

# Windsor Knolls Middle School PTSA Board of Directors Meeting Minutes

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President Greg Hall called the Board of Directors meeting to order at 7:02 PM. He drew attention to the PTSA mission, purpose and goals on the back of the agenda. In attendance were Brooke Anthony, Wendy Becker, Debbie Hall, Greg Hall, Stephanie Killian, Linda Knizewski, Stephanie Kuver, Olga Marchetti, Shirley McDonald, Gabriella Punturiero, Joey Punturiero and Chris Stein.

As a follow-up to his e-mail, Greg provided an explanation of the workings and purpose of the consent agenda put into place this year to mirror the process used at the County PTA level.

**The Consent Agenda** (Attachment #1) including minutes from the 06-09-09 meeting was adopted by consent with one exception – Joey noted a typo in the PTSA Dance section, third line should read “Once the dates for all the dances are approved **by** (changed from **my**) Mrs. Doll I will send them to Greg.”

The **Treasurer’s Report** was presented by Stephanie Kuver and filed for audit (Attachment #2).

- ◆ Stephanie reviewed the proposed budget on side one that provides the detail of the consolidated budget approved at the General Meeting on August 19<sup>th</sup>.
- ◆ She further explained that the separate Media line item in prior years’ budgets was combined with the Curricular Enrichment line item for this fiscal year.
- ◆ A correction will be made to reduce the Cultural Arts budget from \$2,400 to \$1,400 and increase the Curricular Enrichment budget from \$1,300 to \$2,300. This was the move of the Media budget.
- ◆ Olga motioned that the Board approve Stephanie’s request to purchase the updated version of QuickBooks from our accountant for a price of \$103; Joey seconded it and all were in favor.

## **County Council Report –**

- ◆ Joey noted that a 14-page leadership packet was presented and distributed at the meeting. See her for a copy.
- ◆ Her notes from the PTA Council meeting are (Attachment #3).
- ◆ Joey provided the dates of the upcoming Chats with the Superintendent held at various high schools in the county.
- ◆ She announced that an informal meeting with Frederick County PTA Council would be held on Oct 6<sup>th</sup> at Panera Bread beginning at 7:00 PM.
- ◆ The next County meeting on Oct 26<sup>th</sup> will be a General Meeting. Advocacy & Parent Involvement will be a topic covered along with voting on legislative issues previously mentioned.
- ◆ Joey also distributed PTA Council Directories to local Board members.

## **President’s Report –**

- ◆ Greg acknowledged the visitor parking spaces moved to the front of the school and further noted that the change provided a more welcoming entrance.
- ◆ There will be two \$500 awards granted from the Debbie Bostian fund, part of the Community & Family Involvement initiative. Applications are due 10/1/09. This would need to be the design and implementation of a relevant program. Nominations should be e-mailed to Greg.
- ◆ Greg provided information about flu shots. FCPS staff shots will be Oct 9<sup>th</sup>, students ages 5 – 11 will be free and offered through the Frederick County Health Department at various high schools. It will be available for students 12 and older for a fee.
- ◆ Greg informed everyone that the meeting minutes will be posted on the PTSA web site as they’re approved at each meeting.

## **Vice-President’s Report –**

- ◆ Joey will begin work on a County Council Representative Procedure manual for our local PTSA.

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- ◆ Joey provided the background of the separate bank account currently held by the PTSA and the circumstances under which it was created. A motion will be made and voted on at the next meeting to resolve this issue.
- ◆ Joey stressed the need for liaisons with the elementary schools added to WKMS next year due to the latest redistricting plan.
- ◆ Joey was asked by Greg to file for the PTA Award of Excellence.

**Committee Reports**

- ◆ Apparel – Wendy brought samples and catalogs of apparel items we could consider at WKMS. A lengthy discussion took place. The group concluded that a lanyard, sweatshirt w/hood, polo shirt and ty-dye t-shirt would be the likely items offered first.
- ◆ 8<sup>th</sup> Grade Dance – Stephanie needs to nail down a date. She is having issue due to Memorial Day and not knowing the official last day of school. She is gearing up in the next month with committee responsibilities. She plans to have a DVD of pictures covering the last three years for each 8<sup>th</sup> grader as a dance souvenir.
- ◆ Staff Appreciation – Stephanie indicated that Joanna Coffey will coordinate meals during Fall & Spring conferences as well as planning something in Jan '10 and Teacher Appreciation Week in May of 2010.

**Principal's Report –**

- ◆ Brooke provided the new mission statement established by the leadership team that reads: *Success for all students through high expectations in academics, character development and citizenship.*
- ◆ SIT (school improvement team) goals include
  - Teacher training
  - Promote PBIS program to reduce disciplinary incidents
- ◆ As part of the No Child Left Behind program, schools that do not meet their AYP risk losing federal funding, receive attention by local officials and, if not corrected, can be taken over by the state.
  - This past year 8 out of 14 schools did not meet their AYP (some were only due to attendance). The lagging subject was Math. WKMS met its goals!
- ◆ WKMS will continue with its recycling and conservation programs.
- ◆ Brooke brought attention to the large bulletin board across from the front office that will be used to display community news, PTSA news, information about Volunteer Frederick and the like. See the front office if you want something displayed.

**Teacher Liaison** – Shirley indicated that parents are encouraged to bring students to the parent-teacher-student conferences this year to open up 3-way communication.

**New Business –**

- ◆ Chris Stein indicated that parents she surveyed were disappointed with the format of the Back-to-School-Night, that differed from last year. She further explained that parents did not find the event helpful but rather confusing with not enough structure. Brooke responded that the format was meant to be an informal environment, without a presentation, where parents could visit the classroom and meet teachers. The format was changed because BTSN, in some instances, was becoming a parent-teacher conference. There were also many last minutes classroom changes, schedule changes and hiring of staff making formal presentations and updated class lists nearly impossible. Brooke said she would take the comments back to the leadership team for consideration for next year.

**Announcements** – The March BOD meeting will begin at 7:00 followed by a guest speaker who will lead a college savings discussion.

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Stephanie motioned to adjourn the meeting at 8:50, Joey seconded.

Respectfully submitted,

Debbie Hall  
Fill-in Secretary