

DRAFT MINUTES OF THE MCCPTA BOARD OF DIRECTORS MEETING
Thursday, August 3, 2006 at the Carver Educational Services Center

ATTENDANCE:

Officers: Jane de Winter, Victor Salazar, April Keyes, Juan Johnson, Liz Wheeler, Sharon St.Pierre, Cassandra Abdelmeguid

Area Vice Presidents and Cluster Coordinators: Ted Willard, Phil Kaufman, Steve Crowley, Liza Durant, Phil Kaufman, Deborah Stevens Panzer, Donna Pfeiffer, Sally Taber, Elizabeth Enders, John F. Hall, Jr., Carley Lee, Jinhee Wilde, Allyson Morrison, Paul Morrison, Caitlin Cronin,

Committee Chairs: Patti Twigg, Vicki Rafel, Neal Meyerson, Patti Twigg, Sharon Schulman, Lin-Lin Mao, Sharon Goodall

OPENING BUSINESS:

Call to Order: MCCPTA President Jane de Winter called the meeting to order at 7:35 PM.

Agenda: Committee work plans not listed on the agenda, but distributed tonight include: Bylaws, Curriculum, Downcounty Consortium (DCC), Operating Budget, Reflections and Safety.

Minutes/Secretary's Report: The June 1, 2006 Board of Directors meeting minutes were distributed. Corrections included adding Victor Salazar as an attending officer and changing Suzanne Weiss to be listed as a committee chair.

John Hall made a motion to approve the minutes as amended. It was seconded. The minutes stand approved as amended by a voice vote.

The Recording Secretary for the Board of Directors explained that the duties of the secretaries will be divided between the Delegate Assembly and the Board of Directors. She reported on her recent activities overseeing the Cultural Arts committee including, preparing for the fall showcases and training on Oct. 7. Meetings she's attended have included: executive committee meetings; summer area meetings; MCPS staff - Dr. Frieda Lacey, Larry Bowers and Aggie Alvez; County Council Member Marilyn Praisner; Community Superintendent Mark Kelsch, Area Vice President and quad cluster coordinators, as well as meetings with Richard Montgomery cluster coordinators, staff administrators and PTSA.

Treasurer's Report: Budget and Audit

Budget - The treasurer distributed the profit and loss budget vs. actual statements for July 2005 through June 2006 and July 1 through August 2, 2006, and the proposed budget for 2006-2007. The treasurer's explanation of the profit and loss from July 1 through August 2 included expenses incurred since July 1, including adjustments to be made to the prior year (e.g. National PTA convention and presidents and principals dinner) and printing associated with the MCCPTA office move. The July 2005 through June 2006 statement (with the adjustments previously explained) will be our final budget of the year. His report included: letting local PTAs know that we increased MCCPTA membership fees to \$1.00; this year's MD PTA goal is to increase PTA membership by 17.35% (MCCPTA goal is 59,000 members and \$53,000 income is purposefully underestimated); committee chair work plan funding requests are allocated by category and voted on by a first come first serve basis (adjustments can be made throughout the year); the presidents and principals dinner location change causing increased fees; reduced interest; special events; committees; community outreach; and the general administrative category.

Recommendations and questions discussed included: moving blue book expenses from committees to general administrative costs, MD PTA local unit service and community outreach events. Work plans are still coming in. The budget will be voted on in September.

Audit - Copies of the final independent audits for the fiscal years ending June 30, 2004 and June 30, 2005 were available. Local PTA audits are due to MCCPTA within 60 days of the end of the fiscal year (Sept. 1). Please help your local PTAs by finding them help or serving on an audit committee. A suggestion was for cluster treasurer's to "swap" and audit each others books. The treasurer's handbook has a small guide; and "Cash Encounters" from MD PTA and "Money Matters" from National PTA have more formal guidelines for audits. The treasurer will put a form on the web including report requirements. Every local PTA should have a "Cash Encounters" CD from last year and a "Money Matters" CD that was sent to PTA presidents. Only a few PTAs require an IRS audit. The audit committee members needn't be hired or CPAs, but they cannot be signatories to the PTA account. Send a copy of your local audit to MCCPTA. Form 990 (IRS requires it to be 501c3 compliant) can be filled in after the audit is finished even though it's not due until Nov. 1. As requested, reminders will be sent out to PTA presidents and treasurers. The treasurer's report will be filed.

