

CLARKSBURG HIGH SCHOOL PTSA GENERAL MEMBERSHIP MEETING MINUTES
Tuesday, May 15, 2018 6:30 PM, CHS Media Center

Call to Order:

The President, Ms. Shiva Sobhani called the regular meeting of the CHS-PTSA Members to order at 6:35 pm on Tuesday, May. 15th

Those in attendance achieved a quorum. The number of attendee was 12 and are listed on the attached sign-in sheet.

The agenda and the minutes of the previous meetings were approved and are posted on the CHS website, Parent page section.

Guests:

Ms. Sarah Patterson, CHS Counselor

Ms. Sarah Patterson was present to speak about Restorative Justice program, an initiative that is being practiced in some schools including CHS, whereby the offender and the victim may be brought together, sometimes with their parents, staff/administration, and or the community members, depending on the nature of their dispute or incident that may require such gathering to intervene and mediate to find a mutual solution to a problem-conflict resolution that satisfies all parties involved. Restorative Justice practice allows voices of all parties involved to be heard and restore peace and justice amicably.

REPORTS:

Executive Board Reports:

President's Report -The President, Ms. Shiva reported that CHS scholarships would be announced on Thursday, May 17th, 2018 during the seniors' award.

Also, the president introduced and welcomed the VP-Education Ms. Michele Senk to the PTSA members.

VP Education's Report- Ms. Michelle Senk greeted the members and spoke about the ideas she has for next year and asked anyone who would like to work with her to contact her.

Treasurer Report- The Treasurer, Ms. Shanik Cannady was absent. The President distributed the report of the CHS-PTSA categorical monthly budget. Members reviewed the budget, and there were no questions asked. The president also reported that all the CHS-PTSA dues were paid, i.e., the MCCPTA, MDPTA, and insurance for the next year.

MCCPTA Report-Mr. Matthew Eig was not present. The president informed the members we have a candidate for the second MCCPTA delegate position that has been open, Ms. Norine James.

Motion by Michelle Senk to nominate Ms. Norine James for MCCPTA delegate was presented. Motion seconded and carried without dispute.

Membership Report- The President reported that there are currently 318 PTSA members.

Staff Appreciation Report-Michelle Faison reported that the Staff Appreciation was very successful.

Post-Prom Report-Karen Ward reported that the event was fantastic and successful. About 340 students participated and were pleased by the number of activities. Ms. Ward suggested that to make it mandatory for the board members to attend next year. Also, she suggested that next year to start preparation and make an announcement early to encourage participation.

NAACP Reports- NAACP CHS-Representative Ms. Adveline Minja presented the NAACP PARENT COUNCIL meetings March 13th, 2018 about Mentoring Matters and May 14th, 2018 about Progress and Challenges Closing the Opportunity Achievement Gaps at MCPS.

Principal's Report-Mr. Edward Owusu reported that the suggested date for CHS Class of 2018 Commencement Ceremony would be June 4th at 10.00 am at St. Mary's University.

Parents meeting for graduating seniors is May 29th, 2018 at 7: 00 pm.

Commencement rehearsal for seniors is June 1st at 8:30 am. A full report of the upcoming events and dates is also found on the school website. Also, he thanked the PTSA for their support on safety and security of the school and that the money they gave to install cameras on the portables has not been used because the MCPS changed the vendor. Also, he informed about the door magnets that did not work with the school doors, and still figure out how to put them to use.

New Business:

No new business was presented.

Announcements:

President announces that next year meetings dates will be communicated via email as soon as they become available.

Adjournment:

The meeting adjourned at 8:01 pm.

Submitted by Adveline Minja, Recording Secretary

CLARKSBURG HIGH SCHOOL PTSA GENERAL MEMBERSHIP MEETING MINUTES
Monday, March 19, 6:30 PM, CHS Media Center

Call to Order:

The President, Ms. Shiva Sobhani called the General meeting of the CHS-PTSA Members to order at 6:32 pm on Monday, March 19th, 2018, at the CHS Media Center.

Those in attendance achieved a quorum and are listed on the attached sign-in sheet.

The president, Ms. Shiva welcomed the special visitors from MCPS Department of School Safety and Security, Cluster Security Coordinators Ms. Alyson Baber and Mr. Michael Harting, who came to the meeting to present the updated measures for Schools' Safety and Security Prevention due to the current increase waves of schools' safety threats following the school shooting in Parkland, Florida, and some incidents in our MCPS/Maryland schools.

