



PTA MEETING: Wednesday, March 6, 2024
TIME: 7:30 PM EST LOCATION: Virtual

MEETING CALLED BY: BPES PTA Board
TYPE OF MEETING: BPES PTA Meeting
PTA PRESIDENT: Voula Augustin
PTA RECORDING SECRETARY: Denise J. Meyer

In Attendance: Christina Yingling, Denise Meyer, Voula Augustin, Cathy Tran-Zwantez, Candice Gerstner, Kristian Rutledge, Thomas Dewees, Barbara Smith, Beth Franks, Emmiline Auth, Shari Roberts, Jennifer Shafer, Shari Gorga, Francesca McFadden & Sarah Ames Mitchell

Quorum Status & Start of Meeting: Seeing that a quorum was present, Denise Meyer started the meeting at 7:32 PM.

Welcome & Introductions: Christina Yingling

Principal's Report: Kristian Rutledge

- Thank you for an amazing international and multicultural night. Thank you to our chas Mrs. Wilson and Mrs. Parrish. You did an amazing job. It was great to see the diversity and culture of our school community.
- **PTA Reflections**
 - We would like to congratulate the following students. They were celebrated at school on the morning announcements:
 - Brian Chang, RECC, visual arts
 - Kathryn McDonald, 2nd grade, visual arts
 - Jameson Gerstner, 4th grade, music composition
 - Ryan Sexton, 5th grade, photography
 - Charlie Hopkin, 4th grade, literature
 - Eden Matson, 5th grade, visual arts
 - Ella Stockwell, 3rd grade, visual arts

- **Other recognition**

- We would like to congratulate the following students for taking second place in the Howard County Young Author's Contest. Our first student is Ava McAllister. She earned 2nd Place in the Howard County Young Authors' Contest for her 2nd Grade Short Story, The Human that Turned into a Shark.
- We would also like to congratulate Lily Duong for earning 2nd Place for her 5th Grade Short Story, Unwanted Seasons!
- Our last winner is Josette Schofield, she earned 2nd Place for 4th Grade Poetry titled, A Snowflake! Congratulations to all of our winners! We are so proud of you. The names of all winners are posted on the [Howard County Literacy Association website](#).
- Reading month has begun. Our first activity is this Friday, which is the book exchange. We have extra books in the front office for students that may not have a book to bring.
- Our read-a-thon kick off is this Friday (3/8/2024). Please look for the flier that will be coming home with your child's QR code and account information. The funds will be for instructional materials.
- We have sent home field day shirt orders if students would like to purchase a shirt for \$10.00. Mr. Van Meter has designed the shirts. Just a reminder that students do not have to buy one, it is just an option. You can order online, however you still need to send in the order form. If you need an extra order form please call the front office. We will be happy to provide one for you.
- Staff Appreciation is the first week of May 6th. Admin would like to collaborate with PTA so that we make sure we have something going on each day to celebrate our staff.
- I am in the process of interviewing for a day chief custodian position. I hope to make a decision by the end of this week (3/8/24).
- **Reminders**
 - You must sign in when you enter the building for lunch or a volunteering opportunity. This is for the safety of students and staff.
 - All early dismissals need to be done by 3:30.

Assistant Principal's Report: Mr. Dewees

- **Testing NAEP/MISA**

- Huge shoutout to our 50 4th graders who were randomly selected to participate in an assessment from NAEP
- We received many compliments from the NAEP staff about how great our students were!
- MISA-2 days left
- MCAP for ELA and Math for grades 3-5 will be after Spring Break

- **Picture Day is March 14 - Individual Pictures**

- **TV Studio**

- We are looking to create a TV studio out of the Media Center
- The purpose would be...
 - for students to serve as anchors, producers, and cameramen
 - For students to have opportunities to work collaboratively to create and present a News Show
 - For students to be able to share presentations about various school topics throughout the year
- We are in the early stages of researching what this may look like, but we wanted to see if the PTA would serve as partners toward purchasing equipment (cameras, microphones, teleprompter, etc.)

PTA Events/Committee Reports

- **Past Events**

- International Night
 - Huge success, look forward to many more
 - Feedback? Please share with BPES President @ bpesptapres@gmail.com
- Restaurant Night | 3/6/2024 | E.W. Becks
 - Had about 200 friends and families attended the event
 - Had some leftover pizza that was donated to the local Howard County Fire Department stations.

- **Upcoming Events**

- Teacher Appreciation Week
 - Christina Yingling to send Ms. Rutledge more information about the plans PTA has already decided on and other planning efforts.
 - Have asked teachers for input of what they liked and did not like for appreciation efforts
 - Volunteers will be needed
- Next Restaurant Night | TBD | Ten Oaks Tavern
 - When the chair provides the details a flyer will be shared on Social Media and on PTA Website
- Scholastic Bookfair | Week of April 15-19, 2024
 - Need volunteers for this year's Bookfair
 - Beatrice will join for the April PTA meeting with more details
- Career & STEM Night | Wednesday, March 13, 2024
 - Update from Candice Gerstner
 - Double the volunteers for this years event
 - 16 groups for careers (PD, FD, lawyers, STEM careers, farming, wide range!)
 - Very excited and overwhelmed in a great way!

