

# Bond Mill Elementary



## Parent-Teacher Organization

### In e-News

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- October 2008

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Minutes  
- October  
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- December

Hospitality Committee  
- Next luncheon Feb 10

Next Board Meeting  
scheduled for 1/15/09 at 6  
p.m. in the Multimedia room

Call for volunteers to join  
the Bond Mill 40th  
Anniversary Committee

Look for the new PTO  
Website- auditioning soon!

## e-News January 2009

### *President's Letter*

Happy New Year to everyone and welcome back to the school. 2009 has started off on a great foot at Bond Mill. The Bond Mill PTO was recently given a donation from Archstone Reality and for that we are truly grateful. We were given \$10,000!

The money that we were given had some stipulations in that we could not use it for any capital improvements to the school for example furniture, lunchroom tables, painting, etc. The money was meant to be spent on items that would help the children learn better in the classroom and give the teachers tools to help further this goal.

I went and spoke to Mr. FitzGerald and asked him for a wish list from the teachers and staff. After consulting with the staff, he came up with two things. The first item was MSA workbooks for the 3rd and 4th grade students. These books used to be purchased by the School System but due to the budget cuts they no longer pay for them. These books are instrumental in helping the students gain a better grasp of the MSAs especially for the 3rd graders since this is their first time taking the MSA.

Also, we purchased 14 audio listening centers for the remaining classes that either had broken ones or did not have any. These listening centers allow up to 6 students at a time to listen to an audio book during their center or reading group time without disturbing the other members of their class.

We are very fortunate to receive donations and as your elected PTO Executive Board we take this fiscal responsibility very seriously. The next time you are in your child's classroom, ask your teacher to show you the new listening centers. If at any time you are in your child's classroom or in the school and you see or hear of something that a teacher or classroom might need, please bring it to our attention or come to an Executive Board meeting and please share it with us.

I would like to give a huge thank you to Kim Jones for all of her hard

work ordering our new spirit wear. It looks wonderful. If you did not get a chance to order we will be having another order in the Spring.

Please do not forget to send any pictures that you have of your child and their classmates to Amanda Berard at [berard\\_Amanda@yahoo.com](mailto:berard_Amanda@yahoo.com) for the yearbook. She needs pictures and she needs them now. Amanda and her committee make our yearbook look wonderful every year and the more pictures that you send her the better our yearbook will look.

It is not too early to start thinking about next year and if you want to run for the PTO Board or be a committee chair. All of these positions are very rewarding and help our children in many ways. For a listing of the committees, please go to the front of the PTO student directory.

It is not too late to join the PTO. It only costs \$10 per family and your \$10 helps the PTO to enrich your children's education with an art program, a cultural arts event every month, supplies for the classroom, materials for the library, computer room, math and science program, and instruments for our instrumental music program and materials for music. Please if you have not already joined pick up an application in the front office. If you have already joined, thank you for your support.

If you ever have any questions or comments or suggestions please come to the Executive Board meeting. *The meetings are held on the third Thursday of the month at 6pm in the media center.* Our next two meetings will be held on January 15th and February 19th. If you are unable to attend a meeting and have something to share, please email me at [murphruiz@pmkinc.com](mailto:murphruiz@pmkinc.com) and I will present your information at the Executive Board meeting. We welcome and want everyone to come and have a voice at the meetings.

Again, Happy New Year.  
Kristen

## PTO General Meeting Minutes

*A General meeting of the Bond Mill PTO membership was held at 7:00 pm on October 23, 2008.*

(  
Kristen Ruiz, President was unable to attend due to a recent illness.)

PTO Vice-President Howard Rosenberg opened the meeting and introduced the Chair of the Nominations Committee, Amy Brennan.

Amy Brennan presented the proposed PTO Bylaws to the membership and handed out copies for review and comment. After some discussion the PTO Bylaws were unanimously approved by the membership.

Amy then presented the slate of candidates for PTO officers and opened the floor for nominations. There being no nominations from the floor, Amy asked for the approval of the entire slate which was given unanimously by the membership.

For the school year 2008-2009 the PTO Officers will be as follows:

President – Kristen Ruiz Vice-President – Howard Rosenberg Treasurer  
– Liz Dwyer Recording Secretary – Monica Gribben Corresponding  
Secretary – Mark Brackett.

