



Where Eagles Soar

Glen Haven Parent Teacher Association

Supporting our students, our school, our community

10900 Inwood Avenue
Silver Spring, MD 20902



everychild.one voice.®

Membership Meeting Minutes

November 7, 2017

3rd PTA General Meeting - Amanda, Rina, Roxana, Rebecca, Catherine, Christina, Darlene, VP Cassandra Heifitz, PTA Members and Prospective Members

President/Amanda

- **ByLaws** - explanation that ByLaws are the governing document of our PTA and review of the document. Moved to keep ByLaws as they are!
- **Membership Goals**- 180 members is our PTA Membership Goal for 2017-2018. Currently we are at 91% of our membership goal. Incentive - if we meet our goal, the whole school will have an ice pop party. Whichever class has the most membership by the Wednesday before Thanksgiving will receive an Italian Ice/Frozen Custard Party. Currently Ms. Manevitz is in the lead with 18.
- **Mini Grants** - Teachers have already requested almost half of our budget for mini grants. A meeting will be held with the staff to find out what support they need from the PTA.
- **In absence of Christina** - Christina takes on a lot of responsibilities and we will need people to take them on when she leaves. She is happy to train those that are interested.
- **Events/Updates**
 - **International Night** - 11/16 from 6:30-8:30pm
 - **2nd Cup of Coffee** - 11/17 8:45-10am
 - **Thanksgiving Break** - 11/23-11/25
- **Executive Committee and Other Committees** - The Glen Haven Executive Committee is comprised of a President, 2 Vice Presidents - VP of Administration and VP of Communications, a Treasurer, a Secretary and 2 Delegates. There are 2 Elect Positions - President Elect and Treasurer Elect which are shadowing positions. The Executive Committee positions are presented by the Nominating Committee in April and the election is held in May. There are other Committees such as Fundraising, Staff Appreciation, Community Event, etc. which are self nominated.
- **Roles**
 - **President** - prepares agenda and conducts meetings for the Executive Board and General Membership. Oversees all other officers and activities. Acts as liaison between national, state, district councils and local PTAs. Has signature authority for all expenditures.
 - **VP of Administration** - acts as a 2nd to the President and presides over meetings in the absence of the President. Oversees committee chairs. Develops new programs for the PTA.

Glen Haven PTA, Inc.

is a registered 501(c)(3) non-profit organization
Tax ID: 52-6018965



Where Eagles Soar

Glen Haven Parent Teacher Association

Supporting our students, our school, our community

10900 Inwood Avenue
Silver Spring, MD 20902



everychild.one voice.®

- **VP of Communications** - sends messages to the general membership and the Community via email, website and Facebook as to what is going on at the school.

Maintains the website.

- **Treasurer** - has the Fiduciary responsibility. Prepares projected budget and maintains financial records. Responsible for banking and disbursing of funds. Has signature authority for expenditures.

- **Secretary** - maintains records of the meetings, and makes sure ByLaws are up to date and that copies are maintained.

- **Nominating Committee** - identifies slate of Elected Board Members for the following year. Presents the slate to membership in April. Election is held in May.

Treasurer/Rebecca & Amanda

- **Budget for 2017-18** - We raised over \$5000 at the Book Fair of which the PTA keeps 25% of that amount.

Principal Intern/Cassandra Heifitz

- **Reminders** - Cassandra reminded us of Early Release Days in the near future as well as parents setting up Parent/Teacher conferences, International Night, to keep an eye out for report cards and that at the beginning January 2nd through Mid February she will be acting Principal with another Principal supporting her.
- **Capital Improvement Planning Meeting** - HVAC issues were addressed. Cassandra stated that the best way for us to support our Down County Consortium is to be present at the meetings.
- **Ongoing Safeguards for our children** - Cassandra stated that there is a special Onset Team, Security Coordinator and community police officers which make up additional layers of safety at Glen Have ES.

Glen Haven PTA, Inc.

is a registered 501(c)(3) non-profit organization
Tax ID: 52-6018965