

**ROLAND PARK COUNTRY SCHOOL
PARENTS ASSOCIATION
Trustee Seminar Room in the Athletic Complex
October 7, 2011**

AGENDA

7:45 a.m. - Executive Board Meeting

- **Vote on Verna Moore request to support MS Dance Enrichment Program**

8 a.m. –Full Board Meeting

- **Approval of Minutes from September 9, 2011**
- **President’s Report**
- **Treasurer’s Report**
- **Head of School Report**
- **Division Network Reports**
 - **Lower School**
 - **Middle School**
 - **Upper School**
- **Committee Reports**
 - Holiday Fair**
 - Concessions**
 - Volunteer**
 - Web Secretary**
 - Resale Shop**
 - Post Prom**
 - Nominating**
 - Hospitality**
 - Mentoring**
 - Parent Enrollment**
 - Alumae Association**

Adjourn meeting

Next meeting: November 4, 2011

ROLAND PARK COUNTRY SCHOOL

Parents' Association Minutes

Friday September 9, 2011

EXECUTIVE BOARD MEETING

Meeting was held in the Trustee Seminar Room and was called to order at 7:45am by Tammy Fawcett, President.

Present: Tammy Fawcett, Ingrid Obrecht, Carol Hunt, Mary O'Hern, JoAnne Hitt, Theresa Leatherbury, Mary Louise Woolley, Mary Alane Downs, Kathy Blue, Jenny Washburne

President's Report: Tammy Fawcett

Mrs. Fawcett welcomed the new Executive Board to the 2011-2012 school year.

The only new business pending is that we are awaiting a proposal from the Middle School regarding ordering t-shirts for a MS Swing Dance. The proposal will be discussed at next month's meeting.

Tammy asked the group to emphasize communication within departments of the PA.

Meeting was adjourned at 7:54am.

FULL BOARD MEETING

Meeting was held in the Trustee Seminar Room and was called to order at 8:04am by Ingrid Obrecht, Vice President, who was chairing the meeting for Tammy Fawcett.

Present: Jean Brune, Ingrid Obrecht, Carol Hunt, Mary O'Hern, JoAnne Hitt, Theresa Leatherbury, Mary Louise Woolley, Mary Alane Downs, Kathy Blue, Jenny Washburne, Nancy Mugule, Steven Shramko, Tonya Hardy, Lisa Haywood, Sheeba Matthew, Amy Sponseller, Aileen Grebow, Amy Sponseller, Georgia Usry, Ingrid Polk, Cindy Rohde, Kim Mitchell Wolff, Diana Sugiuchi

Absent: Tammy Fawcett, Cindy Cook, Lee Roebuck, Donna Sturtz

President's Report (Tammy Fawcett):

No additional report to the written report submitted.

Mrs. Obrecht welcomed everyone to the meeting and introductions were made by the new members of the PA Board.

Carol Hunt made a motion which was seconded by Amy Sponseller to approve the minutes from the May meeting. The minutes were passed unanimously.

Lower School Network Report (Donna Sturtz):

No Report.

Middle School Report (Kathy Blue):

Mrs. Blue reported that MS Back to School Night went well.

The 8th grade mixer is next Friday and will be held in the courtyard.

The 7th and 8th grades are preparing for their camping trips which are coming up in September.

We are in need of a coordinator for the 7th grade mixer - if anyone is interested, please call or email Kathy.

Parent Socials:

8th grade - October 1st.

6th grade - possible same night as 8th as there is quite a bit of crossover in the two grades.

7th - undecided - still looking for a host.

Upper School Report (Mary Alane Downs):

Mrs. Downs reported that all Network Reps for the Upper School are in place.

The 9th grade social will be held at school and we are looking for a coordinator.

10th, 11th, & 12th have hosts & hostesses.

Post Prom Report (Aileen Grebow):

Mrs. Grebow reported that prom will be held on April 28th, 2012.

A survey was sent to 11th & 12th graders from last year regarding prom, and the feedback was very positive. A tentative hold has been placed on the bowling alley in Timonium for Post Prom.

Treasurer's Report (JoAnne Hitt):

The PA budget for the 2011-2012 school year:

Start: \$8600

Projected deficit: \$5,340

We currently have 945 families registered at RPCS.

Holiday Fair (Steve Shramko):

Mr. Shramko reported that 25% (12) vendor spots have been filled. We definitely need non jewelry vendors.

