

MCCPTA Board of Directors Meeting

Minutes

October 11, 2018

Carver Educational Services Center

Room 134

Call to Order: MCCPTA President Lynne Harris called meeting to order at 7:08 pm; quorum (24) was reached shortly thereafter at 7:10pm.

Members present: Officers - Lynne Harris, Cynthia Simonson, Daria Daniel, Khristy Kartsakalis, Tracie Potts, Oriole Saah, and Laura Stewart. See attendance sign-in for other members present. (Note: Charisse Scott and Laura Mitchell joined via phone).

Approval of Agenda: The agenda was approved by consensus after the addition of the following items:

- Communications demonstration
- Approval of Watkins Mills and Quince Orchard Cluster Coordinators

Approval of Minutes: The minutes from the September 2018 BOD meeting were approved by consensus.

OSSI Presentation - VP of Education Cynthia Simonson

Cynthia Simonson gave a presentation and update on the MCPS Office of School Support and Improvement (OSSI). She presented the OSSI organizational chart, provided updates and changes, and highlighted how these MCPS leaders interact with MCCPTA and how they should be interacting with Cluster Coordinators (CCs). She noted that the OSSI Superintendent would like to see cross-conversations between MCCPTA and OSSI to create accountability. Cynthia also emphasized the importance of CCs writing board reports which OSSI leadership would find useful as well as other clusters to learn and/or explore if their areas have similar concerns, events, new ideas (cluster meetings), etc. She emphasized importance of having this information documented to ensure it can be shared and utilized.

Nominations Committee Report - VP of Administration Tracie Potts

Tracie Potts noted that the Nomination Committee members need to be confirmed at the November Delegates Assembly meeting. Therefore, the Area Vice Presidents (AVPs) need to confirm that the nominations committee representative from last year will serve another year or submit another name by October 31st. A representative can serve two, one-year terms on the committee. **Downcounty Consortium (DCC) AVP Chris Rutledge** has developed a great set of guidelines for the Nominations Committee. AVPs and CCs can serve a term of four years. So now is the time to begin conversations and recruitment if any AVPs or CCs will be reaching their term limits.

CIP Testimony Signups - CIP Chair Katya Marin

Katya Marin mentioned that all but four clusters (Damascus, Gaithersburg, Seneca Valley, and Walter Johnson) had signed-up to testify at the November **MCPS Board of Education (BOE) hearings about the Capital Improvement Plan (CIP) on November 8 and November 12.** The link for others to sign-up will be available beginning at 9:00am on Tuesday, October 30 on the BOE website. **President Lynne Harris**

noted that she will testify on November 8, and that *the November MCCPTA BOD meeting will now be held on Wednesday, November 7 to accommodate the BOE CIP hearings.*

MCCPTA Advocacy Priorities - VP of Advocacy Laura Stewart

Laura Stewart thanked Lynne Harris, BOD members and other PTA leaders for their input and contributions on the MCCPTA Advocacy Priorities (see BOD October meeting materials). Laura then reviewed/summarized each section, which are listed in alphabetical order. BOD members provided feedback and made minor tweaks to some of the following sections:

- **Access to Equitable Opportunities**
- **Capital Funds and Facilities**
- **Communication**
- **Curriculum**
- **Diversity and Inclusivity (*slight name change*)**
- **Health and Wellness**
- **Operating Funds**
- **School Climate and Security**
- **Class Size Task Force (*slight name change*)**

Action Item: Laura Stewart made a motion to approve the Advocacy Priorities as amended for presentation at the October DA meeting; seconded by Sunil Dasgupta and it passed with one abstention.