Howard thanked Amy for her work as the Nominations Chair and then introduced our District One County Councilmember, Tom Dernoga.

Councilman Dernoga complimented the PTO on all the good work they do for the students and introduced Mr. Jeff Harris from the Archstone Group. Mr. Harris expressed the interest of his company in contributing back to the community and presented Howard and Bond Mill Principal Justin FitzGerald with a letter of intent to contribute \$10,000 to the Bond Mill PTO.

There being no further business before the membership, Howard adjourned the meeting at 7:47 pm.

## Executive Board Meeting Minutes - October through December, 2008

### *Bond Mill PTO Executive Board Meeting Minutes 10/23/08*

Present: Howard Rosenberg, Vice President; Liz Dwyer, Treasurer; Mark Brackett, Recording Secretary; Justin FitzGerald; Umbrenda Fisher; Kathleen Kennedy. (Kristen Ruiz, President was unable to attend due to a recent illness.)

Guests: Dawn Bell; Kim Jones; Lucy Ertter; Debbie Teed, Mr. Bocage.

Meeting called to order 5:03 pm

**Guest Reports: Debbie Teed – Membership Committee:** Currently at 75% participation, hope to reach 80% by December 31st; Staff is at 93% participation; Classes already at 100% include Mrs. Fisher's & Mrs. Vernor's - who have earned a star for their door and free recess. Next up is drawing in January for a pizza party for all classes that have reached 100%.

**Kim Jones – Spirit Wear:** will be selling through October 31st; sales are going well.

**Kim Jones – Box Tops:** contest wraps up October 24th; expect to make another big mailing by October 31st; close to \$800 so far; turn in Coke Points to Lucy Ertter or go directly to the Coke website.

**Liz Dwyer (for Linda Landau) – Modell's Sporting Goods:** we got a check for \$80 from Mo's from our Team Week back in the spring. The store manager would like to do another Team Week this fall. Will need someone to volunteer to pickup and distribute the coupons. Mo's would also like to work with Guidance to give quarterly incentives to students.

**Liz Dwyer (for Linda Landau) - Book Fair:** Total sales were ~\$10,000

with \$5,000 in “book profits”. Sales were higher than expected (only a 15% drop in sales versus a 20% drop in students) so some additional staff got books – a list of staff allotments and money received was provided. Mrs. Knieriem will get an additional \$300 allocation. Dates are set for next year – first week of October. This committee will need a new chair for next year.

**Liz Dwyer (for Linda Landau) - Carnival:** date will be May 16, 2009. As follow up to last meeting, the Playground Committee request to contact Carnival donors would be a conflict.

**Lucy Ertter – International Dinner:** planning is underway; last year was very successful, this year will be limited to 150 families due to overcapacity issues from the previous year. Board approved \$125 for incidental expenses.

**Dawn Bell - Playground Refurbishment Committee:** the Lowes Toolbox Grant application for \$5,000 was submitted October 14th. Made contact with 4-5 vendors of playground equipment; provided information on playgrounds from Game Time; online research continuing; the safety of the current playground was evaluated and a number of concerns were noted - we are in immediate need of mulch! Will soon receive a \$1,000 donation from an individual Bond Mill family for the playground refurbishment; looking into a PEP grant; beginning to investigate a financial strategy; working with Mr. Kirkland to address County and School Board requirements.

**Treasurer’s Report:** Liz reported the following: All funds received through 10/22/08 have been deposited. Data entered into Quicken and reconciled bank statement ending 9/30/08 was provided. (Copies of Quicken reconciliation reports submitted to President and Secretary at meeting.) An updated budget report was distributed. **Bank account balance at 9/30/08 statement was \$15,963.84.** Filed 3rd Quarter Sales & Use Tax. The old PTA account has been closed. Will work with Membership to determine number of families joined. Confirmed eScrip account is set for PTO. Final figures for the Fundraiser are not available yet. Need to confirm if Internet sales continue – if so, need to publicize in Bulldog.

**President’s Report:** The PTO’s supplemental Art Program has started (water colors and Escher so far) and is going well for about two weeks now. Teachers and students are pleased.