There are three concerns for the fair

- Middle School Coordinator

- Lower School Coordinator

- Bake Sale Coordinator

If anyone has any ideas for these positions, please let Steve know.

The first Holiday Fair Meeting is scheduled for 9/27. More information is to follow.

Re-Sale Shop (Georgia Usry):

Mrs. Usry reported that last year we ended with a profit of \$2,202. Over the summer, the shop was organized and cleaned. All old clothes and items that were not in good condition were disposed of. The pre-school sale netted \$1781 and the next sale is scheduled for next Tuesday. We have come to the realization that we are making more money with fewer sales, so we will be following that model in the coming year. The resale shop has also decided not to be open during the Holiday Fair.

Head of School Report (Jean Brune):

Mrs. Brune welcomed the new PA Board and reported that we are off to a great start. She thanked the group for all of the hard work throughout the school year.

It was noted that the turf athletic fields drained nicely during the hurricane and subsequent rain storms to be ready for the Sally Nyborg Field Hockey Tournament. The new logos have been painted on the fields and look great.

Mrs. Brune thanked the Class of 2011 for the newly placed water fountains in the school - they have been well received.

The new landscaping has been placed on Roland Avenue to replace the Cypress trees damaged by the fire last year. The new look has been well received by everyone at school AND in the nearby community.

Mrs. Brune also informed the board that The Examiner ran an article on RPCS and our "1st".

Among the firsts, Roland Park is the first independent school to have a girls' Chess Club and we were the first girls school to have a Cum Laude Chapter.

Four of our new preschoolers are children of employees who graduated from Little Bear!

The Athletic Department has begun concussion testing for all athletes. All fall athletes have finished testing.

Mrs. Brune informed us of a few personnel changes, which included that Mrs. Cathy Heflin will be taking over as the head of the bookstore. Kathy Krieger has taken a position at the St. Paul's School for Boys. We will miss her, but wish her well.

Mrs. Brune has a new assistant, Lori Song, who has taken over for Claudia Sandberg who has retired.

Mrs. Ereni Malfa is settled into her new position as Head of the Upper School. Mrs. Joan Smith is enjoying time in NH now, but will be returning next week. On September 17th, she will be traveling to Korea as an ambassador for RPCS and to look into boarding school possibilities for Roland Park.

The school is currently looking into a new look for the Harris Center. We have purchased a new desk which will be located directly in front of the main doors. Other decorating options are being considered, including student artwork. There will be a separate area for security and new ceiling fans

Hospitality (Tonya Hardy):

No Report

Nominating (Jenny Washburne):

No Report

Mentor (Sheeba Mathew, Diana Sugiuchi & Lisa Haywood):

The Upper School Mentor program is successful, but there was a suggestion that the 9th grade reps are in place before the end of the school year to ensure a smooth transition back from summer break. Mrs. Downs brought up the fact that there are still families enrolling throughout the summer, so this may not be possible.

Several attendees of the meeting suggested that we have better communication for new families.

Volunteer (Ingrid Polk):

Mrs. Polk reported that everything is organized and working well with coordinating volunteers. It is still a challenge with LS & MS using paper volunteer forms and the Upper School volunteer sign ups being online. Although there has been some confusion, we are making great progress with filling needed spots.

Communications/Web (Nancy Mugele):

Mrs. Mugele shared that the September Newsletter is online. There is a new all school news tab on our website. We currently have over 900 Facebook Fans on Facebook and also have a new Flickr account which has newly loaded photos from the convocation.

Web Secretary (Mary Louise Woolley):

Mrs. Woolley suggested that we encourage parents to log onto the web and go to ParentNet often!!! She will be meeting with Nancy Mugele regularly and welcomed any suggestions or comments.

Enrollment (Amy Sponseller)

Mrs. Sponseller reported that we currently have 664 students enrolled at RPCS, which includes the new preschool. There are 93 new students this year with one new 11th grader from China.

RPCS has had 15 student enrolled between April 1st and the beginning of the school year.

Rolling admissions has become a new trend, making certain dates for enrollment flexible. The admissions department is always busy and getting new inquiries often. We are in the process of creating a fact sheet for the enrollment team.

Mrs. Sponseller announced that October 16th will be the next open house. The application and application fee for RPCS is now online.

Alumni Relations (Kim Mitchell Wolff)

Mrs. Wolff reported that the 1st Alumni meeting will be held next week at Mrs. Brune's home.

The gift wrap fundraising campaign will begin on October 7th and will include the Entertainment Book for an additional \$35. Information is being sent home with ALL students.

