

September 6, 2016

6:01 pm Meeting called to order

6:03 Introductions

6:04 pm Old Business

Meeting Minutes Tabled

Outstanding board:

PTACHC (2) – suggestion of rotating schedule. AR to ask friend who has 6th grader.

Corresponding Secretary – E McConaghy volunteered to help with this.

Hospitality Chair

Cultural Arts Chair

Bylaws and Articles of Incorporation Status: APPROVED (Mr. Romack able to attend and vote at conference)

Mrs. Sedgewick cannot find copy of B&A INC. Peggy to be find these. Mr. Romack and Mrs. Humphrey to search in locked area for these.

We are legal and up to date.

6:11 pm New Business

Budget Vote – Mrs. Humphrey presented historical data to include the past three years. Actual carried forward was \$2300 to this year. (see attached)

Budgeted tweaked minimally. Vote on buckets instead of line items so that we do not have a general membership meeting for approval of each line item.

Mrs. Demos motions to approve budget to present to general membership.

Mrs. Norman seconded the motion.

Mr. Lawson questioned reduction of membership bucket. Mrs. Humphrey reported that the amount was reduced due to actual membership last year.

Vote passed unanimously.

School Improvement Team Nomination – Mr. Perrine

Mr. Romack nominated Mr. Perrine to chair the school improvement team for 2016-2017.

Demos 2nds.

No discussion

Unanimously passed. Motions carries.

Principal's Report

Thank you for the warm welcome and the PTSA breakfast! The first week went smoothly. Students have worked hard, and staff too. Thank you for parent support!

There was a SIP meeting last Thursday. Staff met with Ms. Orlando over the summer. Improvements will be shared at October meeting, but include:

- Reading and Math being emphasized with three specific areas
- Teachers setting classroom goals
- Students making personal goals.

Indoor Environmental Quality (IEQ) is a new plan for all HCPSS schools. Environmental Quality testing was done at some schools over the summer, but not OMMS. OMMS is developing an IEQ team. Ms. Coleman is the point of contact with staff reps, parent reps, concerns. OMMS is looking for parent volunteers. The goal is to make the best, positive environment. IEQ team will perform two full walk throughs during year that looks for dust, concerns, wet ceiling tiles, etc.

Mrs. Chrobak would love to host a joint PTSA/School come-together dinner event. Mrs. Chrobak had a previous partnership with grocer that she will contact, but would love fundraising for pizza, etc. Time frame end Sept/beginning October. Mr. Romack and Mrs. Chrobak to determine dates and write description.

President's Report

Website up and added new tab that allows us to put meeting information in. Looking to compress files.

Mr. Lawson and Mrs. Romack have mail chimp set up. Currently there are 6 people on list. Membership form has bar code that brings you to sign up for OMMS PTSA files. People will be added if contribute email to PTSA form. Users can opt out at any time.

Mr. Romack went to 101st PTA Convention. He was very pleased with event and seminars.

There is a Guest Speaker for 9/27 Mtg re: social media. Vince DeViro from DOJ will come January 3rd to follow up on how social media will get you in trouble. Mr. DeViro's 1-1.5 hour presentation is geared for parents. (see insert). Mrs. West recommended promoting this event to feeder schools. Mrs. Chrobak advised using cafeteria for presentation.

Service Learning –All HCPSS students must do 75 hours of community service to graduate. At OMMS, students do 25 hours per grade in middle school. OMMS will work with Grassroots this year (7th graders worked with grassroots last year and it was phenomenally successful – entire families got involved). This year will be school-wide. Students will learn about issues, doing things with grassroots, having discussions about grassroots. RE: Community outreach PTSA was asked to work in support of this initiative with an awareness walk. Ms. Tokar point person for this project. Mrs. West said she would help in Spring. Mr. Romack asked for Ms. Tokar to come to next regular PTA meeting (first October meeting) to tell us what she needs. Walk to be coordinated through the school so everyone can participate.

Flu forms went home today. Need back by the 9th. GET THOSE FORMS IN!

VP Fundraiser Report

1st fundraiser non-event. Emailed Spanish and English versions for copies.

Little Caesar's restaurant night was on back to school night. We get 15% of order. There is no flyer needed, just mention school name. Mrs. Chrobak will put it on the sign out front. Mr. Romack to push copy on site, FB, and social media.

Mixed Bag fundraiser is at end of September.

Treasurer's report

Current balance is \$2562.50. The 501©3 letter was mailed to bank to waive service fee

2015-2016 Financial Audit to be held Wednesday, September 14th at Panera.

Mr. Romack made draft display of where PTSA money goes. Final board will be at 9/27 meeting.

