

DUFIEF ELEMENTARY SCHOOL PTA MINUTES

TUESDAY, DECEMBER 6, 2016

PTA Meeting

The meeting was called to order by Leilani Micalizzi at 7:03pm.

In Attendance: Danielle Carrick, Leilani Micalizzi, Siva Venkatachalam, Anya Rebholz, Raghav Korval, Jennifer Nakashima, Runako Allsopp, Debora Brakarz, Aashima Mehta, Rob Kemp, Brent Mascott, James Noon

Approval of November 2, 2016 minutes (Danielle Carrick): No changes were proposed to the November minutes. Leilani Micalizzi made a motion to approve the minutes and Jennifer Nakashima seconded the motion. The minutes were approved unanimously.

President's Report (Leilani Micalizzi for Yonat Lurie):

- Directory update – Please contact tobysalahuddin@gmail.com if you have registered as a PTA member, but haven't received your directory yet.
- Barnes & Noble Bookfair is this Saturday, Dec. 10 from 12-4pm. Runako Allsopp has volunteered to help man the table, but we need additional volunteers. Deborah B. will send out a request to parents to volunteer.
- MiniGrants – The third grade received \$200 and fourth grade received \$130. There is approximately \$650 still available. Mr. Mascott will remind the teachers to apply for funds and the PTA will send out a reminder letter as well.
- Upcoming dates to keep in mind:

December

6	PTA Meeting 7:00 pm
7	Dining for Dufief – Chick-fil-A (Kentlands)
10	Barnes & Noble Bookfair 10-4pm
12	Winter Concert
22	Sunshine Committee -Teacher/Staff Cookie Exchange
26 - 30	<i>No School – Winter Break</i>

January

2	<i>No School - New Year's Day/Winter Break</i>
3	PTA Executive Committee Meeting 7:00pm
16	<i>No School – Martin Luther King Jr. Day</i>
18	Cultural Arts Assembly – Author in Residence – Marc Nobleman
20	<i>No School – Professional Day for Teachers</i>
26	PTA International Night
27	<i>No School</i>

Treasurer's Report (Rob Kemp): Expenses this past month were for reimbursements for the Halloween parties and for the Little Free Library. In December, more of the line items will be hitting the books. We are right on target for membership and budgeted items. We are a little lower than expected for the direct donations (by approximately \$1500). Approximately \$22,000 is the cash balance, which is right where we should be.

1st VP Report, Educational Programs (Jennifer Nakashima): Signups for winter after school programs are underway. A few new programs are being added including: Paint club (which is almost full), yoga for kids, and zumba class. Panda programming accepts on a rolling basis, so just contact them if you think you missed the deadline; they can also expand the program if the demand is there.

2nd VP Report, Community Resources (Leilani Micalizzi):

- Original Artworks - Over \$700 was raised. They are reopening the gallery due to demand.
- Box Tops competition – Dec. 9th will be the next drawing.
- Spiritwear (James Noon) – Sweatshirts and long sleeve t-shirts are on sale online. James will be at the Barnes and Noble bookfair with demos.
- Silent Auction (in March) – Volunteers are needed. Please contact Lauren Su to volunteer.

3rd VP Report, Social Events (Aashima Mehta): International Night will be Thurs., Jan. 26, 2017. The goal is to make it a showcase of dancing like last year.

Bylaw Amendments (Jennifer Nakashima, Runako Allsopp): Dufief PTA only has the bylaws as a hard copy. Leilani M., Debora B., and Danielle C. will work on converting the hard copy into electronic copy. Most of the proposed changes are due to the small size of our school – for example actions were made a little simpler to pass instead of requiring quota for all. Also, due to us not getting as much regular mail and instead social media/email, a social media secretary is proposed to replace the corresponding secretary role.

The following changes were proposed and posted on the DuFief PTA Facebook page on November 21, 2016 for all to comment on:

Article VI, Section 2a

Current Bylaws: The officers of this local PTA/PTSA shall be a president, a president elect, 3 vice president(s) (more than 1 named: 1st VP Educational Programs, 2nd VP Community Resources, 3rd VP Social Events), 2 secretary(ies) (more than 1: recording and corresponding) and a treasurer.

Proposed Bylaws: The officers of this local PTA/PTSA shall be a president, a president elect, 3 vice president(s), (more than 1 named; 1st VP Educational Programs, 2nd VP Community Resources and 3rd VP Social Events, 2 secretary(ies), (more than 1; recording and social media) and a treasurer.

Article VI, Section 3

Current Bylaws: There shall be a nominating committee composed of 7 members who shall be elected by the Board of Directors. The committee shall elect its own chair.

Proposed Bylaws: There shall be a nominating committee composed of 5 members who shall be elected by the Board of Directors. The committee shall elect its own chair.

Article VII, Section 3b

Current Bylaws: The corresponding secretary shall handle all the incoming and outgoing correspondence.

Proposed Bylaws: The social media secretary shall maintain the Dufief PTA social media sites; establish and maintain a social media code of conduct and decorum; manage comments and respond to questions.

Article VIII, Section 5

Current Bylaws: Regular meetings of the board of directors shall be held during the year, the time to be fixed by the board of directors at its first meeting of the fiscal year. Five members of the board of director's members shall constitute a quorum. Special meetings of the board of directors may be called by the president or by a majority of the members of the board, 7 days' notice having been given to the general membership.