The PTO would like to recognize and thank the following individuals: Anne Karpman for her service on the Executive Board as Corresponding Secretary. Linda Landau & Anne Marie Hartranft for their hugely successful work on the Book Fair.

**The 40th anniversary of Bond Mill ES Committee** still needs to be formed. We will need a Chair and parents, teachers and former teachers and students.

**Principal’s Report:** System-wide, all School Operating Resource funds (SOR) have been cut by 10% (or ~\$10,000 at BMES.) At this time five of the Visualizers that the PTO purchased are out of service and in need of repair. It was requested that the PTO pay to repair the units.

The PTO deferred action and may handle via an email vote or at the next meeting.

The Resource Fair hosted by the parent liaisons, Lucy Ertter and Rosa Pena, during the Book Fair Night, was very well received.

**Old Business:**

**The PTO Directory** is underway. The last update forms will be entered by the end of the month.

**Digital cameras for each grade level:** an item still needs to be prepared for the PTO and Bulldog newsletters asking for donations of cameras and accessories, such as memory cards.

**PTO Website:** we have registered our domain for one year and website for three years. Carolyn Vincent will help work on content.

**Traffic signs** needed to identify our school zone: two new neon traffic coats were generously donated to the school by the parents of Kaitlyn Johnston-Napora. On October 17th the County visited and assessed the school, new signs and paint are coming.

**New Business:** None.

Meeting adjourned: 6:55 pm.

*Bond Mill PTO Executive Board Meeting Minutes  
11/20/08*

**Present:** Kristen Ruiz, President; Howard Rosenberg, Vice President; Liz Dwyer, Treasurer; Mark Brackett, Corresponding Secretary; Monica Gribben, Recording Secretary; Justin FitzGerald, Principal; Umbrenda Fisher, 4<sup>th</sup> grade teacher; Kathleen Kennedy, special education teacher; Freda Ingram, counselor.

**Guests:** Dawn Bell; Debi Collins; Lucy Ertter; Debbie Fairall; Jen Hinkle; Rich Hinkle

Meeting called to order 5:04 pm

**President's Report:**

- The PTO list serve is being used to distribute meeting agendas, minutes, and other important notices. Would like to add teacher emails to the list.

*Action: Kristen Ruiz will provide teacher emails for list serve.*

- Spirit wear sales were approximately \$1,900. The items will be delivered in December. Thanks to Kim Jones for coordinating the spirit wear sale.

- The PTO is planning a Bond Mill Elementary School 40<sup>th</sup> anniversary celebration. Kathy Jacobs (5<sup>th</sup> grade teacher) and Umbrenda Fisher have volunteered to serve on the planning committee.

*Action: Kristen Ruiz will generate a call for volunteers, including parents and board members, to serve on the committee. Send via PTO list serve, PTO newsletter, and Bulldog Bulletin.*

- Discussed using the \$10,000 donation from the Archstone Group on items from the teacher wish list.
  - 2<sup>nd</sup>-5<sup>th</sup> grade classroom listening centers (need 14)
  - 3<sup>rd</sup> and 4<sup>th</sup> grade MSA Reading and Math workbooks

***Motion passed to spend \$3,000 on MSA workbooks. Motion passed to purchase listening centers for approximately \$5,308.***

*Action: Umbrenda Fisher to place order for MSA workbooks.*

*Action: Howard Rosenberg to explore pricing for listening centers.*

- Meeting day and time – continue to meet 3<sup>rd</sup> Thursday. Begin meetings at 6pm. Next meeting December 18, 6-8 pm. If change in time does not result in more members attending meetings over the next two to three months, then will return to earlier meeting time (5-7pm).

#### **Guest Reports:**

Kristen Ruiz (for Cindy Dollen) – Recycling: Marketing the recycling program - next PTO newsletter, flyer at grocery stores and other places, and sending a letter home with students. In contact with local businesses and trying to reach others through Chamber of Commerce to get business participation in ink and toner recycling. Looking into aluminum can recycling. First ink and toner shipment to Funding Factory sent. Another shipment planned for late November.

Jen and Rich Hinkle – Write-a-Book: Two bookbinding nights scheduled. Will get list of judges from Amy Brennan (last year's chairperson). Went to judge's training.

