

Westowne Elementary PTA Meeting Minutes
April 14, 2015

Present: China Williams, Jessica Brown, Stacie Lauer, Justine Stull, Shandra Patrick, Amanda McBride, Judy Robey, Debra Y. Brooks, Noel Smith, Amy Houghton, Sarah Fondelier, Becky Bass, Jenny Zwarich, Amanda Ferragamo, Willie Milnor, Emily Milnor, Hope Riley, Carey Berlin, Amy Hennessey, Heather Ashbrook, Maryann Kolarek, Melody Higgins, Melissa Pound, Brigit Gilhool, Jennifer Bemister, Jen Montgomery, Jen Michael

Meeting called to order by China Williams at 7:07 pm

March minutes approved as written.

Mrs. Patrick

1. Staffing levels for next year
 - a. Conducted a staffing meeting following the last PTA meeting
 - b. PS 3s: 0.5 teacher
 - c. PK: 1.0 teacher
 - d. Kindergarten to increase from 5.0 to 6.0 teachers/classes
 - e. Special Ed
 - i. Regional: 4.0 teachers (ECLS-K, CLS-K, CLS 3s/4s, EC 3s/4s)
 - ii. Continuum: 2.5 special education teachers
 - f. Total number of teachers will decrease from 19.5 to 18.0 with loss of 1 teacher via priority transfer
 - i. Grade 1: projected at 100, 4 homeroom teachers, .5 RELA
 - ii. Grade 2: projected at 73, 3 homeroom teachers
 - iii. GRADE 3: projected at 103, 4 homeroom teachers .5 RELA
 - iv. Grade 4: projected at 75, 3 homeroom teachers
 - v. Grade 5: projected at 76, 3 homeroom teachers
 - g. Instrumental music .4 teacher (approximately 2 days a week)
 - h. Vocal Music/PE/Art 4.0 teachers
 - i. Due to space concerns, will not continue extra PE.
 - ii. Still considering best option for next year—possibly vocal music and art on cart and/or recorders for 3rd grade.
 - iii. Determination for extra special area will be decided annually.
 - i. Librarian 1.0 teacher
 - j. Support faculty and staff
 - i. Reading specialist 1.0 teacher
 - ii. Nurse 1.0 position
 - iii. No health assistant
 - iv. School counselor 1.0; will secure one person instead of two 0.5 positions
 - v. ESOL decreased 0.5 to 0.3 based on enrollment projections
 - vi. Behavior Interventionist 1.0 position
 - vii. STAT 0.5 to 1.0 (Devices rolled out for grades 1-3 next school year)
 - viii. Paraeducators 7.0 positions
 - ix. Secretary 2.0 positions
 - x. Kindergarten Assistant 1.0 position
 - xi. Lunchroom Assistant 1.1
 - xii. Additional adult assistants – to be determined by IEPs
 - k. Ms. McBride is SST and IEP Chair at Westowne

2. Debra Brooks, Executive Director Student Services
 - a. Response to Intervention
 - b. Student Support Team (SST) process and Student Support Plans
 - c. Student Service Support: students with 504 plans accessing general education with accommodations but without specialized instruction and covered by Americans with Disabilities Act (ADA)
 - d. Specialized Instruction: students with IEPs performing two or more years below grade level and covered by Individuals with Disabilities Education Act (IDEA)
 - e. Additional adults funded by operating budget
 - f. Behavior interventionist should provide services throughout school

3. Principal's Report: Mrs. Patrick
 - a. Dates of upcoming events going out in Words to the Wise newsletter
 - b. Field Day June 12
 - c. Thanks to Ben Stallings for bike rack!
 - d. Parent Perception Survey results going out in Words to the Wise
 - e. Parent Input Committee discussed as a possibility with Mrs. Miller
 - i. How do parents want that committee to work?
 - f. Engrade/BCPS One system
 - i. New system this year
 - ii. Teachers required to update twice a month (by 15th and end of month)
 - g. April Autism Awareness Month
 - i. Classroom activities being planned
 - ii. Bulletin board in lobby

4. Teacher Liaison: Ms. Robey
 - a. Art to Remember forms going out
 - i. 1st-5th grade
 - ii. Due Friday, April 24th
 - b. Kids Helping Hopkins forms going out
 - i. Requests donations for colorful or character pillowcases to be donated to kids in Hopkins hospital

President's Report: China Williams

1. 5th Grade expenses
 - a. \$1300 in uncashed checks from last school year; outstanding bills paid
 - b. Moved 5th grade account into general account
 - c. Upcoming fundraisers
 - i. Movie Night concessions
 - ii. Chick-fil-A Thursday, April 30
 - iii. O's Night May 15th (orders due April 24th)
 - iv. Panera May 18
 - d. Estimated \$550 deficit to be absorbed by general funds
2. County PTA Treasurer audited last year's books to determine source of \$2000+ surplus. Identified \$951 in unrecorded deposits and \$1300 in uncashed checks.
3. 38K year to date income, exceeds anticipated income of 36K, approximately 15K in upcoming expenses.
4. Anticipate a minor carryover of about \$1000 and meets goal of a balanced budget
5. Voted to increase 5th Grade Committee budget to \$5276
6. Voted to add in Oriole's Night as fundraiser

7. Scholastic Fair great success. Thanks to all!
8. Literature Night great success. Thanks to all!
 - a. Suggested a half hour of pizza time with 6:30 and 7:00 sessions instead of three
9. Spring Spree this Saturday with about 40 vendors and crafters
10. Screen Free Week May 4th-10th
 - a. Parents can ask local business connections to donate items for parent and student raffles

Secretary's Report: Justine Stull

1. Membership
 - a. 187 members
2. Teacher Appreciation Week May 11th-15th
 - a. Teacher raffle donations requested: gift certificates for merchandise/services and unused items
 - b. Student art and letters to be displayed Friday, May 8th
 - c. Monday Chipotle lunch
 - d. Tuesday & Thursday homemade baked goods donation from families
 - e. Wednesday BricknFire pizza oven
 - f. Friday Panera breakfast donation

Vice President's Report: Jessica

1. \$1191 Box Tops
 - a. Expecting \$500 check
 - b. Will exceed goal
2. \$316.19 Safeway Sept-Feb

Treasurer's Report: Stacie Lauer

1. \$399 5th Grade Pizza Sales
2. \$2100 Book Fair
3. \$750 Chuck E. Cheese's

Claire's Gourmet: Becky Bass & Jen Zwarich

1. Claire's \$1300
2. Relatively small number of orders
3. Another better option for next year?

Meeting adjourned at 9:14