Northern Cluster, Baltimore County Council PTA
Julie Huether	
Carol Erpenstein	

2. Any additions to the agenda? (We will adjourn by 8:30pm.)
3. Call to order: by President & Welcome
4. Pledge of Allegiance
5. Approval of previous Board meeting minutes
 - a. August 16, 2011 Board meeting minutes. Motion to approve minutes as read made by Terry Koogle, seconded by Carol Martinelli, voted upon, and approved.
6. President's Report: Tom Koogle
7. Principal's Report: Allen Zink

Good turnout at 6th BTSN. Try to build on Edline. 6th graders parents got activation codes at orientation and BTSN. Lots of positives last year, but should be able to do more for all kids. Good start with Edline, but we want to do an even better job this year. All of the students have a code. Taking 6th graders into the labs this week to get every student a code.

6th grade welcome dance is Friday.

Next week, he attends his 16th safe schools conference. Lot of experts statewide and nationwide. Our emergency plans, gang awareness, social/emotional needs of students. He takes 6 staff members. One of BCPS' best programs. All the issues that affect students. Network with other administrators, teachers, etc. from around the county. By July there were 150 students who had not completed residency info, got that down to 0.

8. Treasurer's Report: *Do not need a motion to accept.* Kim Fortuna: Audit was completed by John Ryan, Treasurer for BCPS PTSA Council. Substantially correct. Showing budget as we will present it tomorrow night at General Membership meeting.

9. Faculty Reports: (Teacher/Grade representatives) Toni Carr, 7th grade leader. Encourage student and parent use of Edline. Quarterly incentive program is being finalized. All 7th graders will see a Snyder Foundation presentation about reptiles, then in November, another about bats.

10. Committee Reports:

a. Membership – Robin Rybczynski, (Ru-CHIN-ski) Chairperson

Membership update: 525 people so far. + 34 at meeting time.

b. Communications – Mary Jackson, Chairperson. Shared a scholarship thank you letter.

i. Website - Dennis Burton, coordinator – only a few pages left that say “coming soon”, added and is moderating a Facebook page.

ii. Constant Contact (E-Announcements) – Dennis Burton, coordinator – looking into pre-paying instead of using Terri Smith's credit card.

iii. Newsletter – Mary Jackson, coordinator. First green issue is out! Emailed link through Constant Contact.

iv. Terry Koogle – PHHS PTSA Liaison

Perry Hall High School PTSA Meeting Notes from September 6, 2011

Committees – Membership, Volunteers, Communications, Restaurant Nights,

After Prom, Seat Cushions, Window Clings, Coupon Books

Officer positions are filled except for 1st VP. Is there a PHHS parent at the middle school who is willing to fill this position?

Membership – Announcements have gone out via email, posted on the website, included with back to school letters, recruited at tables at events. There are 500 members as of now.

Budget -- \$24, 647.00

Money handlers list needs to be established for counting money. (Counters need to be PTSA members so to be covered by insurance.)

Communications – Info submission deadline is September 16.

Spirit items – Seat Cushions, Window Clings, Coupon Books are on sale.

After Prom – Tall Cedars, Herb Cadle will be providing music.

Upcoming Events –

October 2 – Ravens Game – Tickets won by the National Honor Society Members

October 14 – Clothing Drive – Save clothes, blankets, coats, shoes and bundle. Drop off at PHHS.

October 24 – Panera Night – No form needed – 20 % of night's \$ donated to PHHS PTSA

October 28 – Homecoming Parade and Football Game – Tailgating Party before game and after

Parade—Parents are requested to donate water.

October 29 – Homecoming Dance – “Haunted Homecoming” theme

Back to School Night – September 8, 2011 – 6 pm

Link2Funds – Free communication system that is offered to non-profit organizations. Frances Craig will look into the benefits/possibilities of PTSAs getting involved in this.

Their honor society won the Raven's Row, 95 tickets for Ravens vs. Jets game. Yearbook won awards in..., Cody Lie – National Merit Scholarship Finalist. Tailgating October 29. Parade from middle school to high school. Friday afternoon.

They may host a Freshman dance, pending ticket sales.

Their PTSA needs a First VP.

Their BTSN Thursday night signed up 315 members. They can also have teacher and family members, not just parents,

Clothing drive by weight. 3-7p.m. Seat cushions for sale, stickers, Kidstuff books. Communications, have a newsletter.

Panera Night on the 24th – don't need a flyer. Craft Flyer.

v. Public Relations - Doris Hitt, coordinator (listings of any donation requests)

c. Volunteers – Doris Hitt, Coordinator

i. Update on volunteers/committees. So pleased, tons of 6th grade volunteers.