New Business

No further business before the Board, meeting was adjourned at 9:45am

Respectfully submitted by,
Mary O'Hern, Recording Secretary

President's Report

The start of the 2011-12 school year has taken off with a bang. I have had the pleasure of attending each division's Parent Back to School Night, the first MS and US Parent Network meetings, Board of Trustees meetings and various Committee meetings. Thank you all for your time and efforts making the start of school a smooth one. Class socials, a great way to build upon the community feel of RPCS, begin this month.

With just 57 days of planning left, Steven Shramko and his Holiday Fair committee are in full swing. Please mark your calendars; December 3rd is a day we ask all Board members for at least an hour or two of your time. It takes many hands to transform the gym, Apgar, LS MPR and public areas in between into a festive fair atmosphere so consider dropping by on the afternoon of the 2nd to assist with set up.

Finally, I encourage all of you with a Facebook account to join the RPCS Parents Association 2011-12 Group page. Follow this link to find the group: <https://www.facebook.com/#!/groups/109793939128521/> once you have joined, please add all your RPCS friends. It's a great tool to post updates, to ask questions and to get answers from an entire community with one click of the mouse!

Respectfully submitted,

Tammy Fawcett, PA President

Treasurer's Report

Reimbursement Procedure:

All reimbursement requests should be submitted thru the Treasurer. There is a one week turnaround time between submission of check requests to the business office (done by the Treasurer) and the issuance of actual checks (done by the business office).

The Treasurer serves as the liaison between the PA and the business office. Unless specifically directed, members of the PA Board should not be dealing with the business office. Instead, the PA Board should contact the Treasurer with their needs and the Treasurer will work with the business office to meet those needs.

Checks are processed ONCE PER WEEK by the business office. Check requests must be in my hand by Thursday to meet the business office deadline. Check requests are processed by the business office on Fridays and are available for pick up or mailing on

the following Thursday. If you know you will need a check for someone, please plan ahead. If we miss the Friday deadline, the check will not be issued until the next weekly cycle.

Please do not contact the business office yourself to request a check or a reimbursement form.

To request a check or reimbursement, e-mail or mail your receipt (or contract, or other appropriate document) to jahitt@verizon.net or 1206 Malvern Avenue, Towson, MD 21204. You may also leave receipts in the PA mailbox, but I do not get into school very often so receipts left in the mailbox will take longer to process. Be sure to include your name, or the name of the person the check should be issued to as well as the purpose of the check. You can also call me at 410-615-7708 with questions.

Policy on SALES TAX: RPCS is a tax exempt organization and does not pay sales tax. If your committee will be purchasing items for the PA use, I will provide you with a copy of the tax exempt card.

You will not be reimbursed for any sales tax paid, so please be sure and use the tax exempt card.

Financial Summary through September 30, 2011

Last month's Nyborg field hockey tournament raised \$2,628 after expenses which is almost \$500 more than last year. Once we receive two checks from participating teams (already included in \$2,628), I will send a check for this amount to Hopkins for Lupus research. Through September 30th, used uniform sales have totaled \$2,305 and the Holiday Fair has received \$4,210 in vendor fees. 547 families were billed the \$40 parent association dues in September totaling \$21,880. There are normally a few families who do not want to join and the school will reverse the charge. I will provide an update on concession sales in next month's report.

Respectfully Submitted,

JoAnn Hitt

Treasurer

October, 2011

Lower School Network Reps

We had our first LS Parent Network meeting on September 12. We have 15 reps this year. Steve Shramko and Nancy Muegle came to our meeting. Steve introduced himself and talked about the Holiday Fair and the need for a Lower School Coordinator for the Fair. Nancy gave a brief presentation on the RPCS Website and answered questions.

We have scheduled all Parent Socials. The Kindergarten and Pre-First will have a combined party at RPCS on October 21th. The remaining Socials will be held off campus, the last one being held on November 5th.

Lower School Parents' night was a great success. The network reps introduced themselves to their respective classes and explained their role to parents. They introduced new families, updated addresses/email and phone lists. They recruited volunteers for various class activities. All reps are keeping their classes informed with a monthly newsletter and email reminders.

The Lower School (along with the Middle School) will be holding a Scholastic Book Fair on October 12-14 in the Killebrew Library. The proceeds will benefit the RPCS Libraries.

In late September, Jessica Bertozzi volunteered to be the Lower School Volunteer Coordinator. Brooks Shumate volunteered to be the Lower School Holiday Fair Coordinator.

