

**MCCPTA Board of Directors Meeting - Minutes**  
**June 14, 2018**  
**Earl B. Wood Middle School - Media Center**

**Call to Order:** MCCPTA President Lynne Harris called meeting to order at 7:12 pm with quorum.

**Members present:** Officers Lynne Harris, Cynthia Simonson, Erin Clegg, Daria Daniel, Khristy Kartsakalis, Cheryl Peirce, Tracie Potts, Oriole Saah, and Laura Stewart. See attendance sign-in for members present.

**President's Report – Lynne Harris** gave the President's report including a welcome to new and returning board members, discussion of supporting MCCPTA and having our voices heard, and important work to move the membership forward. She recapped serious issues faced by MCCPTA and how MCCPTA handled well and are moving forward and hoping for an even better year. Soliciting some committee chairs

**Meeting Agenda:** Agenda was approved by consensus.

**April BOD Minutes:** Minutes from April BOD meeting were approved by consensus.

**MCCPTA Online Storage and Email- Tracie Potts- VP of Administration**

Tracie Potts gave a 15-minute interactive presentation and training on where the MCCPTA organization stores information online and how to communicate with members. MCCPTA utilizes Microsoft office platform. Tracie can create an email address for each board member (committee chairs, avp, cluster coordinator, etc.). She emphasized importance of operating professionally when communicating with our 44,000 plus MCCPTA members.

- You must have email account to get access to MCCPTA folders and materials in the folders.
- Go to office.com to login. Outlook emails can be forwarded to other emails.
- One drive is online storage.
- Shared drive MCCPTA – Folders include area vice presidents/ clusters/schools

Next time Tracie will do training on Facebook workplace/work-based platform. If you have any questions, please email [vpadmin@mccpta.org](mailto:vpadmin@mccpta.org)

**Board of Directors Training**

MCCPTA voted last year to require the BOD to take training in the following areas:

- Boardmanship
- Budget Basic
- Theft Prevention

If you attended the MCCPTA Training last week and attended the Boardmanship training, that satisfies the requirement. Go to the National PTA website to take the training. Estimated time to complete all 3 trainings is 80 minutes. To prove completion, please print certifications and show or email to Tracie Potts – VP of Administration.

**The deadline to complete the BOD training is October 1, 2018.** If not completed, the Executive Committee will take action against non-compliant board members. A returning board member who completed all 3 trainings last year is considered satisfactory for this year.

**End of Year Reports:** Committee Chair are due by June 30. Helpful information to know what went well, how to improve and helpful for succession planning. Tracie Potts has a sample template and will send to board listserv.

### **New Business**

#### **Resignations of Cluster Coordinators:**

Resignations of three cluster coordinators were approved unanimously.

- Toyria Cromer, Springbrook
- Alan Heymann, Einstein
- Kellie Dockery, Watkins Mill

#### **Confirming New Cluster Coordinators:**

The following two cluster coordinators were approved unanimously.

- Cathy Stocker - Bethesda Chevy Chase
- Carrie Baker Mitchell – Kennedy

#### **Financial Review – End of Year Report – Cheryl Peirce**

Need at least three volunteers to complete the MCCPTA fiscal year review of bank statements and financial reports.

#### **Volunteers:**

1. Oriole Saah
2. Brian Carter
3. Laura Mitchell
4. Chris Bowerman

Will likely be done the Week of July 8. All information will be turned over to incoming Treasurer Khristy Kartsakalis.

**Action: Motion made by Cheryl Peirce and seconded by Khristy Kartsakalis to approve the Financial Committee for FY 2017-FY 2018. Motion was approved unanimously.**

#### **Budget Amendments**

Cheryl Peirce discussed some budget revisions, highlighted recent expenses, and discussed options to mover funding from general administration for Presidents/ Principals Dinner aka Celebration of Excellence to cover some expenses.

**Action: Motion by Cheryl Peirce, seconded by Lauren Mitchell to reallocate \$950.00 from General Administration - Presidents and Principals line item to cover the following expenses - \$300 office**

supplies, \$150 postage, \$300 marketing materials, and \$200 web hosting/communications. Motion approved unanimously.

