



# Dora Kennedy French Immersion

Dora Kennedy French Immersion PTA

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## DKFI PTA General Meeting Minutes 04-11-18

(All Board members attending)

### DKFI PTA Meeting Outline *(Expanded content included in Detailed Meeting Notes, below)*

Call to Order

Review and Approval of Minutes

Finance Review and Approval of Report

Brief PTA Update

Need for DKFI PTA Board Nominating committee, **voting May 9 PTA meeting**

Upcoming Events

Family BINGO

Silver Diner—Eat Well, Do Well

Savers fundraiser

Spring dance for middle schoolers

Teacher Appreciation initiatives

Legislative Committee Update

Upcoming BOE meetings and need for parent reporting

County Council meeting, including budget review, and need for parent reporting, attendance

Recess Committee Update

Grants Committee

Grant writing help is requested

Communication improvement discussion

*The NEXT DKFI PTA meeting will be **May 9th, 7:00 pm**, in the multipurpose room (cafeteria). Mark your calendars: DKFI PTA meetings occur on the 2<sup>nd</sup> Wednesday of each month unless otherwise noted.*

**PTA Board elections for 2018-2019 will be held at our May 9<sup>th</sup> meeting. Please consider running for office; and come to vote!**

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From the DKFI PTA--Some important events (*this list is not all-inclusive; dates, events, and times are subject to change; events in blue are PTA sponsored, those in grey are past at the time of minutes distribution*)

| Date                         | Time         | Event   | Location  | For more information  |
|------------------------------|--------------|---|---|---|
| Immediate                    | ongoing      | Teacher and staff wishlist  | <a href="https://signup.com/client/invitation2/secure/2047994/false#/invitation">https://signup.com/client/invitation2/secure/2047994/false#/invitation</a> | DKFIPTA.org   |
| Immediate                    | ongoing      | DKFI PTA Committee signup   | <a href="https://signup.com/client/invitation2/secure/2047994/false#/invitation">https://signup.com/client/invitation2/secure/2047994/false#/invitation</a> | <a href="http://www.dkfipta.org/committees.html">http://www.dkfipta.org/committees.html</a>   |
| Immediate                    | ongoing      | Euro Store staffing   | DKFI  | DKFIPTA.org<br><b>To volunteer</b> , go to <a href="http://signup.com/go/SQNUcQJ">http://signup.com/go/SQNUcQJ</a>  |
| April 13                     | 7:00-9:00 pm | DKFI Family BINGO   | DKFI cafeteria  |   |
| April 22                     | 4:30-6:30 pm | DKFI Rollerskating  | Lanham Skate Center, 9901 Lanham Severn Road, Lanham, MD  | Volunteers are needed to sell tickets at school during lunch 4/19, 4/20; and on site to sell and collect tickets; stay tuned for sign up. <b>Pass the word</b> . Skaters need not be affiliated with DKFI   |
| April 24                     | 7:00 pm      | County Council Budget Public Hearing                                    | County Admin Bldg Council Hearing Room, 14741 Governor Oden Bowie Dr, Upper Marlboro, MD  | <a href="https://pgccouncil.us/27/The-Council">https://pgccouncil.us/27/The-Council</a><br><b>PG County has posted their proposed budget</b> on their web site.<br><a href="https://www.princegeorgescountymd.gov/2894/2019-Fiscal-Year-Proposed-Budget">https://www.princegeorgescountymd.gov/2894/2019-Fiscal-Year-Proposed-Budget</a><br><b>We need volunteers to provide insight into the proposed budget prior to the meeting and may need volunteers to attend to speak or support speakers</b> |
| April 24                     | 7:00-9:00 pm | Board of Ed: Board Meeting  | Sasscer Admin Bldg, 14201 School Lane, Upper Marlboro, MD   | <a href="http://www.pgcps.org/participate-in-a-board-meeting/">http://www.pgcps.org/participate-in-a-board-meeting/</a><br>Volunteer needed to take notes and report back   |
| April 26                     | 6:00-9:00 pm | Eat Well, Do Well fundraiser  | Silver Diner 6040 Greenbelt Rd Greenbelt  | dkfipta.org<br><b>Pass the word, please</b> . We receive a portion of all sales over those of a normal night's sales. Diners need not be affiliated with DKFI; flier not required.  |
| April 30                     | 6:00-7:30 pm | Board of Ed: Parent, Family, and Community Engagement Committee Meeting | Sasscer Admin Bldg, 14201 School Lane, Upper Marlboro, MD   | <a href="http://www.pgcps.org/participate-in-a-board-meeting/">http://www.pgcps.org/participate-in-a-board-meeting/</a><br>Volunteer needed to take notes and report back (either in person or from recorded meeting)   |
| May 6 (originally scheduled) |              | Savers Fundraiser—Used clothing and                                     | DKFI main parking lot   | <i>stay tuned</i>   |

