

Marriotts Ridge High School
PTSA EXECUTIVE BOARD MEETING MINUTES
7:00pm September 4, 2007
MRHS Counseling Center (amended 9/10)

Attendees: Mary Brindisi, Jennifer Burgy, Susie Cruz, Bill Eikenberg, Karyn Littlejohn, Kathy Martin, Cindy O'Brien, Pat Saunderson, Lynn Schenning, Mollie Shea (attended, but not signed in), Amy Tich, Barbara Wrobel, Wendy Vlahos, Rosalie Bowen

President Jennifer Burgy called the meeting to order at 7:00 PM.

All present introduced themselves, explained their position on the board.

No minutes were to be approved.

OFFICERS REPORTS:

PRESIDENT'S REPORT: Jennifer distributed a copy of the current by-laws to officers. She stated that the budget which had been worked on by the Executive Board in July will be voted on at the General Membership meeting scheduled for Back To School Night on Wednesday, September 5, 2007.

Jennifer discussed her goals for the PTSA for 2007-2008. These included mailing the newsletter out three more times this school year (quarterly). Discussion ensued regarding the newsletter. Details included Print Shop has put some limitations on the pages. This will be looked into for specifics. More discussion during Committee report. Additional goals include a scholarship in our budget. Jennifer also inquired from Pat Saunderson regarding E-School mailings. It is confirmed by him that e-mails should be sent to both Mr. Saunderson and Ms. Gay Burdick, principal's secretary. If an E-School message is sent to school and not "seen" distributed within about 2 days, the sender should check with Mr. Saunderson and/or Ms. Burdick. PTSA would like to send out a weekly update through E-School. The consensus is that PTSA will coordinate all information and send finished product to be sent out. Discussion ensued regarding a website for PTSA. Mr. Saunderson will check into the possibility of an "extra" teacher web.

FIRST VICE-PRESIDENT REPORT: Barbara Mayer had a schedule conflict this evening. There was no report on her committee activities.

SECOND VICE-PRESIDENT REPORT: Mary Brindisi contacted her committees to remind about the upcoming meeting and check for reports.

TREASURER'S REPORT: Bill Eikenberg reviewed the budget that was prepared in July 2007. He explained that there are four check requests current. Further he detailed that Howard County sent a donation for the After Prom party in the amount of \$150 – specifically marked for support of After Prom party. Current budget calls for \$992 to carry over to next year. Discussion regarding the magnets purchased by PTSA for distribution. They will be put out at Back To School night at a PTSA table for distribution. The bill for these magnets has come in and is \$14 over the budgeted amount.

DISCUSSION: Should money be moved from contingency to cover overage or should school pay the difference?

MOTION: Mollie Shea made the motion: Money required for overage (approximately \$14) be moved from the contingency account to cover the bill for the magnets. Motion second. No additional discussion. Motion passed.

TREASURER'S REPORT

PTSA will write check and mail in payment for the magnets.

RECORDING SECRETARY: Kathy Martin explained the sign in sheet and the fact that it contains emails and phone numbers as well as position. She asked that all check their information for accuracy. This will be the information used for the Yahoo private group for communication purposes and will be used to make up the Executive Board listing.

CORRESPONDING SECRETARY: Mollie Shea had no correspondence to share. It was determined that the After Prom Committee would send a thank you to contact person at Howard County for After Prom donation.

PTAC DELEGATES: Council meeting is tonight so no report for this evening. A link to the minutes is provided here. <http://ptachc.org/Aminutes/mostrecent.htm>

STUDENT REPRESENTATIVES: Jennifer Burgy said she would defer to staff for recommendations to fill these positions. It was suggested we consider one delegate per grade and one back up per grade. Pat Saunderson will inquire from staff for students for these positions and make Jennifer Burgy as contact. These students need to be members of the PTSA. (NOTE: *Reminder to all Board members that all must be current members of the PTSA.*)

PRINCIPAL'S REPORT: Pat Saunderson stated that the new school year is off to a good start. He said we have about 1,200 students and 135 staff members. All positions are full with the exception of Registrar. Interviews for that start shortly. The student break time on Thursdays (which replaced the advisory period) went well and all seemed to appreciate this opportunity. All classrooms are in use. Back To School Night is schedule for Wednesday, September 05, 2007. The Marching Band will perform; administration will speak; PTSA and Boosters will have a brief presentation. The general meeting finishes up with a segment from Juke Box (student performance). Student schedules will be available for parents. The school calendar will be updated on a regular basis and will be a good resource. The Back To School Dance was a success with approximately 375 students in attendance. The staff will continue on a rotating basis to attend PTSA meetings. This enables one program/class to be highlighted and covered more in depth. Pat Saunderson will forward a schedule to Jennifer Burgy of staff attendance rotation. Discussion of the grants issued last year resulted in request that grants requests be planned ahead. Additionally a report will be drafted and distributed detailing what was done last year. Seating in classrooms was a potential problem for the beginning of the school year. Desks and chairs were borrowed from various sources to enable us to start the year. Order for new desks and chairs was not processed by County until July 10 so they will arrive shortly. Traffic light is in progress.