**Summer Area Meetings: Lynne Harris mentioned the dates for summer are cluster area meetings**

- 7/9 BCC, WJ, Whitman
- 7/16 DCC
- 7/23 NEC/Sherwood
- 7/25 Clarksburg, Northwest, Quince Orchard, Seneca Valley
- 8/6 Churchill, Richard Montgomery, Rockville, Poolesville, Wootton
- 8/8 Damascus, Gaithersburg, Magruder, Watkins Mill

Cluster coordinators and area vice presidents can pick theme and should have an agenda for the meeting. The Executive Committee can assist as needed – including to help secure speakers. Here from each cluster on priorities/issues. This information is useful in helping to form MCCPTA organization priorities.

You can also talk about hyper local issues that will not make to overall advocacy priorities for MCCPTA. Others willing to share.

**OSSI Office of School Support and Improvement:** strong positive relationships. Can reach out to them. Dr. Statum is expecting them to attend. Unclear how they arrived at school configurations. Lynne has copies of school OSSI contacts and Tracie will put OSSI link on MCCPTA website. Discussion of OSSI area selections input – organization of areas not in alignment with MCCPTA clusters and geographically do not make sense. Disconnect in rationale. Lynne mentioned Dr. Statum coming to summer area meetings and can discuss then.

Lynne mentioned when she served as advocacy chair that she held meet and greet with elected officials with schools in area. Also, this is an election year, so you can invite candidates to school for meet and greet – if so, must invite all candidates.

MCCPTA can assist with invites to elected officials for Summer Area Meetings. Can send by June 21st if you want MCCPTA to send out.

**Proposed changes to FAA-RA regulation – Long Range Educational Facilities Planning**

Parallel policy governing major programmatic changes

Transparency

Predictability

Understand decision

MCCPTA has established relationship, but other relationships too.

**Summer Area Meetings Food Budget**

Currently - \$50 per meeting

Tracie Potts inquired as to anyway to increase funding.

Action: Motion by Laura Mitchell, seconded by Fred Azcarate to reallocate \$1,200 from the Health and Safety Committee line item to Area Clusters for Summer Area Meetings, for a total of \$1400, and to designate \$200 per each area for summer meeting food and supplies. Motion approved unanimously.

### **Status of MCCPTA Committee Chairs**

Lynne mentioned chairs assume office July 1, 2018. Key open committees chair positions include Advocacy, CIP and Curriculum, Special Education, and Communications. Lynne Harris noted the importance of building the bench, so other MCCPTA members are ready to fill positions.

**Creation of Student Life LGBY-Q** – Lynne suggested creation of this committee and Gillian Huebner mentioned she may have someone who could chair this committee.

Lynne mentioned this past year MCCPTA worked on having stronger student leader partnership and worked with Montgomery County Regional Student Government Association (MCRSGA) to have student on the MCCPTA board to reinvigorate student issues. David Mintz mentioned that MCPS high school students can be delegates if member of PTSA.

### **Status of MCCPTA Committee Chairs**

- **Advocacy – OPEN** (volunteer interested)
- **CIP - OPEN**
- Health and Safety- Sunil Dasgupta continues
- **Multicultural Awareness – OPEN (volunteer interested)**
- Finance – Khristy Kartsakalis
- Reflections- James Modrick continues
- MCCPTA Training – Frances Frost continues
- Bylaws – Kellie -Scholar-Reynolds continues
- **Curriculum – OPEN** (volunteer interested)
- **Special Education – OPEN**
- **ESOL – OPEN**
- Membership – Carrie Palsson continues
- Operating Budget – Laura Mitchell continues
- **Communications – OPEN**
- **Nominating – OPEN (volunteer interested)**
- Awards - Daria Daniel continues
- **Cultural Arts – Priscilla Peterson continues**
- **Presidents and Principals/ End of Year Celebration – OPEN**
- **Student Involvement - OPEN**

### **2018-2019 Calendar**

Tracie Potts went over the MCCPTA 2018-2019 calendar.

- Delegates Assembly meetings will be held primarily on 4<sup>th</sup> Tuesday of each month.
- Board of Directors meetings will be held primarily on the 2<sup>nd</sup> Tuesday of each month.