She's going to send an email after BTSN. 7th / 8th grade committee. Need a 6th grader to be the liaison for our PTSA. Maggie Ruark was volunteered.

d. Finance – Kim Fortuna, Chairperson

i. Budget – Kim Fortuna, coordinator

1. The budget for 2011-2012 school year has been developed for consideration by the BOD. This will be presented at the General Membership meeting tomorrow night.

e. Fundraising (Ways & Means) – Renee Papavasiliou, Chairperson

i. Fall fundraiser – Renee Papavasiliou & Sherry Barrouk, coordinators

1. Timeline and other details. Would be great to get the teachers involved. Harder to get people involved than it was in elementary school! For 650 students, it took 7 parents 3 hours to prepare all the paperwork involved. Tammy Dawson – send her an email about getting PHHS seniors SSL hours.

ii. Market Day - Heather Rettberg, coordinator. Dates are posted on the website. Emails are going out.

iii. Spirit Wear – Michele Burbridge, coordinator

I would like to give an update on the kick-off of the spirit wear campaign: The sale will start on Tuesday, September 13th. All flyers will be put into the teachers' mailboxes on the 12th. We will be selling 5 items this year: a hoodie, zipper sweatshirt, t-shirt, flannel pants and sweatpants. The school colors are red, black and yellow (same as the Maryland flag) and will be incorporated throughout the selection on gray, white and black backgrounds. All samples will be displayed either in the showcase outside the cafeteria or in the office. Order forms will be distributed to every student through their homerooms, on the website and in the newsletter. The sale will continue until September 28th with the final day to accept orders Friday, September 30th. There will be reminder flyers given to the teachers on the 23rd, which usually drives 1/2 of the sales. An e-

nnouncement will also be sent out on that day as a reminder. Delivery of all items will be done at lunchtime sometime in mid-October. This is the last time available before the holidays.

How can she get to the lockbox since she works full-time? Her availability doesn't match up with Kim Fortuna's. Terry Koogle can meet her to process the orders.

iv. Box Tops & Labels – Carol Martinelli, coordinator. Box Top earnings are \$180. Many expire Dec 31. Labels get a bonus for any turned in by then. 18,___ points. 20,185 points! Brief discussion on what might be available. Want to educate parents about how to cut the labels and UPCs, going to send an email. Some schools are making 4x what JVE was by ordering online. BOXTOPS4EDUCATION.COM.

v. Spring Fundraiser – Hopefully, won't need it.

vi. Sunshine – Carol Erpenstein, coordinator. Passing buckets for donations at concerts. We have buckets already in the closet. Karen Flesher: what is the sunshine collection for? For the JHH Pediatric Burn Unit.

11. Old Business – (Issues previously addressed by the Board)

- a. Audit from last year has been completed by John Ryan who is the Treasurer for Baltimore County PTA Council. (See audit report.) This will need to be reported to the General Membership tomorrow.
- b. The Fall General Membership PTSA meeting will occur tomorrow, September 14th at 6:30pm at “Back to School Night.”
 - i. Tom Koogle will announce our officers. Kim Fortuna will announce the results of the audit, and then present the budget for the year. I will also promote PTSA membership, the upcoming fundraiser, volunteer lists and communications.

12. New Business – (Issues not previously addressed by the Board)

- a. Review and Approval of Submitted Plans of Work -- All Plans of Work should be submitted no later than September 13, 2011.
 - Fall fundraiser plan of work motion to approve by Renee Papavasiliou, seconded by Sherry Barrouk, voted upon and carried.
 - Approve plan of work for communications, by Mary Jackson, seconded by Doris Hitt, voted upon and carried.
 - Approve plan of work for PTSA Newsletter, by Mary Jackson, seconded by Terry Koogle, voted upon and carried.
 - Approve plan of work for Student Recognition, by Doris Hitt, seconded by Carol Erpenstein, voted upon and carried.
- b. Special Ed Liaison – We currently do not have a Special Ed Liaison. Would anyone like to head this up or know of someone who may be interested in serving in this position? Helping Hands Flyer from the Special Ed Office. Terry Koogle understands the position.
- c. Reflections – We have not pursued this program due to the amount of work we needed to do in order to restructure the PTSA this year. If anyone would like to run this program it is available, otherwise, it may be best if this were looked into for next year.
- d. Karen Flesher may volunteer to work with Spirit Nights, like Chik-Fil-A.
- e. Student liaisons:

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8 grader: Christine Koogle. Teachers making up for lost time from hurricane closings. She had two tests already today!

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7 grader: Fortuna. Adjusting to the changes since 6th grade, later lunch, specials at a different time.

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6 grader: Maggie Ruark, drafted by her mother. Do you like school? Yes. Have you been booked? No. Is Mr. Zink nice? ... Yes.

13. Announcements –

a. Upcoming events

i. Back to School Night is September 14, 2011 (7th/8th grades). General Membership Meeting will occur before the BTSN announcements.

b. Our next PHMS PTSA Board of Directors meeting is October 11, 2011 @ 6:45pm.

i. Please invite all Committee Coordinators and Chairs to the meetings and anyone else who may wish to attend our Board meetings located at PHMS.

14. Adjournment – Motion for adjournment by Kim Fortuna, seconded by Teresa Logue, voted upon and carried at 8:10p.m.