- Will be set up along perimeter of the gym and will have activities and opportunities to interact
 - STEM activities in cafeteria
 - 2 robotics teams
 - Math team
 - Others
 - All students will receive their first engineering journal
 - They will be asked to write or draw observations
 - If a student makes an attempt at this activity they will receive a prize for their efforts
- BPES Yearbook | Cathy Tran-Zwantez
 - Order forms went home for yearbook
 - Order forms are due in mid-April
 - Information shared with room parents for photo submissions for the yearbook
- BPES Adult BINGO | Friday, April 26, 2024 | 6:00 – 9:00 PM
 - Being held at St. Andrews Episcopal Church in Glenwood
 - 2892 MD Route 97, Glenwood, 21738
 - PTA Board member Drew Wilson is obtaining a liquor license
 - Committee and board members are soliciting donations for prizes, baskets, etc.
 - Any PTA member that can help with donations, please do
 - Updated details
 - 3 special games and 15 regular games
 - 50/50 raffle
 - Mystery gift cards/gift bags
 - 3rd party silent auction
- Assemblies – Christina Yingling & Voula Augustin
 - Laser Light Show Assembly | May 1, 2024
 - Sponsored by the BPES PTA
 - Awaiting approval for the assembly from the county
 - Looking for other assembly ideas for the remainder of the school year
- Bushy Blooms Fundraiser | Pick-up Saturday, May 11, 2024
 - 1st meeting held last week
 - Cafeteria is reserved and plant drop off will be Friday, May 10, 2024
 - Orders by April 15, 2024
 - More information to come - emails/social media/flyers
- Field Day | May 15, 2024
 - Afternoon volunteers are needed for this event, see BPES Bushy Bear Tales for more information
- End of Year Party | Friday, May 31, 2024 | 5:00 – 8:00 PM

- Planning has begun; will need volunteers for this large scale event
 - Ordering inflatables now
 - Looking into food truck vendors
 - **Need volunteers for all events throughout the school year, these opportunities can be found on the [BPES PTA Website](#)**
 - **Volunteer Committee:** Cathy Tran-Zwantez
 - Looking for a co-chair for beautification group
 - Have one lead but looking for another
 - Can this chair assist with updating the BPES information board
 - Ms. Rutledge confirmed that Michelle is the best contact for this effort.
 - **PTA Membership Committee**
 - Please join the BPES PTA, you can do so by clicking here:
 - [JOIN BPES PTA](#)
 - **BPES PTA Board Nominations:** Cathy Tran-Zwantez
 - No updates
 - If you are interested in being a part of the BPES PTA Board, please reach out to either:
 - Cathy Tran-Zwantez @ ctranzwanetz@gmail.com
 - BPES President @ bpesptapres@gmail.com

Financial Report: Jennifer Shafer

- **Current Net Income: \$1,716**
 - Treasurer noted about to issue payment for Basketball After School program, leaving the budget at -\$953
 - Hoping that January Restaurant Night and March's Restaurant Night will help off-set.
 - Bushy Blooms and Adult BINGO are expected to bring in large amounts of funds
- **Questions:**
 - Candice Gerstner: Negative balance is concerning and surprising
 - Jenn Shafer: Dance went over budget, perhaps we try not to cover expenses; not all events have stayed within budget thus far this year. Bushy Blooms, Restaurant Nights and Adult BINGO should balance this out.
 - Candice Gerstner: Suggests stricter guidance for chairs; Jenn Shafer agrees
 - Candice Gerstner offered to assist with wording for the guidance/check list
 - Don't spend over your budget...basics.
 - Will send the guidance/check list for her insight and feedback

- Jenn Shafer advised that there is a checklist being developed for event chairs
 - Collecting lessons learned to develop with the PTA President and Vice President. Voula Augustin confirms that we are hopeful that upcoming fundraisers will cover the overages and the checklist and more check in meetings with the PTA Board will eliminate these types of overages moving forward.
 - Sarah Ames Mitchell: Parent and a teacher, where is the budget posted and how can members access this information. Transparency around budget will be useful.
 - Jenn Shafer advised that she will provide the budget to accompany the meeting minutes to the secretary moving forward.
 - Christina Yingling advised that they had a lot of new event chairs this year and had explicit conversations with those chairs/volunteers. However, budgets were not adhered to.
 - Christina Yingling raised needing a vote for unused current funds.
 - Jenn Shafer advised it was decided to table the vote until the Basketball After School check transactions are settled up.
 - Voula Augustin advised that outstanding budget items such as pending payments, expenses and revenues will need to be finalized and captured in the budget before deciding how much can be donated to the school.
- **Additional Budget Notes:**
 - In the below chart you will see the projected remaining expenses vs the projected remaining revenues. The projections are based on last year's actuals. Teacher's appreciation is not on the list below as that has a \$0 net effect, everything we collect for that goes right back to the teachers and staff to appreciate them.
 - Since we have so many fundraisers still happening this year, it is not uncommon for this point in the year the budget to drop before some of the revenues come in to replenish. We have a healthy bank account that covers it while waiting for the remaining fundraisers to happen.
 - After looking at the below chart and budget report if you have additional questions please reach out and let me know.
 - *Year to date actual includes all known expenses through 3/8/24 paid. PDF budget file is available that includes actuals through 3/8/24 at 9:10am. _____