Carver main place for meetings, but conflicts already exist. Also, space available at Carver has been reduced because cafeteria cannot be booked for meetings anymore.

### **BOD Meeting Date Changes**

- **November 7 – 2<sup>nd</sup> Wednesday of month** will be BOD meeting because Board of Education meeting is being held on the 2<sup>nd</sup> Thursday.
- **February 13 – 2<sup>nd</sup> Wednesday of month** will be BOD meeting due to Valentine's Day!

Checking out Rockville Library, Wooten Cafeteria for meetings when Carver Center not available.

### **Quadrennial Meetings with Clusters and Montgomery County Board of Education**

- Sherwood – February 6, 2019
- Seneca Valley – February 21, 2019
- Paint Branch – March 5, 2019
- Einstein – April 11, 2019
- Northwest – April 15, 2019
- Damascus – May 9, 2019

### **Other meetings of Note:**

- **September 26, 2018 – Board of Education Candidates Forum**
- **June 19, 2018 – Focus Group Meeting on Growth in Quince Orchard/ Gaithersburg cluster**

### **Leadership Development – Tracie Potts**

- Long-term view of recruiting people for the MCCPTA Board
- Request earlier deadline for AVPs, Cluster Coordinators September/October
- November conversations if terming out and pair with existing cluster coordinators
- Nominations in February/March for better transition
- Look to replace cluster coordinators with leadership from local level PTAs
- Trainings are also a great place to recruit, Lynne mentioned.
- Nominating committee confirmed in November each year according to the bylaws and identify folks to serve on the MCCPTA Executive Committee
  - Choose one per area from the six areas
  - Also, one at large member for a total of seven

**Point of Order by Tracie Potts to extend discussion by 2 minutes, seconded by Cheryl Peirce and approved by consensus.**

### **Summer TO-DO Items – Tracie Potts**

- Use Google link to provide officer contact information to MCCPTA for Bluebook
- Send MDPTA officer contact form and copies SoCA forms to MDPTA; copy Cluster Coordinator and/or VP of Administration
- Financial review (**due Nov 30 to MDPTA**)
- Will let you know when MDPTA distributes membership cards

## **OFFICER REPORTS**

### **Treasurer's Report - Cheryl Peirce**

- Extension on 990 completed – will be sent to state of MD and MDPTA.
- Unemployment quarterly report fine
- Vacate office June 30.
- Will have end of year report on this.

### **Advocacy - Laura Stewart**

Cluster comments related to Capital Planning were already due but please copy Laura

([VPadvocacy@mccpta.org](mailto:VPadvocacy@mccpta.org) )

Engage candidates on election issues

Voter Guide on MCCPTA website

### **VP of Education Issues - Cynthia Simonson**

- New report posted – please read
  - Deals with principal rubric, curriculum regulations

### **Laura Mitchell – Operating Budget**

- MCPS Operating Budget was approved for \$2.6 billion, a \$72 million increase over last year

### **VP of Administration - Tracie Potts**

- Recognized as a Family Engagement Fellow
- Standards of Continuing Affiliation (SOCA) requirements
  - Compliance with State and IRS
  - Go to [MCCPTA.org/SOCA-compliance](http://MCCPTA.org/SOCA-compliance) to see if your PTA is in compliance
  - Usual offenses- copies of tax forms or local officers contact list has not been submitted to MDPTA
- Monthly Cluster Reports by Cluster Coordinators
  - Will provide Template
  - List PTAs compliant/non-compliant
- Regular Cluster Meetings
  - Quarterly, no PTAs

## **ANNOUNCEMENTS**

### **Jennifer Young – Rockville AVP**

Richard Montgomery cluster added a PTA at Bayard Rustin. School opening in September. Worked with MDPTA. Monique Ashton – Richard Montgomery Cluster Coordinator has information to share.

Thanks to Lynne and Frances for assistance with new elementary school in Clarksburg.

**Action: Motion made by Cynthia Simonson and seconded by Erin Clegg to adjourn meeting. Motion approved unanimously, and meeting adjourned at 9:02 pm**