The PowerPoint presentation was long, which followed by the Clarksburg High School principal, Mr. Owusu's report which also focused on School Safety and the current measures to curb the threats of violence and unwanted behaviors in Clarksburg High school. There were questions and answers sessions following the two presentations (for detailed information about the reports, please visit the MSPC and CHS website-PTSA Section on the Parents page).

Since the presentations were long, we had very little time left for our regular PTSA business! Therefore, the President, Ms. Shiva asked the members if to continue with the remaining items on the agenda with extra time or to tackle the most urgent and severe items. The members agreed to address the most severe issues.

Ms. Christie Worthman presented a motion to increase the line item budget to help with the purchase of cameras for the portable entrances/classrooms.
Seconded and passed without objection.

New Business:

No new business was presented.

· Announcements:

The President announced that since time did not allow all items on the agenda to be discussed, she encouraged members to email any ideas or comments they might have.

Next CHS-PTSA General Membership meeting will be held on Tuesday, May. 15th, 2018 at CHS, in the Media Center @ 6:30pm -7:30pm.

· Adjournment:

The meeting adjourned at 8:07 pm.

Submitted by Adveline Minja, Recording Secretary

CLARKSBURG HIGH SCHOOL PTSA GENERAL MEMBERSHIP MEETING MINUTES
Tuesday, January 23, 2018, 6:30 PM, CHS Media Center

Those in attendance achieved a quorum and are listed on the attached sign-in sheet.

Call to Order:

The President, Ms. Shiva Sobhani called the regular meeting of the CHS-PTSA Members to order at 6:37 pm on Tuesday, Jan. 23rd, 2018, at the CHS Media Center. Those in attendance achieved a quorum and are listed on the attached sign-in sheet. The agenda and the minutes of the previous meeting were approved and distributed with no corrections, but it was requested that the agenda and the minutes of the upcoming meetings to be available online days before the next meeting (no time was set).

Guests:

Ms. Wendy Davis (MCCPTA-Clarksburg Cluster Coordinator)

REPORTS:

· Executive Board Reports:

President's Report -The President, Ms. Shiva reported about the still unfilled vacancies. Members were advised to submit their interests in volunteering for the available open vacancies.

Treasurer Report- The Treasurer, Ms. Shanik Cannady was absent. The President distributed the copies of the proposed CHS-PTSA budget. Members reviewed the budget, and there were no questions asked. It was agreed that the budget reflects the need to serve the CHS community.

MCCPTA Report-The was no report submitted.

Membership Report- The President reported that there are currently 309 PTSA members: 49 staff, 56 students, and the rest (204) are parents.

Nominating Committee Information-VP Administration, Ms. Christie Worthman announced that she is forming a Nominating Committee and needed three volunteer members by March.

Black History Event Report- The President announced that Wednesday, Feb 21st is the Black History Event.

· Committees Reports:

Bylaws Committee Report- Tony Gutierrez reported that no feedback was received from the Bylaws Committee. He stated that email was sent to the community on Dec. 1st, 2017 requesting all suggested changes and feedback to be sent to the President by Dec. 7th, 2017. He also reported that a copy of the Bylaws was obtained and available online. He stated that MCCPTA format would be followed!

Staff Appreciation Report-Karen Ward, reporting for Staff Appreciation Chairperson Michelle Faison, announced that the next CHS Staff Appreciation Luncheon is scheduled for Thursday, Feb. 15th and asked members to consider volunteering to help out that day and/or sign up to donate some items-signup link has been sent out.

NAACP Reports- NAACP CHS-Representative Ms. Adveline Minja and Ms. India Whitehead read/submitted their NAACP PARENT COUNCIL meetings of October, November, December 2017 and January 2018. Copies are available on the Parent page of the CHS website.

Safety Committee Report- Janet Sanchez, parent volunteer who agreed to work on a project to secure a speaker for student assemblies scheduled for Feb. 14th as requested by PTSA President and Principal on 12/01/2017. She reported that she is working with a group of parents who signed up during the Oct. 17th PTSA General membership meeting for the Safety committee. She announced that they have booked a speaker and an anonymous corporate donor was covering the cost of the speaker. She provided a written report regarding this project and information regarding the speaker, Tom Thelen. The suggestion was made to further discuss the Safety and Wellness Committee at the next meeting. Christie Worthman made a motion to purchase 300 Latch Lockdown Door Magnets. Seconded and passed without objection.

BOE Visit (Clarksburg Cluster Coordinator-Wendy Davis, Clarksburg Cluster Coordinator reported that MCCPTA Board of Education would tour the community in the spring.