OFFICERS' REPORTS:

Vice President – Administration: Membership and Approval of Cluster Coordinators
Membership - Our membership goal is a 17.35% increase. Patricia Carpio, Membership Committee Chair, wasn't present, but the Vice President for Administration discussed the committee's work plan distributed tonight. The work plan breaks down how the 17.35% increase will affect clusters and goals for each. How to reach those goals will be discussed later and information will be sent out to PTA presidents, Area Vice Presidents, cluster coordinators and membership chairs. Discussion of the work plan included: the DCC schools listed together; the meaning of the "number achieved to date"; and the issue of MD PTA memberships recorded after March 31, 2006 counting towards the next year's 2006-2007 membership being different from how our locals count memberships. A reminder was made that "family" memberships given by some PTAs require that dues be paid for each individual family member. A request was made for PTA membership marketing materials. Marketing materials can be found on the National PTA web site and the Vice President hopes to get more county and local materials out before school starts. Local PTAs should have gotten a red carton full of materials from National PTA that includes some flyers and a membership handbook. The President sent out a reminder about this on the presidents list and can do it again.

Cluster Coordinators - If cluster coordinators weren't elected in April, then names can still be voted on and forwarded by clusters to the Board of Directors for a vote of approval.

Names forwarded by clusters are:

Einstein Cluster – Alies Muskin and Caitlin Cronin

Victor Salazar made a motion to approve Alies Muskin and Caitlin Cronin as Einstein Cluster Coordinators. The motion was seconded and passed by unanimous voice vote.

Springbrook – Ann Regan

John Hall made a motion to approve Ann Regan as Springbrook Cluster Coordinator. It was seconded and passed by unanimous voice vote.

Sherwood – Susan Stavenhagen

Sharon St.Pierre made a motion to approve Susan Stavenhagen as Sherwood Cluster Coordinator. It was seconded and passed by unanimous voice vote.

Seneca Valley - Brenda Martin

Ted Willard made a motion to approve Brenda Martin as Seneca Valley Cluster Coordinator. It was seconded and passed by unanimous voice vote.

Clarksburg – Donna Pfeiffer, Jaime Jacobson and Sonia Lehman

Juan Johnson made a motion to establish the Clarksburg cluster for MCCPTA. (The cluster was established by MCPS and is functioning as of July 1.) It was seconded and passed unanimously by a voice vote.

John Hall made a motion to approve Donna Pfeiffer, Jaime Jacobson and Sonia Lehman as Clarksburg Cluster Coordinators. It was seconded and passed unanimously by a voice vote.

For the record it was noted that Allyson Morrison is the Area Vice President for the Clarksburg cluster.

Each cluster is allowed up to three cluster coordinators. Information for those voted in tonight should be sent by Area Vice Presidents to the list serv committee chair for new members to be added to the board list serv. Copy the webmaster@mccpta.com, as well as, names and contact information to the MCCPTA office for inclusion in the blue book directory.

Vice President – Educational Issues:

The Vice President for Educational Issues summarized her attendance at the National PTA Convention held in Phoenix in June. She mentioned two significant motions – one about diabetes training in every school and possible medical intervention, and one about land trusts. Her recent activities have included: two area meetings; HSA communications work group to re-do the state flyer to make it relevant to Montgomery County and to better communication to parents and students; meeting with Aggie Alvez and Jane de Winter to discuss volunteer coordinators and family community partnerships; Dr. Frieda Lacey, Larry Bowers and Aggie Alvez; Marilyn Praisner; and Carol Blum re: grading and reporting changes. The ensuing discussion of the recent decision to allow qualifying scores on AP exams to substitute for the HSA in that subject resulted in a consensus by those Board members present to allow the President to draft a letter with a list of questions asking MCPS for clarification of this approval and the logistics of how it will be done. It was further suggested to send a letter to the state Board of Education, too, since they have abolished public comment time. MCPS won't pay the AP fees. It's unlikely that the PSAT will be used instead of the HSA either because the test isn't aligned with our curriculum.

