

Hammond Middle School PTA

Meeting Minutes for December 12, 2017

Attendees:

- Sumaira Bajwa, President
- Mollie Baer, 1st Vice President
- Mary Coleman, 2nd Vice President
- Lisa Beck, Treasurer
- Tricia Miller, Secretary
- Tami Baldwin, PTACHC Rep
- Kerri Ukstins, Staff Appreciation Co-Chair
- Lynne Ward, Staff Appreciation Co-Chair
- Deveonne Hamilton-Stokes, Giftcard Chair
- Aaron Dale, HMS Principal
- Pat Johnson, Parent / Member
- Melody Morales, Parent / Member
- Dupe Fajembola, Parent / Member

Minutes

- **Welcome and Introductions:** The meeting was called to order by PTA President, Sumaira Bajwa. Introductions were made.
- **Secretary's Report (Tricia Miller):**
 - The minutes from the November 14, 2017 PTA meeting were presented for approval. No revisions were proposed. Sumaira Bajwa made a motion to approve the minutes; Mollie Baer seconded the motion. The motion passed with no objections.
 - The updated bylaws have been available for member review for the requisite 30 days. No comments or concerns were raised by the membership. Lynne made a motion to approve the bylaws which was seconded by Deveonne. All members were in favor of approving the new bylaws with none dissenting. The bylaws were approved. Tricia will make all necessary copies and send to MD PTA by January 5th, 2018.
 - Tricia also reported that the PTA is interested in sponsoring a workshop on Teen Anxiety which would be coordinated by the Howard County Office of Children and Families. If we provide space and allow it to be open to all interested Howard County parents/guardians, the workshop will be provided at no charge. Dr. Dale agreed that this would be a beneficial workshop and had no concerns about the PTA reserving space at Hammond Middle School. Tricia will coordinate dates with Sumaira who will reserve.

- **Treasurer’s Report (Lisa Beck):** There was no income for the month. Lisa described the expenses incurred November. She will send her report to the Board later this evening. She is still trying to reconcile between her records and Ravinder’s re: the proper allocation between dues and contributions. Lisa has not received any invoices from the Outer Office for photocopies. Sumaira will follow up with Bette Dolan. Lisa has also not received any invoice from MD PTA for membership dues. Sumaira suggested sending a payment based on our current membership numbers so as not to jeopardize our Reflections entries. Lisa will follow up with MD PTA on the invoice. Various payments have not been received: Launch (Tricia will reach out to Kristina), Grotto Pizza (Sumaira will follow up with Kara), Silver Knights (Sumaira will see if HES received by mistake). Box Tops not received but it does not typically arrive until mid/late December.

- **Principal’s Report (Aaron Dale):**
 - After school programs: there was some discussion about how these programs should be advertised going forward: Viking Times vs. PTA Newsletter vs. Eblast. It was agreed that information would be distributed to parents on all “open” programs at the end of the 2nd quarter. A great suggestion was made to include a flyer with this info in the back to school folders next fall.
 - School Discipline Policy: Sumaira stated that concerns about the discipline policy have been raised with the PTA. What is the current policy? Is it effective? And how does it compare to previous years? Dr. Dale explained that the county revamped the discipline policy in 2013. He provided an overview of the policy. There are two types of offenses: ones that lead directly to suspension (and corresponding support / necessary interventions) and ones that receive “MIR” treatment. A MIR is a minor incident report. Dr. Dale described the progression of disciplinary action from an initial MIR to suspension / expulsion. A discussion followed whereby Dr. Dales addressed various questions and concerns raised by parents in attendance.
 - PBIS funding: the Chick Fil A fundraiser in December will go to HMS PBIS funding. Any future restaurant nights at Chick Fil A will be PTA fundraisers. Dr. Dale confirmed that all shopping rewards funds raised by the PTA will be earmarked for PBIS. This may affect the PBIS line item for next year’s PTA budget.
 - After School Bus: the bus is currently running at 40-50% capacity. Hopefully more students will use in the second semester as more after school activities open up. Current funding should allow the bus to run through late March / early April. Sumaira asked that the PTA be kept apprised of any anticipated funding needs.
 - Dr. Dale mentioned that the superintendent would be visiting Hammond Middle School on January 17th. Weather permitting, the PTA will spruce up the planters by the front entrance.

- **PTACHC Report (Tami Baldwin):** Tami briefed members on several upcoming issues being considered including: reducing the length of the superintendent’s contract, incentives for HoCo teachers to improve recruitment and retention and the policy on sharing student health information. Several parents shared concerns about the type of health information to be shared, the possible recipients and how the information would be used.

- **President's Report (Sumaira Bajwa):**
 - Spelling Bee: Sumaira is in the process of transferring the program info to Mary Coleman. We will continue to promote interest and participation by using a gift card raffle. She will forward a link to spelling bee info and study guides.
 - Reflections: the entries were submitted to PTACHC today. Dr. Dale mentioned how wonderful all of the reflections entries were!
 - Directory: has been sent out. Need to follow up on a couple of emails that bounced back.

- **Reports:**
 - **Gift Card Fundraiser (Deveonne):** Profits and participation is down a bit compared to last year. Current profit was \$340 and last year we made \$400. We sold 291 cards for a total of \$6,000 and had 17 families participate. The cards will be distributed by the end of this week. Deveonne will try again in the spring and try to capture Graduation / Father's Day, etc. This is her last year and she would love to train her replacement during the spring fundraiser
 - **Restaurant Night:** Chipotle coming in January.
 - **Staff Appreciation:** Staff Appreciation: next event will be some time before Staff Appreciation Week since no February conferences. Dr. Dale suggested some sort of staff appreciation event take place during December next year. Kerri may try to pull something together this year; however, they will definitely note this request for next year.
 - **Membership:** Mary has finished sending the thank you emails out to parents and will start working on emails to the staff. Membership cards have been distributed.
 - **Adopt a Staff:** Tami requested feedback from staff. Dr. Dale will send out a survey.
 - **Geo Bee:** see HMS PTA website for date in January. Will send info on study sessions and registration soon.

- **Closing:** Next meeting 1/9/18. Mary Coleman made a motion to adjourn the meeting; Kerri Ukstins seconded; the motion passed.

Minutes respectfully submitted by Tricia Miller, HMS PTA Secretary.