President made a motion that CHSPTSA donates \$150.00 for dinner for that evening. Tony Gutierrez seconded and it was passed.

Principal's Report-Mr. Edward Owusu, Clarksburg High School Principal reported on what is currently trending at CHS. (Detailed information on events and overall school environment culture-issues pertaining students, concerns parents, students, and teachers have-attendance procedures and loss of credit pathway, school improvement plan, and Safety and Wellness Committee was submitted). The full report is attached.

· New Business:

No new business was presented.

· Announcements:

The President announced that since time did not allow the last items in the agenda to be discussed (i.e., The volunteer's openings/program ideas-post prom, Color Fun Run (Clarksburg Day), and End of Year Event) she encouraged members to email any ideas or comments they might have.

Next CHS-PTSA general membership meeting will be held on Tuesday, March. 19th, 2018

Adjournment: The meeting adjourned at 7:57 pm.

Submitted by Adveline Minja, Recording Secretary

Clarksburg High School PTSA General Membership Meeting Minutes
November 21, 2017 @ 6:30 CHS Media Center

Attendance sheet attached

The meeting was called to order by PTSA President, Shiva Sobhani, at 6:34 PM

Guests from MDPTA

Because there was not yet a quorum of members present, our special guests for the evening were introduced. Mrs Latisha Corey, MDPTA President. Michael Sedgewick, MDPTA Policies and Procedures Chair MDPTA Bylaws Chair. Edna Harvin Battle, MDPTA President Elect

- Mr. Sedgewick reviewed the National PTA mission statement, reminding us that our duty is to advocate for all children.
- Mrs. Corey then reviewed the timeline of her involvement with CHS PTSA. How she hoped we were moving forward after our last meeting and that she had made it her personal duty to work with us in continuing to move forward.
- She advised that this evening would have been an informational meeting had we not reached quorum (by this time, we had reached quorum.)
- She discussed how she ensured we were back in compliance as a PTSA.
- She mentioned the MCCPTA embezzlement of \$40,000, how an arrest has been made, and that everyone continue to ask questions and make sure we are moving forward
- Mrs. Battle urged us to participate in trainings offered by MDPTA and MCCPTA
- Mrs. Corey apologized for the behavior at the 10/25 general membership meeting. She reaffirmed the use of Robert's Rules of Order, how the President can ask anyone to stop speaking, how all questions from the floor need not be addressed during a meeting, and how the agenda must be followed. Follow-up to any questions can be done via email or outside the meeting, since the meeting must flow and follow the agenda. She encouraged ground rules be established, how long members have to speak from the floor, when you have a question you raise your hand and are called upon and acknowledged to speak, how you use titles when addressing board members, if no one has anything to share they are not included on the agenda, a business meeting should be 45 minutes max and it's encouraged to allow time for a guest speaker, if something is unclear from Robert's Rules of Order we should reach out to the Parliamentarian, and if they don't know they will reach out to a MD non-profit of lawyers

CHS Bylaws Concern

- There was a question from the floor about CHS's bylaws and the approval process.
- Mrs. Corey stated that the bylaws are approved at a general membership meeting, they are then reviewed by MDPTA, there is a 30-90 day cycle for review, and bylaws should be made available to every paid member. (Mr. Owusu then made copies of the bylaws and distributed to all members present.)
- The Bylaws change review process was then outlined as follows: a bylaw amendment from the bylaws committee is sent to the President. The Board of Directors then votes to

approve or not approve the amendment and only if the BOD approves it, it goes to the general membership. It was stated that any amendments should be submitted in writing to the President, and a bylaws committee should be formed with a minimum of 3 people.

- A question from the floor was raised concerning the changes to CHS's Bylaws, how they were not clear and that the general membership was not informed. A MOTION was made to establish a bylaws committee at this time (Motion is attached and approved)
- Mrs. Corey reaffirmed that MDPTA has approved CHS's bylaws, and that the PTSA was put into Phase 1 status for not being in compliance because they did not have a secretary or treasurer. She confirmed that we are now out of Phase 1 and it was the responsibility of the BOD to fill any vacancies
- Another question was asked from the floor about terms and Mrs Corey said that anybody can serve an unlimited number of positions on different PTA boards at the same time. There are term limits on each Board and the bylaws should be followed. Concerns were raised over this and Mrs. Corey stressed that MDPTA is open to amendments to their bylaws and anyone was welcome to submit amendments to them as well
- Another MOTION was made regarding the bylaws committee, which was null and void when it didn't pass the vote, however it was also written down and is attached
- A bylaws committee was formed, it passed with 17 in favor of a five member committee with one of them being an executive board member. Members selected from volunteers that night are Tony Gutierrez, Buddy Bacchus, Nigel Gordon, Priscilla Wachter, and executive board member Shiva Sobhani