Year to date Actuals*

227.27

Projected Revenues Remaining

Restaurant nights (Jan-June)		1000
Adult Bingo		500
Yearbook		1500
Bushy Blooms		2000

Book Fair (spring)		1000
Total Projected Revenues		6000

Projected Expenses Remaining		551.27
Career fair		600
End of Year Party		500
Appreciation		450
5th grade party and Kona ice		1450
Field day		100
Junior Achievement-4th grade		2500
Google workspace and other subscriptions		76
Total Projected Expenses		5676
Net Income		324

Open Items & Questions

- Field Day shirt checks can be made out to Bushy Park Elementary School.
- Candice Gerstner asked about access to the cafeteria for Career/STEM Night preparation given the ½ day of school on 3/13/24. Ms. Rutledge advised that the front doors will be accessible and that she and other administration will be present during the day and for the event.
- HCPSS Budget (last month)
 - Links were added to PTA Website for advocacy for Bushy Park Elementary.
- Barbara Smith – HCPSS Budget concerns
 - How to advocate - have shared on social media, emails, etc.
 - These cuts are going to significantly impact all grades in HCPSS
- Barbara Smith – teacher supplies
 - Some parents were told that teachers are in need of supplies; teachers did not request, parents made mention of this need
 - PTA was told by previous administration that the Teacher Supply Closet was no longer available because it had not been utilized for quite some time
 - Ms. Rutledge advised that the school does get a supply budget so she is curious about what is needed.
 - Barbara Smith said pencils and paper; Ms. Rutledge advised that those supplies are readily available in the school now and that the school has a lot of supplies. She will discuss with the team.
 - Ms. Rutledge will clarify what is being asked for and if it is instructional material, that is not what PTA would be able to help with.
 - Voula Augustin advises that the teacher refund/reimbursement policy is available through PTA
 - Candice Gerstner asked if the reimbursement funds come from the current negative PTA budget?

- Jenn Shafer advised that yes it comes from the same funds but we anticipate being in the plus column from the various fund raisers yet to occur. Also noted having a healthy Savings Account.
 - Have had an uptick in teacher supply requests for reimbursements that have come through the past few months. Spent \$1,011 out of budgeted \$2,000.
 - Candice is concerned about using these funds for reimbursements when we don't have the funds available; Jenn is confident that the Bushy Blooms and Adult BINGO will bring in the funds and we will be fine as far as the budget is concerned.
 - 5th grade t-shirts already paid for, 5th grade party needs to be paid for
 - Jenn advised some of the following have been paid for by budget funds:
 - Bushy Bear Costume, Fall Fest, Beautification, Hospitality (bus drivers/teachers), Teacher supplies, ice cream social, science fair, sweetheart dance, upcoming laser assembly, 5th grade shirts, websites needed for business operations and others. MD registration fees to be in the statewide PTA.
 - Junior achievement day – 4th grade field trip, PTA was asked to supplement the costs of this.
 - Beth Franks advised it may be beneficial for room parents to know about supply needs and blast this to the parent groups for donations. Room parents can ask if they need anything and inquire with the parent groups.
 - Christina agrees this is a good idea, Ms. Hilker and Ms. Dearing both put post it notes out for back-to-school night and asked for donations that way.
 - Barbara Smith - Good idea or beginning of year but as you navigate the school year, they need supplies to be restocked or have other needs. Teachers should not be spending their own funds on supplies and shouldn't be upset to ask for supplies.
 - Ms. Rutledge asks that she speak with the team at large about these needs. She knows there are a lot of supplies, she needs clarity and clarification about what is needed. She will communicate supply needs that the school doesn't have, teachers should communicate with room parents.
- Board of Education Meeting 3/7/24 question: is this the final budget decision meeting
 - Ms. Rutledge – Board has not made any decisions or adopted a budget. She has received staffing information, but it all depends on decisions made with GT. Not losing the program but number of teachers to support may be less. Once she gets final staffing, she will share it with the community, hopefully by next PTA meeting in April.

Having no other items of business or questions, this meeting was adjourned at 8:13 PM by Denise J. Meyer.

Next meeting, Wednesday, April 3, 2024, at 7:30 PM. Keep an eye on your email for the virtual meeting link.