Dawn Bell – PTO Website: Working with Carolyn Vincent. Showed sample page. Asked a series of questions. Plan to put up basic site in January.

Update on PTO list serve - 263 names; would like to use iContact to administer list.

Dawn Bell – Playground Refurbishment: Have narrowed selection down to two vendors - Learning Structures and Landscape Structures. Continuing with fundraising by sending letters through Chamber of Commerce.

Justin FitzGerald noted that staff from Autonomy Zone office looked at playground and took inventory on a recent visit.

**Treasurer's Report:**

All funds received through 11/19/08 have been deposited. Data entered into Quicken and reconciled bank statement ending 10/31/08 was provided. (Copies of Quicken and reconciliation reports submitted to President and Secretary at meeting.)

An updated budget report was distributed.

**Bank account balance on 10/31/08 statement was \$41,205.30.**

Final figures for the Sally Foster Fundraiser are not available yet. To date, profit is \$10,366. Refunds of overpayment are still being processed.

**Principal's Report:**

- International Night successful with more than 100 attendees. Thanks to PTO for donation used to purchase drinks and paper products.
- Outback Steakhouse is sponsoring staff member of the month – Umbrenda Fisher won the honor in October.
- Winter concert to be held December 4<sup>th</sup> at 8:15am and 7pm. Expect parking to be difficult with more students participating with the addition of 4<sup>th</sup> graders to instrumental music this year. Per the fire marshal, parking is no longer allowed in the bus circle, except for the marked handicapped spaces. Signs have been posted. Curbs to be painted.
- The 5<sup>th</sup> and 6<sup>th</sup> grade will sell food at the concert to support their end-of-year activities.
- First round of art lessons complete. Second round of art scheduled for December. Thanks to Debi Collins for providing art instruction to our students.
- New night lead.

**Old Business:**

- Student directory – hope to print by end of November.
- Digital cameras for teachers – need to check on this.
- Bylaws discussion – to discuss next month.

*Action: Justin FitzGerald to check with Christy Hyder (K teacher) on digital cameras.*

### **New Business:**

- PTO chairperson “thank you” dinner – June 12<sup>th</sup> at West Laurel Community Center .

*Action: Mark Brackett to reserve room at community center.*

*Action: Kristen Ruiz to book caterer, Beefalo Bob.*

- Art Auction – to discuss next month.
- Gifts for bus drivers and teacher holiday cards – Corresponding Secretary duty.

*Action: Mark Brackett to purchase gifts (approximately \$5 each) for bus drivers. Get number of bus drivers from Rich Kirkland (PE teacher).*

*Action: Mark Brackett to coordinate holiday cards for teachers. Monica Gribben to provide leftover cards from previous year. Kathleen Kennedy has cards to donate.*

- Linda Landau proposal – to discuss next month.

Meeting adjourned: 7:00 pm.

### ***Bond Mill PTO Executive Board Meeting Minutes 12/18/08***

**Present:** Kristen Ruiz, President; Howard Rosenberg, Vice President; Mark Brackett, Corresponding Secretary; Monica Gribben, Recording Secretary; Justin FitzGerald, Principal; Elaine Oakes, 3<sup>rd</sup> grade teacher.

**Guests:** Debi Collins; Jen Hinkle; Kim Jones; Linda Landau; Stephanie Timmons-Brown.

Meeting called to order 6:05 pm

### **Guest Reports:**

**Linda Landau – 5<sup>th</sup>/6<sup>th</sup> Grade Fundraising:** Request for PTO to match funds raised by 5<sup>th</sup> and 6<sup>th</sup> grade for year-end activities (i.e., class trip, “graduation” ceremony) because two classes sharing funds. This is a one-time situation. Alternate option is to

contribute a set amount.

*Action: Executive Board will discuss and provide an answer later in the school year.*

Linda Landau – Carnival: Carnival scheduled for May 16<sup>th</sup>.  
Planning meeting scheduled for January 27<sup>th</sup> in media center.

Stephanie Timmons-Brown – Playground Refurbishment: Expect to hear from Lowe's in January regarding grant application. Expect to hear from Department of Education in January on whether they will release funds for physical education grants. If this program is funded, grant applications will be due in March and would hear later in the school year about awards.