President's Report

- With a quorum now in place, the August and October minutes were presented and filed as submitted.
- The Board of Directors update was given, that the resignation of Candice Villafana as President was accepted and according to our Bylaws the VP of Education assumed the role of President. At a BOD meeting, Shanik Cannady was elected treasurer, Adveline Minja as secretary, and Matt Eig as an MCCPTA rep. Adveline Minja was also elected as a MCCPTA Delegate, however she chose to fill the position of Secretary. That left a vacancy for VP of Education and one other MCCPTA Rep and both vacancies will continue to be announced.
- There were no other reports given because as the President restated there was no business conducted since we were in Phase 1, except for the Executive Board Meeting where officers were elected and there was a decision to help some families in our community.

Principal's Report

- Mr Owusu gave his principal's report which is also attached.

The meeting was adjourned at 7:35 PM

Submitted by Shiva Sobhani, President

Minutes of the Clarksburg High School PTSA General Membership Meeting
October 17, 2017 CHS Media Center

Call to Order

The Clarksburg High School PTSA General Membership met on Tuesday October 17, 2017
Candice Villafana called the meeting to Order at 7:15 p.m.

Roll Call

Present:

Officers Candice Villafana Christie Worthman Shiva Sobhani Karen Edwards Kris Divine
Weyata Wright

Committee Chairs None assigned yet

Other positions Principal, Mr. Edward Owusu

Student representative None Guests - NAACP Representatives Members at Large: -40

Absent

None

Minutes

Weyata Wright, Secretary, presented the available minutes of the August 15, 2017 General membership meeting. The minutes were not approved and a motion was made to amend the minutes and present at the next Meeting for approval. The general membership agreed to approved the August 15 and October 17 minutes at the November 21, 2017 meeting

Motion

1. Dr. Mark Burke, member, moved that the elected treasurer, Karen Edwards, must be one of the signers on all accounts plus one other member (Candice Villafana or Shiva Sobhani) according to bylaw section 5 page 8.

Motion ADOPTED After the motion was approved, a question from the floor was asked regarding the 9/7/10 email from the president that indicated there were vacancies on the board. The president tried to explain the vacancies email, however the general membership was not satisfied with the answer. VP of Administration, Christie Worthman reported to the general body her knowledge of what transpired with regards to her resignation.

The general membership continued to question the by-laws and why they were not followed.

2. Jessica Morataya, member, moved that the budget presented be approved.

Motion ADOPTED

Treasurer's Report

Karen Edwards, Treasurer, presented the proposed budget and it was approved (see attached)

Report of The President

None

Report of the 1st Vice President

None

Report of the

2nd Vice President

None

Report of the Principal
per belief the

Mr. Edward Owusu (see attached) Speaker Series/Mentorship: Present speakers of various background to interact with and encourage students P-tech program as an outreach to ineligible students

Unfinished Business

Committee Chairs not discussed or appointed

New Business

Announcements

NAACP College Fair, November 4th, 2017 at 10 a.m. Mt. Calvary Baptist Church, Rockville MD

Next general meeting, November 21, 2017 at 7 p.m.

Adjournment

The meeting adjourned at 8:46 p.m.

Submitted by Weyata Wright, Secretary

Motion Slip

I move the elected treasurer, Karen Edwards, must be one of the signers on all accounts plus two other members (Candice villafana and Shiva Sobhani) according to the by law Section 5 pages.

10/7/17

Motion passed unanimously

Motion Slip

I Jessica Morataya move to approve the budget

motion carried to approve the budget 10/07/17

Motion passed unanimously

Minutes of the Clarksburg High School PTSA General Membership Meeting
8/15/17 CHS Media Center

Quorum was reached

At a duly held meeting on August 15th 2017 the Clarksburg High School PTSA elected the following officers for the 2017-18 Clarksburg High school year:

President: Candice Villafana

VP of Educational Issues: Shiva Sobhani

VP of Administration: Christie Worthman

Treasurer: Karen Edwards

Secretary: Weyata Wright

MCCPTA Delegates: Kim Cox and Kris Devine

Attested to and witnessed on this day, August 15th, 2017

Outgoing Secretary

Andrea Butler

Witness By;

Outgoing President

Jaimie Jacobson