

Ilchester Elementary PTA Board of Directors Meeting

Minutes—October 17, 2016

In attendance: Krista Barron; Beth Benoit, PTA president; Dr. Joy Byrd-Butler, IES principal; Marissa Carothers; Dr. Mariah Carr, IES asst. principal; Christina Hill; Amy LoPresti; Momina Malik; Amy McCarthy; Danielle Rao; Tonya Sigalas; Heather Tom; Sunny Zhao; and Ginny Zimmerman.

Call to Order: President Beth Benoit welcomed everyone and called the meeting to order at 7:04 p.m.

Handouts

Ilchester Elementary School 2016-2017 School Improvement

Treasurer's Report (attached)

PTACHC Report (attached)

Principal's Report

Dr. Byrd-Butler presented the two areas of focus, goals, and strategies for school improvement. From the handout:

- Two areas of focus: Literacy and Math
- Literacy Goal: By the end of the 2016-17 school year, 74% of all students in grades 1-5 will meet the MAP benchmark for reading.
- Math Goal: By the end of the 2016-17 school year, 75% of all students in grades 1-5 will meet the MAP benchmark for math.
- Strategies:
 - **Literacy**-Teachers will participate in collaborative planning of guided reading/strategy group lessons supported by the Reading Support Teacher and Reading Specialist; Teachers will participate in professional learning on the components of guided reading and strategy grouping instructional practices.
 - **Math**-Teachers will engage in planning and implementing rich performance tasks that promote critical thinking and problem solving supported by the Math Support Teacher; Teachers will participate in professional learning to support “productive struggle” strategies.

Additional Information and Discussion—Students in grades 1-5 take the MAP test 3 times per year: Fall, January, and at the end of the year. The range for a score that is considered on-level benchmark is 60-70. Last year in Literacy, 69.9% of all students scored within the range, and our goal this year is 74% of all students. In Math last year, 69.7% of students scored within range, and our goal for this year is 75%.

Strategies for Literacy will include working with reading support teachers to design lessons for small group instruction. Guided reading implementation is a focus at Ilchester this year, and professional development will include work with Jan Richardson, a “guru” in guided reading.

Questions included whether teachers are also teaching test-taking strategies, since MAP is given on the computer, and whether there are efforts to minimize test-taking stress, especially for younger students. Professional development on October 31 will address these topics, and teachers' communications with children will look different from grade level to grade level. Also discussed were suggestions to share examples of test items with parents. Along those lines, IES is planning to have a Math night to include an overview of MAP as a session. A Literacy night that will include MAP information is also planned.

Staffing update—Paula Murray is a long-term substitute for Ashley Murphy in RECC. Ms. Murray is a retired RECC teacher. Mrs. Stansbury has returned. Also, the administrators are working on a start-date for a new nurse assistant; we currently have a substitute.

Assistant Principal's Report

Dr. Carr reported that the MAP testing window has been extended by an extra week into the week of the 28th because some schools were impacted by glitches with software updates.

A school bus evacuation drill will be held tomorrow.

Dr. Carr plans to hold brunch for bus drivers in November.

After the administrators' reports, Halloween activities and possible parking problems on October 28 were discussed in light of the arrival from Outdoor Education of BBMS 6th graders 45 minutes before the parade time. Dr. Byrd-Butler shared that she has discussed Halloween activities with staff; they wanted the children to have a chance to enjoy Halloween activities, and a lot of planning has been done. PTA members asked whether a staff member, dad, or a police officer could be stationed outside the school.

Follow-up—A police officer who is also a mom at IES was outside on the 28th, and 6th grade students arrived on-time.

President's Update

Beth Benoit provided updates on the following:

Boosterthon—Pep rallies were held today to help launch the Boosterthon fund-raising program. Two Boosterthon staff members held the pep rallies, and they will continue to be at IES over the next couple of weeks to build a rapport with students. The Ilchester Cheetah Chase Fun Run will be held on October 26. Volunteer opportunities will include handing out waters and keeping track of their laps completed.

Back-to-School Bingo—There was a really good turnout that was better than last year. Changes made for this year included that Bingo cards were given to children, but not adults; and, we tried to have one prize per child. The response to the request for Food Bank donations was amazing. Thank you to Shannon Kraft and her family for coordinating.

