Meeting called to order at 7:38 pm by PTACHC President Vicky Cutroneo. Pledge of Allegiance recited.

Minutes from April 5, 2018 General Meeting were accepted without changes.

Board of Education – Mavis Ellis - Board of Education member
- Attended NH School Board Association
- The new HCPSS Superintendent's contract is scheduled for approval and will be signed in a ceremony on Wednesday, April 9, 2018, 4:30 pm.
- Dr. Martirano will start as the permanent School Superintendent on July 1, 2018
- Talbott Springs Elementary School – Interagency Committee (IAC) decides how the money is spent. There will be a meeting on May 31, 2018 (rescheduled from May 8)
- MD Governor and Maryland State Superintendent Karen Salmon will be visiting schools on May 10, 2018 (full schedule on PTACHC website)
  1. Talbott Springs Elementary School – visit will recognize Brian Ralph, Director of Food and Nutrition Services.
  2. Homewood School
  3. Judy Center/Cradlerock Elementary School
  4. Dayton Oaks Elementary School
- High School graduations are May 24 – 31, 2018
- Community Advisory Council (CAC) has new Executive Committee.
- At the last Board of Education (BOE) meeting, some community members expressed that they have not felt welcomed in the schools. Mavis said they should go to the principal first to discuss the matter. If the Principal does not address the problem, then they should go to the Community Superintendent.
- PTA's should also be inclusive of all people.

Policy Committee – Shell Pleasant, PTACHC Policy Chair
- Policy review are on the Howard County website (www.hcpss.org/board/policies). People who are interested need to sign up. More than four (4) people are needed.
- Meeting dates will be out at the end of the school year. Initiation.

Special Education Citizens Advisory Committee (SECAC) – Lori Scott, Chair
- Meetings are held generally the last Monday of each month
- SECAC Board elections will be held next meeting
- May 10, 2018 is Recognition Night to give thanks to all who support SECAC
- May 30, 2018 – SECAC is hosting a Board of Education Candidate's Forum.
- The Board is discussing graduation requirements
- Jump Start Program – concerned with the students moving to River Hill and Oakland Mills getting the extra support and staffing that is needed.
- There is concern about the new report cards being equal
- Discussing disparity and suspension rates, especially with minorities
- Student enrollment has shown an increase to 471
- Howard High School – adaptive PE and Related Arts classes are being cut due to increased class sizes.
- Need better understanding of new ED programs.

HCPSS Operations – Anissa Brown Dennis, Chief Operating Officer; Doug Pindell, Director Purchasing; Jason McCoy, Community Superintendent; Teddy Hartman, Coordinator Date Privacy; Dave Clark, BOE Internal Auditor

Question and Answer session

Q: What can PTA's do to make things easier?
A: <u>Jason McCoy</u>: HCPSS supports Boosterthon. It is a school-sponsored event because it is held during the school day. Trying to bring structure to this event. The challenge is how the money is distributed.

  <u>Doug Pindell</u>: The earlier everyone starts, the better it will be and the earlier the communication with administration, the better it will be. When problems arise, it falls on the school to adjudicate. I.e. when money is missing. When there is a problem, there is a need to find a solution through team work.

<u>Dave Clark</u>: There are challenges about how the contract is written and the role of the PTA. When there are issues, talk to your Principal and to Dave Clark.

- HCPSS Purchasing has an approved list of vendors for HCPSS fundraisers. They are approved every 3 years. If a vendor is not on the list, tell them to contact HCPSS to be considered for inclusion.

- Purchasing does not approve fundraisers for any particular school. Each school Principal should be reviewing with Purchasing department.

- After school activities must be compliant with Knight Insurance, but do not have to use HCPSS approved vendor list.

Q: If flyers or paperwork are sent out during the school day advertising a PTA event (i.e. restaurant nights), should the vendor be on the approved list?
A: Yes. PTA is not required to use the approved vendor list, but they are strongly encouraged to use it.

Q: Explain the issues with Boosterthon.
A: PTA's play an integral part of Boosterthon. One problem is the comingling of funds. HCPSS is struggling with this issue.
1. How to share profits?
2. Who is collecting the money and how is it accounted for?
3. Who issues payments when needed?

Q: Where does the money go?
A: Jason – the money goes into the school account. There should be a discussion before the event between the Principal and PTA to decide/agree on how the funds are to be used.

Q: Does the school zero out the funds or the account?
A: It depends on the project. If funds are not used for a specific purpose and in that school year, they may have to be carried over until the next year.

