

MCCPTA BOARD OF DIRECTORS MEETING
Wednesday, September 6, 2017 - 7pm
Carver Auditorium

(See attendance sheets for attendees.)

The meeting was called to order 7:15p by President Lynne Harris. There was no quorum. Lynne made the following announcements:

- MCPS eliminated **athletics passes** due to new rules limiting the value of gifts to public officials. Lynne has asked MCPS to provide the popular passes for MCCPTA board members.
- Earlier tonight the Executive Committee approved **2 new committee chairs**: Amanda Graver/Curriculum and Daria Daniel/Awards.
- The **Blue Book** will be posted online. 23 schools have not provided contact information.
- The Treasurer and Finance Committee will advise when we can afford to hire **office staff**. Volunteers are needed for a hiring committee. This is a great job for PTA parent. Please share opening on listservs when available.

Quorum (23 voting members) was reached at 7:33pm.

Agenda: Treasurer Cheryl Pierce made a motion to consider work plans before budget. The motion was APPROVED. Matt Swibel moved to approve the agenda as amended. The motion was APPROVED.

Minutes: On a motion by Quince Orchard CC Corey Estol, June minutes were APPROVED.

OFFICER REPORTS

President Lynne Harris: A busy summer included 6 great area meetings. The Kirwan Commission on school funding will hold 4 public meetings. Lynne will clarify whether those meetings include testimony.

VP Education Cynthia Simonson: Washington Post seeks parent comment on new ES report cards (see Cynthia). It's largely good. There are concerns about kindergarten and wording. MCPS plans outreach, including at our September Delegates Assembly. Evidence of learning / less testing is a big initiative. MCPS is revising which classes will have *required* RQAs and how often. Curriculum chair Amanda Graver clarified: MCPS-*mandated* RQAs are now limited to 2.2%; teachers can give more.

VP of Administration Matt Swibel: MCCPTA.org explains SoCA requirements. Matt will provide bimonthly updates starting Sept. AVPs/CCs should track and engage schools not in compliance.

VP of Programs Erin Clegg: Sponsorships total \$20,000 and are still coming in. September "MCCPTA Presents" topics are myMCPS & new ES report cards. MyMCPS passwords are in the mail to parents. The 2018-19 MCPS Calendar Committee is trying to restore lost professional days. Three scenarios are being considered. None include a revised start date.

VP Advocacy Neal Orringer: Absent due to emergency. There were no questions on his written report.

BOD Secretary Tracie Potts: No report.

COMMITTEE WORK PLANS

Awards: A suggestion to increase the \$800 request to \$1,000 for more awards was deferred to budget discussion. New items include \$500 (sponsored) for President of the Year and Dad4PTA Award.

Bylaws: Must be renewed this year. Committee will do a full review.

Communciations: Donated \$250 GoDaddy charge is noted in budget.

Cultural Arts: Chair Priscilla Peterson announced showcase dates and shared fliers. Dates will be posted on e-lists. Inform school chairs. A volunteer is needed to plan the Performing Arts Festival.

Student Involvement: Positions are open.

Curriculum: No questions.

Finance: No questions.

Gifted Child: Seeks active liaisons at each school. Others interested can join the e-list. The committee is inclusive and works for all gifted learners not just magnet programs. A name change may be considered.

Health & Safety: Created a new school climate subcommittee. \$700 for translation is an estimate. Volunteers will be used whenever possible.

Membership: No questions.

Reflections: New chair James Modrick was introduced.

Special Ed: No questions. Chair notes that Gmail is blocked by MCPS firewall without notice.

CIP: Will offer two fall training sessions. One focuses on the new RevEx program.

On a motion by Area VP Victoria Robles (2nd by Corey Estol), all work plans were **APPROVED**.

TREASURER'S REPORT – 2017-18 BUDGET

Income: Fraud restitution and insurance audit payments will be added as received. \$7,000 sponsorships only reflect cash, not in-kind donations.

Expenses

General/Administrative: The audit costs more than normal due to forensic accounting needed to resolve last year's misappropriations involving two local units. MDPTA pays liability insurance for Councils. Line item is an estimate for workers compensation *if* we hire office staff. Copier lease is a fixed via contract. Sherwood CC Khristy Kartsakalis works for Verizon and is exploring a more affordable phone plan.