School Directory-- Last year, there were some difficulties in using family's contact information provided through HCPSS Connect Family File to create a school directory, and there are some additional challenges for the process this year. PTA presidents are required to take a quiz online to gain access to the information, and PTA's cannot email contact information to families: it must be provided in print only. Beth has calculated that the amount and cost of paper needed would be prohibitive for distributing a copy to every family, so she suggested making some master copies to keep in the school's front office and with team leaders. During discussion, PTA members asked whether there was a way to

have a more condensed version than what has been distributed in the past and print that; it would be an alphabetical listing of students with the teacher's name included. Also discussed was whether we could distribute the directory only to those who request it. Since the contact information comes from the Family File, administrators were asked what our school's percentage of Family File completion is, and they indicated it was in the 70's. Beth suggested sending out another reminder about the Family File with a deadline. After that, she will see what she can do about a print version.

Coat Drive—We have donated 10 bags of coats and other winter clothing items that Kim Kettering and several 3rd grade girls helped to sort. The items were dropped off at HCPSS ARL on October 19.

Program with Dads in school—Beth has talked to Steve Green, who initially gathered info about the WatchDOG© program. That program has more of a security focus, and what we're hoping for is more of a male presence in the school. Beth has created a basic outline for what a Dads' program could be. We need a name for it, and we're hoping for a dad to step up and lead it so a program could start after Jan. 1. PTA members expressed consensus support for a dads' program.

Volunteer Opportunities—Beth will be advertising in upcoming newsletters for 1) Moms on Campus and Dads on Campus days, 2) Coat Drive for next year, 3) Dad program and 4) IES PTA President.

End-of-Year Awards—Discussion was held as to whether IES could give certificates for perfect attendance at the end of the year and other possible reward programs. One suggestion made was to have a student-of-the-week and/or student-of-the-month. Dr. Byrd-Butler will discuss student recognition with the school's leadership team.

On a similar topic, Dr. Bryd-Butler brought up the school's Positive Behavior Intervention Supports program (PBIS) and PRRR—Persistent, Ready, Responsible, Respectful. A committee has been started, and members will meet monthly to discuss PBIS initiatives and incentives for children. Children come ready to learn every day and they are well-behaved, and the staff wants to recognize that. One example of an incentive that is popular among the children is Mr. Langevin's Cheetah-chu. Beth asked whether talking about being ladies and gentlemen might be incorporated. One way that's done currently is Tall, Straight, Quiet (TSL). Committee members are excited to brainstorm ways to improve/add-to incentives.

Teacher Fundraising Presentation

Krista Barron shared an idea about a fundraiser that her sister, who is a teacher in the county, has used successfully. Donorschoose.org gives teachers a chance to describe projects and/or things they want for their classroom and seek donations from an audience that can go beyond the school community. Dr. Byrd-Butler indicated she will look into as a possibility for teachers at IES.

Treasurer's Update

Amy LoPresti presented the Treasurer's report (see attached). Some items that have come in during the month of October are not yet reflected, so we'll see them in the report next month. For fundraising, none of our real fundraisers have started, so we have a long way to go. Personal donations are at about 80% of what we budgeted for. After Boosterthon, we could send out reminders that parents/guardians can join the PTA and make donations at any time during the year. We're putting a lot of hopes on Boosterthon this year. Something to look at for next year is workbooks. Overall for fundraising, we have \$42,000 to go. Our first restaurant night will be in

November. Amy is hopeful that Spirit wear numbers will be better this year than in the past, although that is not a big fundraiser.

About expenses, we haven't had Activity Expenses so far, but there may be some that she hasn't received yet. The only Education Expense so far has been workbooks. Amy expects to receive some requests from teachers, and providing reminders for teachers was discussed.

The timeline about how Boosterthon donations are collected was also discussed. Donations can be made online, but there is a \$2.00 fee. Checks should be encouraged rather than cash. Within one week of the Fun Run is when the main push occurs for donations to be sent in. Donations are counted after that, and there is a second count. We should have an idea of numbers at our November meeting.

PTACHC Report

Please see attached for Sunny Zhao's report.