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|               |              |  |   |   |
|---------------|--------------|--|---|---|
| for March 25) |              | household item collection; funds Teacher Wish List items |   | Volunteers are needed to collect and load items into the truck, Item donations are requested  |
| May 7-11      |              | Teacher Appreciation Week                                | school  | dkfipta.org<br><i>stay tuned</i><br>Volunteers are needed to organize and implement activities and luncheon   |
| May 8         | 4:00-6:00 pm | BOE: Finance, Audit, and Budget Committee Mtg            | Sasscer Admin Bldg, 14201 School Lane, Upper Marlboro, MD | <a href="http://www.pgcps.org/participate-in-a-board-meeting/">http://www.pgcps.org/participate-in-a-board-meeting/</a><br>Volunteer needed to take notes and report back (either in person or from recorded meeting) |
| May 9         | 6:00-7:30 pm | BOE: Academic Achievement Committee Mtg                  | Sasscer Admin Bldg, 14201 School Lane, Upper Marlboro, MD | <a href="http://www.pgcps.org/participate-in-a-board-meeting/">http://www.pgcps.org/participate-in-a-board-meeting/</a><br>Volunteer needed to take notes and report back (either in person or from recorded meeting) |
| May 10        | 1:00 pm      | BOE: Board Meeting                                       | Sasscer Admin Bldg, 14201 School Lane, Upper Marlboro, MD | <a href="http://www.pgcps.org/participate-in-a-board-meeting/">http://www.pgcps.org/participate-in-a-board-meeting/</a><br>Volunteer needed to take notes and report back (either in person or from recorded meeting) |
| May, TBD      |              | Middle School dance                                      | DKFI  | <i>stay tuned</i><br>Volunteers are needed to organize and run the event  |

## Detailed Meeting Notes

### Call to Order

7:11 pm

### Approval of Minutes

Geraldine Hall (Secretary) reviewed the March general meeting minutes. Body approved minutes.

### Finance Update

Anton Viegas (Treasurer) reviewed the March treasurer's report, including income and expenditures.

Talent show money is 45% to music, 45% to PTA, 10% for tech department. PTA holds funds for the music and tech departments.

Printing of literary journal, Euro store, included in expenditures

Upcoming expenditures include Teacher requests, Teacher appreciation, Euro Store

Continuing are Euro Store expenditures; in addition, the English teacher's awards for reading list Reader awards, which will continue through June.

Motion to approve finance report passed.

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## Brief PTA Update: Halima Jenkins (President)

Only 2 meetings left for the year

Q: have we used the movie fee? A: PTA has not held movie events, but the teachers have used the license

**Need nomination committee** (3 persons in total, 1 more is needed) for the upcoming DKFI PTA Board elections. **Voting will occur at May 9 PTA meeting.** If not all posts filled at that time then, additional election will be held at the June meeting to fill all spots. Note that those on the nominating committee may not run for office in this cycle. Email us at [Dkfipta.org](mailto:Dkfipta.org) if you would like to run or be on the committee. The PTA must have a functioning board to continue. Please submit your name to PTA Board members or to the Nominating Committee members to run for a position for the 2018-2019 school year.

### Upcoming events

4/13 ~~world's finest chocolate party at 1:30-3:15 needs parent volunteers (school event, not PTA)~~ -EVENT CANCELLED

4/13 **BINGO** night @7:00 at DKFI cafeteria

4/22 **Rollerskating** @4:30-6:30 Lanham Skate Center, 9901 Lanham Severn Road, Lanham, MD. Tickets will be on sale at lunch times the Thursday and Friday prior to the event, and via Pay4SchoolStuff (coming soon)

4/26 **Silver Diner fundraiser** (Greenbelt location, 6040 Greenbelt Rd) Eat Well, Do Well. No flier required. **Pass the word, please.** We receive a portion of all sales over a normal Thursday night's sales. Diners need not be affiliated with DKFI. Further, all year, get and use the Silver Diner app or Silver Diner card (available on site if you need one), and the school receives a contribution each time you eat there; it costs users nothing. To date, Silver Diner has donated over \$750,000 to schools.

