

**MCCPTA Board of Directors**  
**Minutes of the Meeting on October 4, 2007**  
**at the Auditorium of the Carver Educational Services Center**

**Attendance**

*Officers:* Jane de Winter, Kay Romero, April Keyes, Liz Wheeler, Dale Ryan, Ted Willard, Stacy Menendez

*Committee Chairs:* Steve Augustino, Chuck Benjamin, Holly Gaut, DeBora King, Sharon St. Pierre, Sharon Schulman, Susan Stavenhagen, Patti Twigg, Linda White, Elisia George, Anne Gallagher

*AVPs and Cluster Coordinators:* Deborah DeMille Wagman, Pam Moomau, Liz Sadove, Joanne Vanderhorst, Deborah Goldman, Diane Dickson, Kristen Tribble, Kate Savage, Laurie Halvorsen, Janette Gilman, Lori Merrill, Laurie Berthiaume, Michael Joseph, Deborah Stevens-Panzer, Ellen Schaefer-Salinas, Fran Simmons, Jim Kennan, Bob Murphy, Paul Morrison, Kevin, Farragher, Juan Johnson, Julies Lucas, Sally Taber

Scott Rogers

**Review of Meeting Summary**

September meeting minutes were approved with no corrections at 7:42 pm. Kay Romero made a motion to approve; the motion was seconded and passed by voice vote.

Interim Secretary Stacy Menendez introduced. The election process for a new secretary was explained: The 2006-07 Nomination Committee must nominate a new person for secretary, which may or may not be Stacy Menendez. The nomination is then taken to the next Delegates' Assembly and elected at that meeting.

**TREASURER'S REPORT**

Dale Ryan presented the Year To Date profit and loss statement. The budget started as of July 1. It was noted was that there were many more expenses incurred than income; Membership Dues, primary source of income, are not due from locals until November 15. Maryland PTA, however, requires that dues are to be paid to them monthly.

**Officers & Directors Insurance:** Jane de Winter & Dale Ryan met with the current MCCPTA insurance agent, Dave Feldman, to evaluate the policy offered by MDPTA. They are looking at getting an umbrella quote for all MCCPTA organizations for comparison. Dale will disseminate information when available.

Why have O & D insurance? It was recommended by the auditor and MDPTA. It's one of the bylaws amendments that are coming before the MDPTA at the November convention. If the amendment to Maryland PTA's bylaws passes, then locals will be required to purchase D&O insurance.

**FORM 990 & 990EZ** forms are due to the IRS by NOVEMBER 15. If the local is unable to complete the form by then, make sure to file an EXTENSION. At this time, only locals incurring Gross Receipts of more than \$25,000 are required to file the form 990ez (more than \$100,000 in Gross Receipts are required to file the full form 990 and have their books audited by a Professional CPA).

Local units need to be sure that their Bylaws are current, membership dues are paid, and that the most recently needed Form 990 are filed in order to be in good standing. If not in good standing, the local may not be able to keep its Bulk Postage rate via the USPS. It was noted that there needs to be more outreach to locals about financial requirements and deadlines. The requirements and deadlines are easily obtained from the website (from Cash Encounters) and the "PTA Must-Do's" sheet distributed to all local units at the beginning of each fiscal year.

**OFFICER REPORTS: 7:55 pm**

**Jane de Winter**

**Board of Directors/Board of Education Dinner to be held on October 24 at 7:30 pm in the Carver Cafeteria.** The Board of Education is providing dinner for all attendees. The format of the dinner is informal, with a few introductory remarks by Jane, Mrs. Navarro and Dr. Weast and mostly mingling for the remainder of the dinner. Attendees will include Jerry Weast, MCPS Superintendent of Schools, MCPS Associate Superintendents, Community Superintendents, and the Board of Education, along with MCCPTA Board Members. RSVP's are desired, but not required. Most of this meeting's attendees expressed interest in attending. The event should end at approximately 9 pm.

**Legislative Dinner** - The purpose of this dinner is to invite the whole Maryland State Delegation to meet the MCCPTA Board and to discuss the current political issues surrounding our county and schools. Jane desired a sense of whether it should be held before a possible Special Session by the Maryland General Assembly. Several dates were mentioned: December 3, the last week of October. Since the CIP Testimony before the BOE is scheduled for November 14 & November 15, the original date of November 16 was dismissed because there was a consensus that there not be 3 nights of events in a row.

A letter to the MD Delegation will be written by Jane stating that we believe the GCEI should be fully funded. Each school's PTA delegate is encouraged to write on behalf of the local schools as well.

**Appointments of New Cluster Coordinators by Voice Vote at 8:09 pm:**

Bob Murphy & Susan Burkinshaw of the Northwest Cluster  
Kevin Farragher of Quince Orchard Cluster (replacing Jerry Jackson, who has resigned)

**COMMITTEE REPORTS: 8:26 pm**

**HS Plus Report by Alies Muskin, Guest**

Feedback from schools will be imperative to drive the changes needed. The overwhelming sense at the meeting was one desirous of more accountability about the program. See committee report filed.

**Nominating Committee by Liz Wheeler**

Must approve 7 names from the following list and forward to the Delegates for a vote FIFTEEN DAYS BEFORE THE DELEGATE ASSEMBLY.