Communications

Website is up, as are OMMS PTSA Twitter and Facebook accounts. Thank you to the OMMS teachers who are retweeting our tweets!

Mr. Lawson proposed making magnets with contact information for distribution at meetings and community events. Magnet cost donated by Mr. Lawson and Mrs. Bynon.

OMMS PTSA Newsletter to be released every Monday; first newsletter on 9/12. Please email newsletter details Thursday 6 pm prior to vpcomm@ommsptsa.org.

Staff Report

Ms. Demos presented OMMS PTSA Card for breakfast. Staff loved it!

Ms. Bruton very excited for new PTSA leaders and welcomes us.

Ms. Morse made 2 requests –

1. Parent volunteers during lunch for Falcon Store. Tues/Thurs historically. Looking for parent volunteers 10:30-12:55.
2. General request for any gently used items to donate to the store. Bring items to office with Falcon Store or Ms. Morse on it. No candles or IEQ concerns. Must be able to have at school.

Membership

There are 29 Hispanic Family memberships.

The Membership form has been updated on google docs. Copies will be available on back to school night. PTSA brainstormed ideas to encourage PTSA sign ups:

- Homeroom contest?
- Lunch/recess pass that allows student members a pass to go through the lunch line first and be outside first

- Can we create some type of incentive for most memberships?

Hospitality

BTS breakfast with detail (see attached). Any plans for Sept/October? Michelle to work on October treat for staff.

Other discussion:

Can Ms. Norman be there for general membership meeting Sept 27th at 6:30 to help with translation?

Meeting adjourned 7:27 pm

Attachment(s):

OMMS PTSA PROPOSED Budget 2016-2017

The following is the proposed budget for the 2016-17 school year; approved by the general membership of Oakland Mills Middle School PTSA (OMMS). The execution of this budget is subject to the availability of actual funds collected by the PTSA. The budget is divided into categories. The transfer of funds between categories requires the approval of the general membership; however, the board can vote to move money from one item to another, within each category.

The budget for each category was derived from the 2015/2016 actual spending and the 16-17 Plans of Work discussed by the Board of Directors.

Total Proposed Budget	\$10,950
Total real spending -no reserve-	<u>\$ 8,950</u>
Reserve (maintained in savings at end of year)	\$ 2,000

- **PTSA Objectives** **\$2300**
 - Provides funds for the key events that the PTSA hosts or jointly hosts with the school through the year.
 - Over the past years these events included: Grade level activities, Play & Falcon Idol Cast Party, Field Day, Back to School Event, and PBIS.

- **Hospitality** **\$1150**
 - Used to show tangible appreciation by the PTA for the great job done by our parent volunteers, school staff and teachers, such as by sending cards and mementos or by providing special meals or treats.

- **PTSA Expenses** **\$1500**
 - This category includes all cost to conduct PTA business such as County, State and National dues, insurance, advertising, membership drives, communication, website, office supply, supporting committee operations, leadership development, business software, and other overhead expenses.

- **Fund Raising** **\$3500**
 - There are also some up front expenses for some of our fundraising efforts. This is money that must be spent in advance with the expectation of earning much more back at the end of the campaign.

- **Cultural Arts** **\$500**
 - This category supports the Cultural Arts at OMMS.

- ***Reserve for following year*** **\$2000**
 - This category is intended to provide a pool of start up money for the follow-on school year, to maintain continuity.
 - It is not meant to place undue burden on the current school year and is meant to be funded if reserves are available. That is if fund raising exceeds the budgeted expenditures.
 - It is not meant to be a rainy day fund for unbudgeted projects during the current school year.
 - This money could be used for emergency purposes to maintain solvency of the PTA.

**TREASURER'S REPORT - Board of Directors Meeting
Oakland Mills Middle School PTSA**

PROPOSED BUDGET BY LINE ITEM FOR 2016-2017 ACADEMIC YEAR

Balance as of June 30, 2016 **\$2,568.50**

RECEIPTS:

Membership Dues	\$1,200.00
Fundraising	\$6,400.00
Donations	\$500.00
Grants	\$500.00
Hospitality (Staff Luncheons)	\$100.00

TOTALS: **\$8,700.00**

DISBURSEMENTS:

<u>Committee/Category</u>	<u>Line Item Breakdown</u>	<u>Budget</u>
PTSA Objectives		\$2,300.00
6th-8th Grade Field Day Support	\$250.00	
Play & Falcon Idol Cast Celebration Cake	\$50.00	
8th Grade End of Year	\$600.00	
Spagetti Dinner	\$0.00	
PTACHC Scholarship Fund	\$0.00	
PBIS (Positive Behavior Incenctive & Support)	\$150.00	
Field Trip Scholarship Fund (6-8)	\$600.00	
Community Outreach Program	\$200.00	
Back to School Event	\$200.00	
Committee Reserve	\$250.00	
Hospitality		\$1,150.00
Back to School Breakfast (Aug 22nd)	\$150.00	
Conf Meals (Nov and Feb)	\$300.00	
Jan (school supplies)	\$150.00	
March/April	\$150.00	
Staff Appreciation Week (May)	\$250.00	
OMMS Support/Sunshine Fund	\$100.00	
Committee Reserve	\$50.00	
Fundraising		\$3,500.00
Spirit Wear (Fall)	\$1,000.00	
Mixed Bags (Sept)	\$1,300.00	
Spring (Yankee)	\$1,000.00	
Committee Reserve	\$200.00	
PTAS Expenses		\$1,500.00

MD PTA Insurance	\$204.00	
Administrative Expenses (paper, mailings)	\$200.00	
PTA Council Dues	\$170.00	
Bank Fees (Return Checks & Fees)	\$50.00	
MD PTA/National Membership Dues	\$600.00	
PTA Convention/Training	\$150.00	
Committee Reserve	\$126.00	
Cultural Arts		\$500.00
Cultural Arts Expense	\$400.00	
Committee Reserve	\$100.00	
Reserve for Following Year		\$2,000.00
TOTAL:	\$8,950.00	\$10,950.00
	Starting	\$2,568.50
	Income	\$8,700.00
	Expenses	\$8,950.00
		\$2,318.50

Hospitality Event Report

Date: 8/22/16

Title of Event: Staff Welcome Back Breakfast

Scope: To feed 85 staff members a welcome back breakfast on the first day staff returns to school. This event is to allow us to push the PTSA to the teachers early and show them some love

Event Details: Breakfast was to be served at 7:30am in the staff break room, just off the cafeteria.

Menu: eggs and bacon, donuts, coffee, fruit juice, danish and fruit

Purchases:

4 dozen donuts (\$35.96)

2 boxes of Joe (\$31.98-coffee)

1.5 trays of eggs (eggspectation, \$20 discount for school)=\$80

1.5 trays bacon (eggspectation, \$20 discount for school)=\$80

3 fruit platters (BJ's)=\$7.99 each = \$23.97

2 Danish Platters (BJ's) = \$14.99 = \$29.98

1 large package of mixed grapes =\$7.49

1 dozen bagels (donation)

220 plates (\$9.99 left over 117, so 103 consumed)

1 package of napkins, \$6.99, (200 count all consumed)

80 12oz hot beverage cups (\$11.99, 64 left over)

300 forks (\$12.99 - 200 left over)

1 case 10 oz minute maid mixed fruit juice
\$12.99

2 32 oz apple juice (\$1.37 each=\$2.75)

2 bags of ice = \$8



Oakland Mills Middle School PTSA Meeting Minutes

100 Membership forms=\$11.66

Budgeted Amount: none

PTSA out-of-pocket: none

Donations: All

Lessons learned:

1. If you provide bagels, make sure you have a knife to cut them and cream cheese
2. Need one less dozen donuts and one less tray Danish
3. Spend money saved on #2 for more fruit trays, they went instantly
4. 1 tray of eggs and 1 tray of bacon is plenty.
5. Another case of mixed fruit drinks would be great. They also went super fast.
6. Leave extra time for picking up items, it takes longer than you think
7. One staff member thought that Wegmans does a better job with fruit platters.

Proposal for Next Year

Proposed Next time

Item	Quantity	Cost	Total
Dozen donuts	3	\$ 8.99	\$ 26.97
Box of coffee	2	\$ 15.99	\$ 31.98
Tray of eggs	1	\$ 80.00	\$ 80.00
Tray of bacon	1	\$ 80.00	\$ 80.00
Fruit platter	4	\$ 7.99	\$ 31.96
Danish Platter	1	\$ 14.99	\$ 14.99
Package of mixed grapes	1	\$ 7.49	\$ 7.49
Dozen Bagels	0	\$ -	\$ -
plates	125	\$ 0.05	\$ 5.68
napkins	200	\$ 0.03	\$ 6.99
Hot beverage cups	25	\$ 0.15	\$ 3.75
Forks	100	\$ 0.04	\$ 4.33
Mixed fruit juice, case	1	\$ 12.99	\$ 12.99
32 oz apple juice	2	\$ 1.37	\$ 2.74
2 bags of ice	2	\$ 4.00	\$ 8.00

Total \$ 317.86

Cost per person \$ 3.74