5/6 **Savers fundraiser**; donate your gently worn clothing and household items. They will be donated to Value Village, which will pay our school (payment calculated by weight). No electronics accepted (toasters yes, computers no). Eleanor will clarify what items may or not be donated (electronics, such as old phones, TVs, are not allowed). Proceeds support funding teacher wish-list requests

In May **Middle school dance**, help is needed to organize, plan, and staff. Date TBD

We may also **collect food donations** for food pantries at upcoming DKFI PTA events. Details to come.

**Elections** are next month. 2/3 of nominating committee is in attendance. Speak with Tikeetha or Kate if you would like to run for office; you may also nominate yourself.

Q: are new bylaws needed for next year's board?

A: Bylaws were revised last year. Normally every 3 years, they must be updated. Bylaws are posted on the DKFI PTA Web site and may be viewed.

Q: does bylaw state term limits for President? What happens if nobody wants to be president?

A: If no nominees, we can have June election. For a functioning PTA, offices of President, Secretary, and Treasurer are required. VPs are not required.

Q: Do we have a food pantry here at school?

A: Not yet. Perhaps a parent would like to spearhead this initiative.

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**Teacher Appreciation Week** is May 7-11, please stay tuned for PTA-coordinated donation and volunteer opportunities, and consider how you and your child might contribute either via the PTA or on your own. Contact the Board to volunteer.

**Legislative committee update:** Laura Rammelsberg

Notes from 2 prior board meetings are forthcoming.

**PG County has posted their proposed budget** on their web site.

<https://www.princegeorgescountymd.gov/2894/2019-Fiscal-Year-Proposed-Budget>

**We need insight into the budget** and what's in there and what it means to the school system and our school. If anyone is a good budget person, it would be helpful to have a brief synopsis. **Please contact Laura or a PTA Board member if you are willing and able to tackle that job.**

**4/24 county council budget public hearing.** Depending on what the budget states, **we may want to have a speaker or support the speaker. Also a school board meeting that night. Need notes takers**

**May 10, at 1:00, is school board meeting**—need daytime notes taker, or notes from the video of the meeting  
Would like to get the legislative priorities (committee meeting in person)

**Recess committee:** Anna and Anton

Met with principal to discuss that recess takes place, and regularly, and **principal suggests that parents (fingerprinted) be available to help at recess.**

Also in contact with staff person who is running **field day. Volunteers will be needed for that day.** Fingerprinting is required. Suggest driving to Upper Marlboro to get fingerprinting rather than attending a school-based event, which tend to be crowded.

**For indoor recess, committee talked about having parents there on inclement days,** and Principal Awono has asked teachers for wish lists of games and activities

Halima Jenkins mentioned, that last year we received a grant for indoor recess toys; which were passed out to 3-5<sup>th</sup> grade classes. This year we received an ACE grant for outdoor help from the City of Greenbelt; however, as toys and equipment wear out, more are always needed. **The City of Greenbelt will help to fix up the playground,** focusing particularly on the rocky areas. They will need help from parents and other community members.

Q: Why can't we use the dance studio for indoor recess?

A: Principal has said there really is no other space for indoor recess and the studio is too small. Kindergarteners have some room in the class, as their rooms are larger than others.

Q: Do teachers know about Instantrecess? [http://www.toniyancey.com/IR\\_Book.html](http://www.toniyancey.com/IR_Book.html)

Q: For parent volunteers, how will we recruit them? Suggestion for grandparents.

Need also to clarify process for volunteering, need a mechanism. Process is unclear to parents.

Q: Do we know how many parents have the background checks?

A: Halima can ask administration

Q: Can high schoolers use their service hours here? Can we coordinate with local high schools?

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Sometimes list of grandparents.

Comment: what is mechanism? After we know that, we can reach out to specific groups to volunteer

If we can have our dates together, and perhaps have lists to hand out at orientation, it would be helpful. Comments: K parents want to be a part of the culture, and then it doesn't happen, so we're losing parents who would have been involved.