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ASSISTANT PRINCIPAL REPORT: Rosalie Bowen detailed the Parking Permit meeting.

Approximately 800 people were at the meeting last week and approximately 15 people were at the meeting this evening. There are 350 spaces available including parking by the baseball field. There are 260 applications from seniors. Junior requests will go into a lottery if there are not enough spots for all applications.

COMMITTEE REPORTS:

Membership: Susie Cruz stated that there is \$5,960 deposit in members' fees already. Last year at this point the member count was 200 and currently PTSA has 531 members. The year is off to a good start.

Staff Appreciation: Mollie Shea inquired about storage space available for hospitality items including centerpieces, tablecloths, etc. Pat Saunderson stated that the Booster president and the PTSA president had met to discuss the storage room. It is resolved that this room is for the use of all parent/volunteer organization. Shelves have been placed in the room to facilitate storage. When items are brought to school for an event (i.e. food or drink items) they can be brought to the front office and directions will be given to the proper location for each event. Pat Saunderson took this opportunity to share the feelings of MRHS staff and say "Thank you to the PTSA for the excellent show of support at the recent hospitality event." Mollie Shea asked if she can utilize the ESchool News to update parents on upcoming Staff Appreciation events and request help and/or donations. This was agreed to and COULD be combined (if timing works) in the planned PTSA weekly ESchool News updates.

After Prom Party: Karyn Littlejohn informed that the Innisbrook forms went home with students on Thursday (8/30/07). The kick off will be during the Back To School Night and additional forms will be available. The sale runs through the end of September. Pasta Dinner will be held September 29 (fundraiser for After Prom Party). Tickets go on sale Sept. 5 at Back To School Night and pre-purchase is recommended.

As a side note: Music will be doing a pizza sale soon. Spirit Week is coming. There will be a parade on September 29 at 11AM.

Newsletter: Cindy O'Brien said that Print Shop must be allowed ten days turn around for the newsletter. Concerning content the printed version will refer to a link on the website which will contain complete lists of things like Honor Roll rather trying to list all that type information in the hard copy.

Publicity: Mary Brindisi reported for Karen Chase. Karen would like to make sure her contact information is out for all who need it. Her email is Karen.chase@unilever.com Her home number is 410-531-9818 and her fax number is 410-531-9737. An email with all this information will be sent to Executive Board by Kathy Martin, recording secretary.

Reflections: A chairman is needed for this committee. Please send any "leads" to Jennifer Burgy.

Student Programs: Jennifer Burgy reported for Wendy Singer. Wendy is working with Administration on finalizing the program Setting and Achieving Goals. This will be a one hour program geared to freshman and sophomore class. Further Wendy has been in touch with the Guidance Department to work on supporting their programs with organization, set up, or refreshment assistance.

Directory: It is hoped that the directory will be completed by the end of the first quarter. This is contingent on information from the county/school. A discussion ensued about an offer from a community business member to purchase an ad in our directory. The person has a similar arrangement with Atholton HS. After discussion of pricing, format, adjustment to budget, required discussion with Booster Club, it was determined to decline at this time. But the Board would like to explore this option when we do not have the same time constraints and possibly implement for next year.

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E-Script: Barbara Wrobel stated that PTSA only recently received the January payment from E-Script. The Giant/Safeway programs are up and running. Barbara investigated Martin's to see if they have a similar program. Her research indicates they do not. However, Karyn Littlejohn has a flyer that she will check and, if applicable, share with Barbara. There was a slight delay in the Giant program but it is fine now. Target information will be out soon as their program is slightly different involving the Target charge or Target MasterCard. Their payment schedule is May and January when the balance is over \$25. Office Depot has certain products designated for this fundraising. A consumer must designate at check out their school preference. OR there is an online option. There is a question as to whether the school or PTSA gets the check from Office Depot. This will be investigated.

SAT Prep: Lynn Schenning stated that all is set up with Martha Gagnon and associates for the Saturday and Wednesday classes. Dr. Gagnon will contact Lynn with final enrollment numbers. An E-School reminder was sent out recently about this class and there will be registration forms available at Back To School Night. Lynn will look into the possibility of running a class in conjunction with "Saturday School" to help with the custodial service fees we are required to pay on Saturday. There is a possibility of a second group of classes in February. More information will be shared later if this comes about.

Booster Liaison: Karyn Littlejohn will serve as the liaison between PTSA and Booster club on an interim basis. The board will look for another candidate to fill this function.

Fair Booth: Mollie Shea stated that the Fair Booth was well done, well set up, and well run – with much thanks to Karyn Littlejohn. Karen said the booth made approximately \$1000. She further stated that MRHS would not have been able to get into the fair without the generous help and information sharing from the Glenelg community.

Hospitality: There is currently no chairman for this event.

NEW BUSINESS:

There was no new business to discuss.

- **MEETING ADJOURNED AT 8:57 PM**

Respectfully submitted

Kathy Martin
MRHS PTSA Recording Secretary