Leadership training: Required by Maryland PTA, which covers convention registration for MCCPTA officers in state leadership positions. We paid for two. National PTA Convention: \$500 covers registration and some travel costs.

Committees: Expenses reflect work plan requests. \$50/area is allotted for summer area meetings.

Organizational Advocacy: Training chair Frances Frost suggested that the Executive Committee revisit individual events to ensure our level of contribution matches MCCPTA priorities.

The budget includes 3 months of carryover. The Delegates Assembly will see the detailed budget but vote to approve a categorical budget, allowing the board to adjust expenses within each category.

Quince Orchard CC Ken Smondrowski moved to approve the budget. Victoria Robles seconded. The budget was **unanimously APPROVED** on a voice vote.

OLD AND NEW BUSINESS

Accounting firm: The Finance Committee reviewed several firms and recommends Weyrich, Cronin & Sorra, the firm used by Maryland PTA because they are familiar with PTA/nonprofit policies & procedures. Their estimate is \$2,500 *per unit* to review last year's books. Forensic accounting needs to include the two local units involved, but insurance considers the cases linked and is only providing \$5,000 for all.

Treasurer Cheryl Peirce made a motion to engage this firm as the finance committee explores how to finance all three. It was **APPROVED**.

Financial Review (Apr-Jun): Cheryl moved to retroactively approve an internal financial review committee (Oriole Saah, Stefania Clericia, Therese Gibson) to complete our annual review (Apr-June). July 1, 2016-March was reviewed early when misappropriations were discovered. The motion was **APPROVED**. The completed review was not available and will be considered in October.

Reimbursement requests: Cheryl moves to amend Standing Rules to require individuals to submit expenses to committee chairs within 30 days of incurring the expense. Officers would be required to approve, sign and submit requests to the treasurer at the next board meeting. Expenses incurred in the fiscal year would be submitted to the treasurer for payment no later than June 25. Following discussion, this motion was **TABLED** to the October meeting. Standing rules will be circulated for board review.

Early Childhood Education Sub-Committee: This will be created by the Curriculum Committee as its subsidiary. No board action is required.

Bylaws Committee Members: The following members were **APPROVED**:

Brian Anleu – NEC
Henriot St. Gerard - NEC
Emily Leongini - DCC
Eva Guo - Clarksburg Cluster
Yvonne van Lowe - Whitman Cluster
Adam Lee - Churchill Cluster/DCC

Committee Restructure: Due to time, this item was **DEFERRED** to October.

Seneca Valley Cluster Coordinator: Rosa Gomez was **APPROVED**.

Financial investigation update: Lynne noted that the investigation is complete and the case was referred to State's Attorney's Office. Plea negotiations were expected to end by last Friday. Lynne was not notified of a resolution – she'll follow up. The suspect will be charged. There will either be a trial or a plea. The terms of any plea will include restitution of funds misappropriated from MCCPTA.

Advocacy Priorities: In the absence of the VP of Advocacy, this item is **DEFERRED** to October. Board members should review draft and discuss on the board e-list in preparation for an October vote.

New DA format: To make the Delegates Assembly more effective, materials will be shared with delegates shortly after the Board of Directors meeting. An agenda will be posted a week before DA. 30 minutes will be set aside after the meeting for committee/workgroup meetings and other discussions.

Fall Training: Training Chair Frances Frost reviewed topics to be offered and logistics/format. A SignUp Genius has been created and will be posted very soon.

Online storage: MCCPTA has set up a business Microsoft OneDrive for online storage of materials (agendas, minutes, reports, fliers, notes, planning documents, photos, etc.) It is currently for board use *only*. Officers, committee chairs and Area VPs will receive individual access. Area VPs should share access with their Cluster Coordinators. It will *not* be accessible to local PTAs at this time. All board members are encouraged to contribute to develop a comprehensive database for MCCPTA, and to reduce unnecessary email communication by providing greater access to information. Due to a technical error, Tracie Potts was unable to provide a demonstration. This will be planned for a future meeting.

The meeting adjourned at 9:32pm.

Tracie Potts, Recording Secretary, MCCPTA Board of Directors