Committee Updates

Box Tops—Rewards/prizes for students and classes, including stickers, a class silly-sock day, and extra recess were discussed.

Candy for the Troops—Ashley Fremont-Smith will coordinate collection of Halloween candy for troops this year. There will be a box in the front lobby Nov. 2 – 11.

Cultural Arts—Kelly Green is working on plans for 5th grade and kindergarten.

Giant School Rewards—Heather Tom will send an email to Jill for distribution to promote the program.

Restaurant Night—Mary Leigh Marsden is working on a restaurant night.

Square One Art—Danielle Rao reported that Square One Art has begun.

Talent Show—Momina Malik is working with Mrs. Maglocchi to schedule after-school auditions and the talent show. They are looking at February with a possible start for auditions in January.

Junior Cheetah Day—Ginny Zimmerman reported that communications about scheduling have started.

All-in-One Sheets—Tina Hill reported that, with grade level donations, we've received a similar amount to last year at this time, which is good because we have fewer students.

Adjournment

Beth adjourned the meeting with a thank-you to everyone for attending.

Next Meeting

The next meeting will be held on Tuesday, November 15 beginning at 7:00 pm in the school's media center.

Respectfully submitted,

Heather Tom
Secretary

July – September 2016 Financial Highlights

17 October 2106 IES PTA Meeting

(** 2015-2016 **Audit** has been completed with no issues.)

Income

- Membership at 88% with drive basically **complete**: \$1230.50 for 214 members
- Fundraising
 - Fundraising at 8% however not really started
 - Boosterthon – 4 T-shirt logo sponsors: \$2950
- Donations
 - Personal Donations at 80% with **all drives complete**
 - Workbooks: \$3435 (62%)
 - Direct Donation: \$4745 (86%)
 - Grade-level Enrichment
 - K: \$810
 - 1: \$832
 - 2: \$755
 - 3: \$687
 - 4: \$990
 - 5: \$817
- Income Performance Against Budget
 - Budget \$59,300.12
 - Actual \$17,251.50
 - Balance - \$42,048.62

Expenses

- Fundraising expenses are 2% spent overall
 - Spirit wear 10% spent: \$191.94
 - Boosterthon 0.5% spent: \$55.31
- Education expenses are 22% spent overall
 - Workbooks 91% spent and is **complete**: \$5462.95
 - PTA contributed \$2027.95 toward workbooks
- Activity expenses are 1% spent overall
 - Admin meet & greets went over to 124% spent and is **complete**: \$124
- Support expenses are 6% spent overall
 - Individual teachers supplies 9% spent: \$425

	July – Sept 2016	Fiscal Year to Date
Income	\$17,251.50	\$17,251.50
Expense	\$6,259.20	\$6,259.20
Balance	\$10,992.30	\$10,992.30

** Bank statements not yet available so values below are estimated

Checking account balance	~\$34,000
<u>Savings account balance</u>	<u>~\$ 1,175</u>
Total cash on hand	~\$35,175

Notes from 2016-2017 PTAC Meeting #2 (October 4, 2016, Homewood School)

ISSUES

- Canvas Presentation
 - The school staff gave an overview presentation of new information for students and parents.
 - Parents can update the information for all the children at once.
 - Every teacher has a homepage. In order to receive communication from teachers, parents need to set up notifications in Canvas.
 - New app called 'Canvas Parent' can be downloaded. It was mostly useful for middle and high school parents. You can swipe between students' profiles, review assignments and events, and see a weekly calendar.
 - Elementary schools don't report grades online.

- Discipline in School Disparity
 - A presentation was given by PTAC executive board about the disparity in the HCPSS.
 - The suspension data in the elementary, middle and high school for the school year 2014-2015 was presented. It showed the similar trend that black students have higher rate of suspensions.
 - For example, in the elementary school level, 1% of the population was suspended. The black students consisted of 32% of the population, but the percent of black students in all suspensions was 57%.
 - It was also discussed about the Advanced Placement –G-T-- such as CEUs. The students not invited to participate call these students "the smart kids". It may impact the students' self-esteem and self-confidence.
 - What can PTA do to support the school and the families where the students are struggling? Helping families of students that get suspended.