Proposed Bylaws: Regular meetings of the board of directors shall be held during the year, the time to be fixed by the board of directors at its first meeting of the fiscal year. Five members (5) of the board of director's members shall constitute a quorum. Special meetings of the board of directors may be called by the president or by a majority of the members of the board, 1 day notice having been given to the general membership.

Article X, Section 2

Current Bylaws: The board of directors may create such standing or special committees, as it may deem necessary to promote the purposes and carry on the work of this local PTA/PTSA.

Proposed Bylaws: The board of directors or president may create such standing or special committees as they may deem necessary to promote the purposes and carry on the work of this local PTA/PTSA.

Article X, Section 5

Current Bylaws: The power to form special committees and appoint their members rests with the board of directors.

Proposed Bylaws: Delete (Redundant – see Article X, Section 2)

Article X, Section 7

Current Bylaws: Vacancies of committee chairs shall be filled by the executive committee.

Proposed Bylaws: Vacancies of committee chairs shall be filled by the executive committee or president.

Article XI, Section 1

Current Bylaws: At least 5 general membership meetings of this local PTA/PTSA shall be held during the school year. Dates of meetings shall be determined by the board of directors and announced at the first general membership meeting of the fiscal year. 7 days notice shall be given of a change of date, except when postponement of a meeting occurs due to a facility closure event.

Proposed Bylaws: At least 5 general membership meetings of this local PTA/PTSA shall be held during the school year. Dates of meetings shall be determined by the board of directors and announced at the first general membership meeting of the fiscal year. 3 days notice shall be

given of a change of date, except when postponement of a meeting occurs due to a facility closure event.

Article XI, Section 2

Current Bylaws: Special general membership meetings of this local PTA/PTSA may be called by the president or by a majority of the board of directors, 7 days notice having been given.

Proposed Bylaws: Special general membership meetings of this local PTA/PTSA may be called by the president or by a majority of the board of directors, 1 day notice having been given.

Additional changes were discussed during the meeting:

Article VI, Section 4

Current Bylaws: Upon acceptance of a letter of resignation from any officer, notice shall be given to the general membership of the vacancy within fifteen (15) days. The vacancy, except for president, shall be filled for the unexpired term by a person elected by a majority vote of the board of directors. A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the president elect. In the event the president elect chooses not to assume the office of president, the general membership shall be notified and an election shall be held by the general membership (Article XI Section 2).

Proposed Bylaws: Upon acceptance of a letter of resignation from any officer, notice shall be given to the general membership of the vacancy within fifteen (15) days. The vacancy, except for president, shall be filled for the unexpired term by a person elected by a majority vote of the board of directors. A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the president elect, or 1st VP if there is no president elect. In the event the president elect (or 1st VP) chooses not to assume the office of president, the general membership shall be notified and an election shall be held by the general membership (Article XI Section 2).

Article X, Section 3

Current Bylaws: The chair of each standing or special committee shall be appointed by the president. The term of each chair shall be a one year appointment.

Proposed Bylaws: The chair of each standing or special committee shall be appointed by the president and one other member from the executive committee. The term of each chair shall be a one year appointment.

Jennifer Nakashima proposed a motion to accept the changes discussed. Aashima Mehta seconded the motion. The motion passed unanimously to approve the bylaws with the changes discussed.

Membership Report (Leilani Micalizzi for Toby Salahuddin): Everyone who joined the PTA should have their directories by now.

MCCPS PTA report (Siva Venkatachalam): Discussions at the meeting included having a collective voice on how to handle some of the protests about the Presidential election that have been occurring.

The school calendar for the 2017-2018 school year will start after Labor Day. Bell start times may also be changed, but that decision won't be made until the spring of 2017.

Wootton cluster report (Debora Brakarz): Nov. 10, 2016 was the facilities and boundaries meeting. The Mayor of Gaithersburg requested that our renovation and expansion not be changed. However, the date of the renovation might be changed regardless; it will depend upon an assessment in January/February 2017. Criticism came regarding how the board hasn't pushed for getting any casino money for education. Three new neighborhoods are being proposed, which might flow into Wootton and affect our boundaries.

Principal's Report (Brent Mascott):

- For 4th and 5th grade families with students in chorus or advanced band, the concert is Dec. 12th.
- Interim reports will be going home soon for the halfway point of the 2nd marking period.
- The school made it into the North Potomac Times newspaper showing the ribbon cutting ceremony of the Little Free Library.
- Mrs. Eisenhower is in a graduate program and she's creating a newsletter article of what schools do as part of an improvement plan; she has also included links for parents as resources for what is included for school improvement plan.
- Teacher-student surveys will be conducted with the students on the computers (grades 2 to 5) to find out a little about what the staff can do to make this a better school experience.
- Hour of code is occurring this week at the school for computer science week.
- At the next staff meeting, Mr. Mascott will talk with the staff about using electronics during indoor recess time. They would really like to limit the time on electronics, but a school-wide policy is needed.
- Use of cell phones in school is not allowed in elementary schools during the school day, per the MCPS student code of conduct.

Old Business: None

New Business: Volunteer coordinator (Debora Brakarz) – Remember to sign in with the number of hours when you volunteer, or send Debora the number of hours you volunteer. The MCPS will soon start requiring the names of the volunteer along with the hours.

Next meeting will be on Tuesday, February 7, 2016 7:00pm-8:00pm in the Media Center

A motion to adjourn was made at 8:16pm (Leilani Micalizzi made a motion to end the meeting; Jennifer N. seconded the motion).

Minutes taken by Danielle Carrick