Consider that advance notice is needed for most parents to volunteer.

Q: Is there a renewed policy that parents are now allowed to come to cafeteria

Comment: In the school, there seem to be a group of parents who are not part of the PTA and feel isolated. PTA members know about events, but others do not.

A: all parents can join the general listserv, available through dkfipta.org. You need not be a member of the PTA to be included in that list (the main conduit of communication for the PTA). The only information that members have that others do NOT have is the monthly treasurer's report, and the one survey we compiled this year. All other information, including meeting minutes, is passed out to all on the dkfi listserv.

Comment: For fingerprinting, cost is reduced for those on free or reduced price lunch

A: It is often true that info is disseminated, but not all utilize platforms for access, such as the dkfi listserv.

Q: can we send out a letter that includes all the the web sites, Twitter address, YouTube, etc., to all student families?

Teacher May 7-11, committee met. Do something every day for teachers and staff. Budget goes almost entirely to luncheon. Also need donations and card writers

## Grants Committee needs

**Grants: we have multiple grant opportunity. We would love to have folks help out with applying for grants.** Ideal opportunity for those who are unable to volunteer in the school meetings

Comment: For cash awards over a certain amount, the county also must receive a portion. Need to clarify what the rules are. It is likely on the web site

**Communication discussion** (Anton introduced for attendee discussion, comments below brief overview of brainstorming session)

We held off on purchasing the software to facilitate the communication?

How can we transition off of the yahoo groups? We do need to improve the system.

How is the blackboard system being used?

**5 key areas for discussion:**

- 1. PTA board to members**
- 2. School-wide (sometimes from PTA, sometimes from school)**
- 3. Grade-level communications (field trips and homework)**
- 4. Teacher to parent**
- 5. Parent to parent**

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PTA controls, 1 and 5

PTA and parents can influence 2-4

Is Blackboard only via an app? May be losing families who have. No app access

Timeliness is lacking. We (school and PTA) seem to be late in informing parents.

Would be nice to have calendar.

We have teachers who didn't grow up with spirit week, and a tech-knowledge gap, so we need education.

Parents have info overload and also LACK of info. Too many apps: for example, class dojo, remind, google class. Need one only (streamlining info stream)

Room parents are underutilized. Perhaps room parents could help teachers with tech

Teachers are not allowed to pass parent contact info onto the class parent; parent must have permission.

Because this is not a neighborhood school, we miss out on the face to face contact. It presents a additional hidererance to communication

Each teacher has his or her preferred means of communication.

School web site is seldom updated.

Suggestion for principal to tell teachers to use ClassDojo, and also a class homework web site. Consistency with perhaps only 2 tools.

Teachers were pushed to use Googlesites, but it's not a good communication tool, so teachers have utilized what they had heard of.

Give families communication info while they are at orientation

How can we support the teachers in communicating better?

Professional development to learn the tech; but parents can also help do the tech work

Sophia brought up again class parent committee, to support the parents in supporting the parents (teachers communicating with parents). Asking Principal Awono to suggest to teachers that they all have a class parent. Have standardized list of what class/grade parent should do.

Perhaps change name from Class "Parent" to Class or Grade "Parent Coordinator" or something so that it is clear what job is (that is, for communication, and not as overarching parent). That roles would be for supplemental communication. Teachers should contact parents directly and remain the main point of contact.

Must encourage teacher to communicate directly with the parents. Parents want to avoid having another layer between teacher and parents.

Group suggests providing the following list to Principal Awono:

Monthly Ed targets

Web site updates

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At least 1 parent per grade who can disseminate information

Pick one platform (perhaps Class dojo) or gmail

School wide

Class wide

Calendar

Kindergarten parents offering to help during orientation to guide new parents.

The Board needs to communicate to the membership the name of the communication apps that we had looked at to purchase.

We as parents need to adjust their parent culture; and teachers need to adjust their culture

Parents asked how we can support the teachers, particularly in reaction to the County and state lack of raises.

*The NEXT DKFI PTA meeting will be **May 9th, 7:00 pm**, in the multipurpose room (cafeteria). Mark your calendars: DKFI PTA meetings occur on the 2<sup>nd</sup> Wednesday of each month unless otherwise noted.*

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