Vice President – Programs:

The Vice President for Programs and the president have a meeting scheduled with John Smith re: the task force on mentoring on August 17. She and the treasurer have been meeting with hotels about the presidents and principals dinner. She distributed the guidelines for using facilities during primaries and elections. ICB decides on a case by case basis. Bake sale locations can vary from polling place to polling place depending on the precinct chair. Both elections are held on PTA nights. A suggestion was made that the school use guidelines be sent out on the bulletin and the presidents' list serv. She sent an email to Penny Lee about a cable show. She met with Dick Lipsky and Jane de Winter about the possibility of televising the delegate assembly. She attended the meeting with Dr. Frieda Lacey. She also went to the National PTA Convention in Phoenix and attended four workshops, including an excellent one on understanding teens and one on closing the gap.

Vice President – Legislation:

State - The Vice President thanked MCCPTA member Donna Pfeiffer for helping with the sex offender bill. The sex offender legislation, sponsored by Sen. Garagiola and Del. King, passed during the special session and became law. It bars sex offenders from being on school property. Contractors are also criminally liable for employees who are sex offenders being on school grounds. The Vice President met with Del. Norman Conway, Chair of Appropriations. Conway painted a bleak picture following 2005 revenue that significantly exceeded projections. He predicts the overall spending will exceed revenue as a result of an economic downturn in FY 08-09. His conclusion is it's difficult to get the \$322 million in school construction funds we did last year. His recommendation is to continue to get parents engaged and "out for education". The treasurer's bill calling for the increase in bonds to use for school construction didn't go through the governor this year. The chairman blamed the lack of slots passing, legislative add ons and 10% income tax reduction for deficits.

County - In May the council approved two positions for MCPS oversight – one to report to the council president and one to report to legislative oversight – both of which are currently unfilled. Marilyn Praisner, in her discussion with MCCPTA officers and the Operating Budget Committee chair, said that revenue is down; identified the council's biggest budget priority as meeting retiree pensions and insurance costs; and noted the issue of the state comptroller timing the calculation of county wealth so that the date causes the calculated wealth for Montgomery County to go up while the per pupil money investment goes down. The county council president will hold a public hearing in September and MCCPTA will try to testify on the operating budget priorities.

MD PTA -The update on the military recruiting resolution from MD PTA is that what was distributed in May was only draft language. The Vice President will follow up with MD PTA on the question raised about the process of handling the resolution. The issues are recruiters on campus, protection of student information, and opt in versus opt out, not actions of recruiters. This won't be brought back in September for a vote; however, locals or the delegates can offer their own resolution and present it at a delegate assembly. Please let the legislative committee see the initial draft, so it can come through the committee. Madeleine Fleischer has a grassroots coalition and reached out to us for support.

MCCPTA - Sharon Barbee, parent from Parkland Middle School, will be nominated tonight to chair the Legislative Committee. MCCPTA will have a legislative dinner the second week of November. Committee for Montgomery released the date for the legislative breakfast. The Vice President for Legislation has been appointed to and is participating on the Montgomery Chamber of Commerce Education Committee, and serves as MCCPTA's representative on Committee for Montgomery. MCPS has a Strategic Plan Forum on September 25. The chief of school safety for MCPS resigned to run for office. Also, please remind local PTAs that they must be incorporated.

President:

The President distributed a list of her activities from June 7 to August 3. Activities that she summarized included:

MD PTA Items - At the MD PTA Board of Directors meeting every PTA was assigned the same percentage membership increase. MD PTA offered to pilot an online PTA membership registration for National PTA. PTA presidents got a CD about this last

winter. Membership chairs would enter data online. Local PTA presidents would have a password to check on their own local PTAs; council presidents could check on council and their locals; the state could check on locals, council and state; and the national could check on all. Councils were told this information wouldn't be sold, but may be shared with business partners; therefore, MCCPTA is not satisfied with this answer. Membership cards would be issued only to those who registered online and the unit would print them out directly. There's no plan for individuals who object to their information being released. The suggestion was made to use the school's address instead of your own. MD PTA's interpretation of their legal requirements for incorporation is to have contact information for all of their members. In the past it was okay for MCCPTA to have this information. It would not eliminate multiple payments for an individual's multiple PTA memberships. Online registration would be required in 2007. MCCPTA will continue to raise concerns. One such concern is the drop downs that include the position of co-president of a local PTA because we've been told for years our PTAs aren't allowed to have this position.