Debi Collins – Art: Art is going well after second round. Would like to have space to paint.

Jen Hinkle – Write-a-Book: Received 231 write-a-books. Appears not all 4<sup>th</sup>-6<sup>th</sup> grade students submitted books. After evaluating the K-5 books, 58 do not meet the criteria. Will be contacting the judges for judging books meeting the criteria.

Lessons learned include asking students to identify the type of book (e.g., illustrated fiction, non-fiction) and using a checklist to ensure that the book meets the criteria. Third and fifth grade provide a packet that might be useful.

Kim Jones – Box Tops: Check for approximately \$1,500 expected.

Kim Jones – Spirit Wear: Will be submitting another order.

**Treasurer's Report (via email):**

All funds received through 12/17/08 have been deposited. Data entered into Quicken and bank statement ending 11/28/08 has been reconciled.

**Bank account balance on 11/28/08 statement was \$31,283.85.**

**Fundraising from Sally Foster and cookie dough net \$10,477.75.**

Inquiry into analysis service charge on 10/31/08 statement.

*Action: Copies of bank statement, Quicken reconciliation reports, and updated budget to be provided.*

### **President's Report:**

- Update on Beltsville PK-8 school renovations. Improvements such as locker rooms have been made or are funded. No funding for science labs, however could use mobile lab which is being used successfully in other schools. If renovations don't get done, it would postpone opening Beltsville as a PK-8 school and the population at MLK Jr. MS would increase from 800 to 1,000 (with Beltsville students continuing to attend MLK Jr. MS and the addition of 6<sup>th</sup> graders from Bond Mill and two other schools).
- **14 Listening Centers purchased for \$199 each, 5% discount, free shipping = \$2,650.50.**
- MSA workbooks were purchased and received.

*Action: It was suggested that Bond Mill host a Parent MSA Information Night. Justin FitzGerald will ask parent liaisons to look into this.*

- No final results on Entertainment Books but lots were returned. Read-a-Thon in January.

*Action: Board members to think about additional fundraisers for this school year.*

- Visitors still not following parking rules. No parking on grass, no double parking, no parking on bus circle.
- PTO has received IRS notification that 501(c)3 forms have been received.

### **Principal's Report:**

- Winter holiday parties were a success.
- Progress reports to be sent home on January 6th. Still experiencing computer system issues.
- Application to get \$2,000 bonus from Georgetown Paper Recycling. Supposed to get a check after 6 months of recycling (vs. end of school year). Still having issues with full bin, but regular pick-up schedule would incur service charge if the bin is only half-full.

*Action: Kristen Ruiz will ask Cindy Dollen (Recycling Chair) to request monthly volume from Georgetown Paper Recycling.*

### **Old Business:**

- Student directory – at the printer (distributed December

19).

- Digital cameras – to discuss next month.

*Action: Justin FitzGerald to check with Christy Hyder (K teacher) on digital cameras.*

- PTO chairperson dinner – West Laurel Community Center, June 5th.

*Action: Kristen Ruiz to book caterer.*

- 40<sup>th</sup> anniversary – need chairperson, to be discussed next month.

*Action: Kristen Ruiz to request volunteers to chair and serve on committee.*

- Bylaws discussion – to discuss next month with all board members present, discuss what bylaws are and who decides what to do with donated money.

#### **New Business:**

- Art Auction – need chair, tentatively schedule April 2, 2009, day before Grandparents Day. Debi Collins (Art instructor) to consider if this date will allow time to complete the class art projects. Discussed student art show as alternative to art auction.
- Potential fundraiser - CD with students singing. To discuss next month with fundraising issues.

Meeting adjourned: 7:05 pm.

#### *Hospitality Committee*

The Hospitality Committee would like to thank all of the families who provided food for the January 13th staff luncheon. The staff look forward to this date each month. The next luncheon is scheduled for Tuesday, February 10th

#### *Bond Mill 40th Anniversary Committee*

Please consider volunteering for the 40th Anniversary Committee to celebrate Bond Mill Elementary's accomplishments and positive presence in our community over the years. If you would like to chair or participate on the committee, please contact Kristen as soon as possible by e-mail or phone.