List given to BOD:

1. Sally Taber (Einstein/Kennedy/Blair/Northwood Cluster)- Northwood Cluster Coordinator
2. DeBora King (Blake/Sherwood/Springbrook/Paint Branch Cluster and former President of Page E.S.)
3. Andrea Bernardo (Churchill/Wootten/Rockville/RMontgomery Clusters) Wootten Cluster Coordinator
4. Dave Lechner (NW/Seneca Valley/Quince Orchard/Poolesville Clusters) PTA President Clemente ES
5. Kristin Tribble (Damascus/Clarksburg/Gaithersburg/Watkins Mill/Magruder Clusters) Damascus Cluster Coordinator
6. Deborah Missal (Whitman/Wheaton/Walter Johnson/BCC Clusters) BCC Cluster Coordinator
7. Cleat Kennedy - (At Large Member) Daly PTA President

MOTION TO APPROVE THE SLATE MADE AT 8:29 - approved by Voice Vote

**Bylaws Committee** - Letter by MCCPTA to MDPTA asked about removing the # sign from the quorum requirement. A letter received from MDPTA did not address the issue.

All delegates are encouraged to attend the Bylaws Approval Session at the Maryland PTA Convention in Towson on November 16 and November 17. President Jane de Winter will inform BOD and delegates on exactly which date and at what time that session will be held. If we get enough members there, it might be possible to remove the # sign from quorum line on the Bylaws template at the State Convention, solving our quorum issue.

Joe Stewart of Magruder Cluster and Vicki Rafel are returning to the Bylaws committee.

**CIP Committee** -

CIP process dates are as follows:

October 29, 2007 - Release of a preliminary CIP Budget

October 30, 2007 - A Forum will be held on the proposed CIP  
November 14 & 15 - Testimony given to Board of Education  
November 19 - CIP Decision is made

**Montgomery County Education Budget Funding - mtg. attended by Jane de Winter & Kay Romero**  
MCCPTA was invited, for the first time, to attend Superintendent Jerry Weast's Budget meetings. Jane de Winter noted that the preliminary budget numbers do not look promising. In the past, there has been a general sense that the MCPS administration puts the operating budget first. MCCPTA will have an opportunity to offer our own list of priorities.

In reference to priorities, Safety Committee Chair Pam Moomau noted she will offer a motion to reinstate the "Safe, Secure, Clean School Facility" program as a priority on the Operating Budget Priorities to be voted on at the October DA.

*"HOW YOUR BOARD MEASURES UP" survey was given out at the beginning of meeting and BOD members were urged to complete during this meeting and leave for the current Board to review.*

#### **Work Plans - 8:56 pm**

**Reflections Committee** - amount of funding requested was not certain - it was noted that the amount needed for this committee last year was about \$100.

#### **Operating Budget**

Monica Turnbo is the new office manager. She can be reached at Office@MCCPTA.com or mturnbopta@yahoo.com. April Keyes had a problem with reaching her at the "office" email address. Reminder: there is \$ in the budget allocated for a new office computer and debate ensued about which OS to use - XP or Vista. Vista may not work yet with Quickbooks, which is used for MCCPTA financial reports.

**Blue Book** - still need some information, but every effort to get this to the printer by October 15 is being made.

*The Work plans for CIP, Operating Budget, Reflections, Office & Bylaws committees were approved as written and described at 9:08pm.*

#### **Reports - 9:08**

**Calendar** - see report. A letter is needed to MCPS Calendar personnel pushing for all stakeholders be present for one Calendar meeting, rather than staggering stakeholder meetings, and that we would like MCPS to release calendars several years in advance. Patti Twigg will write a draft of this letter for Jane to send.

**MCCPTA Website** - please change the Membership/Parent Outreach title to read just "Membership".

*A motion was made to change the PARENT LEADERSHIP COMMITTEE name to PARENT OUTREACH COMMITTEE. Motion was approved at 9:19 pm by voice vote.*

#### **Signing bonuses for Vending Machines:**

Schools in the past few months have protested the removal of signing bonuses for installed vending machines because they need these funds to support unfunded mandates imposed upon the schools. In defending the decision to centralize vending machine placement, Larry Bowers, COO of MCPS, told Jane de Winter that there had been no signing bonuses for a few years and that the bonuses "were a myth perpetuated by the principals of the high schools."

Patti Twigg noted that Paint Branch High School's Principal had clearly stated that she had been given signing bonuses in past years, in contradiction to Larry Bowers' statements. Board members were asked to go to their high schools to get more details about previous bonuses.

**OMDR** - there are many problems with OMDR being implemented by schools. Deborah Goldman of the Whitman cluster stated that her schools were not going to use the system due to the excessive confusion surrounding username and password acquisition.

April Keyes noted that each local unit President should be directed to call the NATIONAL PTA office for the information, not the MD PTA as originally instructed (due to the overburden of the staff at the state level - National PTA has the staff support, MD PTA does not). Patti Twigg noted that the OMDR will be used to update membership databases, not dues payments. Whitman Cluster noted that it does NOT want individual member addresses used the OMDR and Liz Wheeler stated that the school address could be used for all member addresses. Jane de Winter recommends that, instead of relying on the OMDR program to print membership cards, locals use local-made labels (with just the name and unit number of the local), leaving room for writing the member's name.

**MEETING ADJOURNED AT 9:45 pm**