OFFICER REPORTS

MCCPTA President – Lynne Harris

Upcoming Important Dates

- **October 17 – Premiere of Gandhi Brigade Youth Media “We Are Now” film – Montgomery College Takoma Park/Silver Spring Campus Cultural Arts Center – 7:30pm**
- **October 22 – NAACP Kickoff meeting**
- **October 23 – Delegates Assembly Meeting – CESC Auditorium – 7:30pm**
- **October 29 – Special Education Parent Meeting – Carver Room 137; 6:30pm**
- **October 29 – BOE Meeting – Dr. Smith MCPS Enrollment and CIP recommendations**
- **October 30 – Annual MCCPTA CIP Briefing – 45 West Gude (Cafeteria)**
- **November 7 – BOD Meeting – 7:00pm**
- **November 8/12 – CIP Testimony BOE Hearing – CESC Auditorium – 6:00pm**

MCCPTA Budget Amendments - Treasurer Khristy Kartsakalis

Treasurer Khristy Kartsakalis noted that the MCCPTA budget needed to be updated to reflect \$700 for MCCPTA officers’ liability insurance, and payroll services added back in for whole year versus half a year at a cost of \$98.00 a month for a total of \$1176.00. There was a brief discussion about these additions, as well as invitation from Khristy for Sunil Dasgupta join the Finance Committee due to his interest and

expertise.

Action Item: Khristy Kartsakalis made a motion to approve the additional insurance and payroll services 2018-2019 MCCPTA budget items; seconded by Corey Estoll and it passed unanimously.

Lead in School Water Resolution – Safe Water Committee Chair Rebecca Morley

Rebecca Morley presented the draft of the Lead in School Water Resolution which advocates for MCPS utilizing a lower threshold for lead in school water that is considered safe to less than 5 parts per billion (ppb), similar to the DC Public Schools standard. There were minor tweaks made to the resolution and related links will be added.

Action Item: Rebecca Morley made a motion to approve the amended version of the Lead in School Water Resolution for presentation at the October DA meeting; seconded by Laura Stewart and it passed unanimously.

Approval of Watkins Mills and Quince Orchard Cluster Coordinators

Action Item: Corey Estoll made a motion to approve the following Cluster Coordinators:

- **Tammy Clark – Watkins Mills**
- **Rama Tangirala – Quince Orchard**

Seconded by Maggie Conley and it passed unanimously.

Communications Demonstration and Report - VP of Administration Tracie Potts

Tracie Potts distributed a list of MCPS schools still missing Bluebook/MCCPTA directory information. She then did a presentation on how MCCPTA should communicating with one another and sharing/saving information utilizing office.com. Tracie illustrated how to login to MCCPTA office and noted those BOD members still in need of an MCCPTA email address. She highlighted office.com landing page with outlook email, shared drive and calendar. She demonstrated how to view email and shared files and folders, and how to save information. She also showed how to access and utilize Facebook Workplace to have board conversations offline. She noted all important information is still shared with MCCPTA Board listserv. She also shared that there are 4 apps for your phone to access much of the information. They are the following:

1. **Outlook** – you can access your board emails and calendar
2. **Workplace** by Facebook – alternate way to communicate with Board/Executive Committee
3. **Work Chat** – direct messenger app for Workplace
4. **OneDrive** – can see shared files

Please reach out to Tracie for more information and/or training on how to use communication tools at vpadmin@mccpta.org. Tracie also provided a report on the status of the following:

- **Standards of Continuing Affiliation (SOCA)** – Out of 193 active PTAs, 42 are in compliance which is a great improvement.
- **Board Training** – Eighty percent of the MCCPTA Board members have completed the required Board training as outlined in the bylaws.

- **Bluebook** – Please make sure to update PTA officers’ information for the Bluebook/MCCPTA directory. <http://www.mccpta.org/bluebook-1.html>

Announcements

- **President Lynne Harris** mentioned due to the Kennedy H.S. bus stop crash that seriously injured a student, MCCPTA is planning to form task force with MCPS and VisionZero (government initiative from MC Parks & Planning focused on zero pedestrian deaths), to get members to gather data and photos of bus stop safety and support through assistance by MCPS Chief Operating Officer Andrew Zuckerman. **DCC AVP Chris Rutledge** is collected gift card donations for the family of injured student.
- **VP of Advocacy Laura Stewart** announced that the October MCCPTA Presents will focus on Healthy Grass Fields; there will also be one on PTA Reflections.

Meeting was adjourned at 9:05pm

Submitted by Daria Daniel – MCCPTA BOD Secretary