NAACP Parent Council - The President and the Vice President for Administration met with the new director of the NAACP parent council, Crystal Devance-Wilson. We'll work together on mutual goals and make local PTAs more aware of the parent council representatives and the structure of the council. One page of our blue book directory will list NAACP area coordinators.

MCBRE - The President met with Jane Kubasik, Executive Director of Montgomery County Business Roundtable for Education (MCBRE) re: Champions for Children dinner and our commitment for that night; possible financial help for our presidents and principals dinner and contacts at the Marriott Conference Center. MCBRE meets three times yearly and includes recommendations for MCPS, but MCCPTA doesn't attend. Jane Kubasik said that it is up to Dr. Weast to allow MCCPTA to participate in the meetings.

Victor Salazar made a motion that Jane de Winter write a letter to Dr. Weast requesting that the MCCPTA President be permitted to attend the MCBRE meetings. The motion was seconded and passed by a voice vote.

Previously Jane de Winter and April Keys had given Dick Lipsky a CD of public service announcements for print, radio and television developed by the Advertising Council for National PTA. Jane Kubasik has been working with Comcast, so the Public Service Announcements (PSAs) will also be given to Comcast. Also, the MCCPTA President will coordinate with the MCBRE assistant to select which PSAs to run on Comcast during September and which PTA posters to put up at all the Westfield Malls. The MCCPTA website and office contact information will be included. The President has seen and read the PSAs and noted that some are in Spanish. A suggestion was made to put them on Spanish radio. All of the PSAs are on the National PTA website.

Board of Education (BOE) - The President attended the BOE policy meeting last Monday. The first topic of interest is the person who will be evaluating BOE policies and reporting to the Board. For example, re: the policy for high school's charging for lab fees, this person will contact each high school to get the fees and do the same for each school's workbooks fees, too. This seemed to be something that MCCPTA would favor. Second, is Steve Abrams' resolution, or motion, that the BOE policy committee examines the method and goals of public comment. This is to be discussed at next policy committee meeting since Abrams wasn't present at the meeting. MCCPTA will follow this closely.

A suggestion was made to push for televising policy committee meetings since business is conducted. It was noted that Grading and Reporting update was given and that it will be discussed again at the next policy committee meeting. At the July policy committee meeting Policy ABA was discussed. Public comment is not allowed during the policy committee meeting, but Jane de Winter testified on MCCPTA's ABA letter that was voted upon at our delegate assembly during BOE public comment.

AGENDA ITEMS:

APPROVAL OF WORK PLANS:

Work plans were distributed for the following committees: Bylaws, Curriculum, CIP, Membership, Web Site, Downcounty Consortium, Operating Budget, Reflections and Safety

Bylaws:

Vicki Rafel made a motion that we approve all of the work plans together after all have been reviewed. The motion was seconded. (See resulting vote at end of work plan section.)

No changes/no questions re: the work plan for the Bylaws Committee. The President asked that the committee be proactive in trying to get all local PTAs up to date.

CIP: No changes were made and no questions were asked.

Curriculum:

This committee is requesting \$100 for their work plan. Volunteers were sought through the list serv. A correction was made for Paul Weckstein on the volunteer list - his cluster is Blair. Sharon Schulman's (committee co-chair) phone number is missing from the list. Encourage people in your cluster to volunteer. Cluster Coordinators are more likely to get volunteers if they send this out locally. The committee is in need of Physical Education volunteers. High school liaisons to the PE department may be good candidates for this committee.

Downcounty Consortium:

No questions/no changes re: the work plan.

Operating Budget:

Pam Moomau and Ellen Paul were added to the Operating Budget committee members. The committee chair will be contacted re: needing funds for refreshments for the operating budget workshop on testimony writing for Cluster Coordinators.

Juan Johnson made motion to make an amendment to the Operating Budget work plan to include \$100 for an Operating Budget workshop. It was seconded.

Reflections:

No questions were raised or changes made. This committee requested \$750. The committee chair will emphasize that your PTA must be a unit in good standing to be eligible for state awards. He will work with the Bylaws committee chair to determine which locals are and aren't in good standing, and help those who aren't to become eligible. During the summer area meetings the President distributed bylaws status handouts for each of the area's schools and mentioned the Reflections program.

Safety:

No questions were asked and no changes were made. This committee requested \$300.

