

# **Luxmanor Elementary School PTA**

## **Board Meeting Minutes – September 3, 2019**

**Attendees:** 28, see sign-in sheet

**Called to order** by Yelisa Rojas at 7:05pm

**1. Brief introduction** of the board (Yelisa Rojas)

**2. Principal's Report** (Ryan Forkert)

- a. We have record enrollment: 697 (55 in PEP program)
- b. We have 100 students over projections for K-5; many last-minute enrollments this summer
- c. Added many new teachers/classrooms, including 5 kindergarten classes!
- d. 4<sup>th</sup> and 5<sup>th</sup> grade have an additional teacher for reading and math
- e. Will use paraeducators etc to support teachers as best we can. Mr. Forkert tutors 2<sup>nd</sup> graders in groups as well.
- f. New school will be ready end of February, we will use it for some spring events
- g. Back to School night next Tuesday
- h. New math curriculum this year; new reading will come next year
- i. Don't forget to complete the online volunteer training if you plan on volunteering at the school/classroom. See link on our school website.
- j. All visitors must check in at the office – even regulars and board members. The system scans your drivers license and checks against the child abuse registry.
- k. Will be practicing our drills. (fire, lockdown, lockdown with options – new) More info coming.
  - i. If there is a real situation, Mr. Forkert will email us. If children mention it without an email, it is probably a drill.
- l. Question: playground equipment is gone – maintenance took it over the summer without notice, so we will get some at the end of the month.
- m. Bus stop safety: some children got off at wrong stops. How do we handle this with bus drivers? Recommend teaching kids which stop they are at, who gets off with them (older children). Bus policy is to let child off if others are getting off even if they don't know the child or see a parent waiting. Dept of Transportation is a separate entity – please email them with input as it means more for them to receive direct feedback. Mr Forkert is happy to be a buffer but more communication from us to Bethesda Depot will have more effect.
- n. Mr. Forkert is entertaining having a fall field day.
- o. Children are also getting 5 minutes extra recess 2 days a week, and 5 minutes less for others.

**3. President's Report** (Yelisa Rojas)

- a. If you are not signed up for the listserv, please see the school website to join. We will be sending out information for this and the Facebook pages.
- b. Please join now if you want to vote on the budget tonight.
- c. Membership form has a direct donation option; please donate if you can. This helps fund our events more fully.

- d. Dine-outs coming soon! We are doing 4 per year. Doing them monthly was not helpful last year so we are trying every other month.
- e. We have a new fundraiser this year! Boosterthon Fun Run. We hope it will become our main fundraiser.
- f. Yelisa is having past committee chairs write instructions for future committee chairs, so those interested in volunteering have resources to use.
- g. Please remember that if you are submitting for reimbursement or bills to be paid, the Treasurer needs 2 weeks to process – plan ahead.

#### **4. Treasurer's Report** (Nicole D'Isa)

- a. Treasurers report from last year (summary) for information distributed.
- b. Categorical budget for this year distributed for review and approval.
  - i. Did better than projected last year. Trying to get closer to zero budget this year.
  - ii. Lowered teachers fund slightly – from \$275 to \$225 – with rise of number of teachers. This is our biggest single expense.
  - iii. The better our fundraisers do, the more we can spend. We are being conservative since we do not know how this year's changes will do (ex. Boosterthon).
  - iv. We are holding a large amount of leftover money in our balance sheet – rather than add expenses to the budget that we would have to cut later. This will be used for special expenses.
  - v. Membership has been trending down last 2 years. As of today we have about half the income from membership that we had all of last year.
    - 1. We want people to be involved! If cost is an issue please see Nicole or Yelisa.
  - vi. Answers to budget raised and answered.

**MOTION to approve budget as presented made by Mary Beth Lord,  
SECONDED by Hanna Rollins.  
Budget approved 18-0.**

#### **5. MCCPTA** (Joanne and Natalie)

- a. Each school has delegates for the county-wide PTA group. Meetings are about monthly.
- b. County is looking for a special ed liaison from each school to make recommendations to the MCCPTA committee. Please let us know if you are interested in being the representative.

#### **6. Committee Reports**

- a. Back to School picnic (Marcie Sun): This Friday, 9/6/18. Flyers going home with students. Pizzas available, slide from Kidsco. Please volunteer to sign up with various positions or to donate to the bake sale.
- b. New Parent Meet and Greet – September 13, 9:00 – join us and meet other parents, can have a nice year together. It will be in the teacher's lounge.

- c. We are in need of a cluster representative. Important, re-zoning, etc happens at cluster meetings. We had one but do not have one now. First meeting is tomorrow at Walter Johnson.

**Motion to adjourn made by Shera Sacks. Seconded by Marcie Sun.  
MEETING ADJOURNED by Yelisa Rojas at 7:58 pm.**

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**Special Executive Committee vote to fill Cluster Rep position**

Called to order at 8:08 pm by Yelisa Rojas.

Cluster Rep: Natalie nominated Karen Foxman. Seconded by Marcie Sun.  
Vote passed unanimously.

Adjourned at 8:11 pm.