Q: Is there a precedent or provision to give the money back to the PTA at the end of the year?
A: Money given to the school (donation, field trip, etc.) belongs to the Board of Education and is spent according to BOE Rules. The Principal is obligated to ensure the money that is spent is authorized and collect all receipts.
Jason – HCPSS is not opposed to schools allocating funds to PTA but they cannot donate funds to PTA.

Q: Can the school share profits?
A: This decision should be made ahead of time.
Dave – The ideal way to do it is to get money upfront at the beginning of the Boosterthon. Have an agreement before the event so that there is no appearance of impropriety.
- Donna Sudbrook – Ideally, all fundraisers should be decided at the beginning of the school year to avoid confusion.

Q: Does the PTA have to provide receipts to the school?
A: No.

Q: What do you do when you have a Principal who does not understand the check and balance of how the money is spent?
A: Money cannot be spent on certain things, i.e. office funrniture. He/she should follow best practices on spending.

Q: What happens when something goes wrong?
A: Dave – There was one parent who felt their student was pressured to sell. Have not encountered any major problems so far.

Q: Do Principal's get training on fundraising issues?
A: Jason – Yes, especially with Boosterthon.
Anissa – New guidelines will be provided for next year.

Interagency Committee on School Construction (IAC) and Facilities – Chris Madden, Industrial Hygienist/ Indoor Environmental Quality Manager; Olivia Claus, Executive Director School Facilities

If you or anyone from your school has any concerns about any of the following, contact Anissa Brown Dennis, Chief Operating Officer by phone or email. There is a concern form on the HCPSS website.
- Building   Construction
- Indoor environmental quality (IEQ)   Food & Nutrition
- Maintenance   Purchasing
- Safety & Security   Transportation

Q: The outbuilding for Project Lead the Way in Howard High School is outdated and old. Any plans for this building?
A: The Tech Ed building, as well as the ROTC building received minor renovations and several additions. They are not eligible for more work now. Rule is you must wait 16 years since the last work ended to be eligible for review.

Q: Is there testing for lead?
A: There will be lead testing in water at every school next school year. It is part of the school budget and will take 3 years to complete.

Q: How is access to the school building controlled after school hours?
A: All buildings will be assessed over the summer for security.

Q: How often are school building checked for issues?
A: Twice per year or when an IEQ form is received. Grounds maintenance has a system for inputting work orders.

Q: With increased class sizes, have fire procedures been addressed?
A: Not all classes will be larger(34), some will have 22 students. Principal will notify HCPSS with any concerns.

Q: An inquiry was received from PTACHC about the possibility of planting a tree on school grounds. What is the correct procedure?
A: A form 6060 should be filled out for approval.

Superintendent's Report – James LeMon, Executive Director of Community, Parent, and School Outreach
- Teacher Appreciation Week is May 6 - 12, 2018
- 43 teachers have received National Certification this year.
- HCPSS is seeking input from the public to support a redesign of the school system website. Survey closes May 18.
- Mental Health Awareness Week May 7 – 13, 2018
- Proms and After Proms are ongoing until the end of May

Treasurer's Report - Laurie Ramey, Treasurer
- Motion made to decrease the line item for Maryland PTA Convention from $1400 to $675 due to a decrease in convention fees. Motion was seconded. Motion passed.

Adequate Public Facilities Ordinance (APFO) Report - Brent Loveless
- Thresholds for school capacity take effect after the Feasibility Study Jan. 2019.
- Budget – teacher/student ration has increased. Money goes to growth of schools. Need to advocate County Executive, Alan Kittleman, to fix the ratio. You can send emails with your concerns.
- Money was given to Title 1 Schools.
- Bills – County Executive, Alan Kittleman, wants to increase development impact fees and building excise taxes for development of roads.
- May 14, 2018 – County Council Budget public hearing. Sign up to provide testimony.

Q: How does the growth of Pre-K programs impact funding?
A: Pre-K is handled separately from all aspects. They receive grants but are not totally funded.

President's Report – Vicky Cutroneo, PTACHC President
- June 7, 2018 PTA Council Leadership Training
- June 10, 2018 PTA Council sponsors Board of Education Candidate's Forum along with NAACP and CAC
- PTA Council needs nominees for Executive Board
- Next meeting – June 4, 2018 Elections and PTA's sharing their best accomplishments of the year.

Legislative Report – Donna Sudbrook, Legislative Chair
Committee report handed out to attendees. Posted to PTACHC website.

Meeting Adjourned at 9:33 pm.
Submitted by PTACHC Office Administrator