Web Site:

Questions were asked about the options for the payment for the domain name depending upon the number of years (one or two years). Now it's \$27 per domain name for one year. Encumbering a future board, voting for the ten year option last year, and pre-paying were discussed. The co-chairs will research the costs.

Ted Willard made a motion to authorize up to \$600 to be used for domain names and webhosting service. It was seconded and passed by a voice vote.

Membership:

Questions were asked and comments made re: reducing the \$2,000 requested by saving money on printing and postage. For example, using the school “pony” and making membership “thermometers” for locals to use at Back to School Night. Membership chairs sharing best practices was suggested.

Ted Willard made a motion to amend the Membership work plan funding to \$1,000. It was seconded and passed unanimously by a voice vote.

(Based on the original motion made at the start of the work plan discussion – see above.)

A unanimous voice vote passed all of the work plans as presented and amended.

COMMITTEE REPORTS:

List Serv:

The committee chair did not have a work plan tonight, but distributed a committee report. Some schools responded to the chair’s inquiry about their list servs, so she has summarized what PTAs are doing. She’s received a request for guidance from MCCPTA. But, since we don’t have our own rules, how can she respond to guide them? She is working on a list of questions to ask when working on a list serv. She’s updating the list servs databases, but many schools haven’t sent in blue book information, yet. The Board list serv is in good shape except for the new members added tonight. Committee Chairs information will be sent to the List Serv chair by the Vice President for Educational Issues.

Patti Twigg, List Serv committee chair, made a motion to put the disclaimers from the National PTA web site and other publications on the MCCPTA list servs and web site in addition to our own. It passed unanimously by a voice vote.

Discussion of the above motion included third parties and liability of our sites. Also, recent requests from a business and the Olney Theater were discussed. Educational ties, connections to the curriculum and posting to the bulletin and delegates were raised. The committee chair needs to know how to limit the bulletin because of the many requests that she receives. A motion to limit the use of the bulletin to messages from MCCPTA, MCPS, county, state or national organizations that are aligned with our mission and objects was suggested to be tabled, so the language could be worked on. The ensuing discussion resulted in the following motion:

Ted Willard made a motion that the MCCPTA bulletin be restricted to what’s aligned with the mission of PTA. It was seconded and passed by a show of hands.

Please remind the new Board members to join the bulletin to get announcements. They may want to join the delegate listserv, too.

Curriculum:

The Curriculum Committee Chair distributed an update on the MCCPTA resolution on science and social studies in elementary schools. There was a meeting with committee members, Jody Leleck, staff from the Office of Curriculum and Instructional Programs, and Steve Bedford from the Office of School Performance to say that MCPS is trying to address our concern of monitoring how much time is spent on each lesson in science and social studies. The committee’s impression is that Community Superintendents are questioning the need for our resolution. The committee recommendation is that clusters bring the issue of Elementary science and social studies up when they meet with their Community Superintendent in the fall, so that every Community Superintendent gets

some contact with it. This should be included in the School Improvement Plan (SIP), too. The committee is asking specific Cluster Coordinators to bring up this issue and give them feedback.

UNFINISHED BUSINESS:

Middle School Cell Phones:

The President went to a Board of Education meeting in June to testify re: the use of cell phones in middle school. Four middle schools will be piloting a program to have students use cell phones without waivers. Because it is a regulation Dr. Weast can make changes. The definition of the instructional day as ending at dismissal time or at the end of all activities is an issue. Pat O'Neill and Sebastian Johnson joined Suzanne Weiss and Jane de Winter in asking for a change in the definition of the end of the instructional day in the regulation to mean that the end of the instructional day is defined as the time of dismissal from classes.

Victor Salazar made a motion that Jane de Winter be allowed to write a letter asking for the names of the middle schools piloting the no waiver regulation and that we would like to see a change in the definition of the instructional day in the regulation. It was seconded and passed by a voice vote.

NEW BUSINESS:

Televising the Delegate Assembly:

The President wanted feedback while knowing that the delegates will have to make this decision. Discussion included pro and con reactions including, great idea to see a meeting that you may have missed, intimidation, the comfort level of the delegates and how it will affect how the meetings are run.

Safety and traffic signs from Lisa Rother of Montgomery County Government are available to be used for schools and neighborhoods.

ADJOURNMENT: The meeting was adjourned at 9:59 PM.