Respectfully submitted,

Donna Sturtz

Middle School Network Reps

The first meeting of the RPCS Middle School Network was well-attended, with all reps (save one) attending, on September 16. The one rep who could not attend made prior arrangements to obtain the materials from another rep. Minutes of the meeting were prepared and forwarded to advisory reps for forwarding to all MS parents. Included in the minutes were direct links to the RPCS website to enable and encourage parents to

visit the site more often.

Back to School Night was held on September 8th and advisory reps were instructed to, among other things, finalize preferred email and telephone numbers for communication via the Parent Network. Parents were also to be encouraged to visit SchoolBase to confirm their email addresses for general school communications. At the September meeting, Kathy Blue asked for a show of hands of advisory reps who still lacked confirmation from parents. No one raised their hand.

The 7th and 8th grade camping expeditions were held as scheduled at Calleva and The Mountain Institute, respectively.

The 8th grade Courtyard Dance was held on September 16 and attracted 258 students (an increase from 2010, which attracted 222 students). Many, many thanks to Anne Hernandez (the parent volunteer organizer), Lee Roebuck (MS Volunteer Coordinator), Alison Keim (MS administrator), Verna Moore (MS Head), 8th grade advisors and parent volunteer chaperones for their assistance in making the night a success.

All 3 parent socials for MS grades have been scheduled, as follows: 6th Grade: October 14, at RPCS Lenci/Cleveland Rooms - Parent Organizer: Emily Rockefeller. 7th Grade: October 14th, at the home of Lisa Hardiman and Eric Ginsberg. 8th Grade: October 1, at the home of Doty Jackson.

The RPCS Scholastic Book Fair will be held from 8:30am-4:00pm on Wednesday, October 12 through Friday, October 14 in the Killebrew Library. Upon the request of LS Librarian Beverly Edwards, the flyer with further details was forwarded to all MS parents via the Parent Network reps. Jane Daniels has agreed to act as Volunteer Coordinator. Jane posted a solicitation for volunteers on the RPCS Parents' Assn Facebook page.

The 7th grade mixer at RPCS will be held on November 4. Lee Roebuck was able to secure the commitment of Lynette Khanna as the designated parent organizer for that event.

Respectfully submitted by

Kathy Blue, MS Parent Network Chair

Upper School Network Reps

The US parent network meeting was held on September 13th. We welcomed Ereni Malfa to her first meeting as US head. The network reps are a mix of many returning reps and some new reps. Sue Roswell, 9th grade head rep, did a great job in getting reps from both returning students and new students. We continue to work on getting more diversity of all kinds on the Parent Network.

We discussed the upcoming dates for Juniors and Seniors for SAT/ACT test as well as practice tests for Freshmen and Sophmores. Ereni explained the rationale behind having the girls take so many standardized tests (girls do better with practice). The new policy on untucked shirts in the US was roundly applauded. The need for communication was stressed. The next meeting is scheduled for October 11th.

Mary Alane Downs

Concessions

No Report

Volunteer

We are pleased to welcome Jessica Bertozzi to our committee as the Lower School volunteer coordinator! We all met last week (and thank you, Tammy Fawcett, for coming, too) to go over our plans, and we made a lot of progress. Currently, we have quite a few folks who sign up online, but we need to get more! We tallied all the numbers for each category in LS, MS and US and the division coordinators will keep a list of additions or deletions to the volunteer forms as they see appropriate. By year end, we will present our ideas about these changes to the PA Board.

Tammy had a great idea – if we can work with Nancy Mugele and maybe get this Volunteer Form listed with the “Acceptable Use Policy” and the “Safe Homes Policy,” etc. on SchoolBase, then parents will see if they submitted it or not at the beginning of the year. If the volunteer forms get on that particular part of the RPCS website with the other forms, we might have a better chance of people clicking on it. Signing up to volunteer online is new, so it will just take some creative marketing to get the word out. But it is working and the lists are SO HELPFUL to the committee chairs!

Jessica, Lee and Cindy, along with my help, are going over every single way a parent signs up to volunteer in the various divisions right now. Lower School has so many other "little" volunteer opportunities that are not on our form so we are looking to coordinate it all for next year with Jessica's help. The Sally Nyborg Tournament was a huge success, and Cindy worked with the head volunteers to make sure there were enough volunteers for all aspects of the tournament. Lee helped get all the volunteers needed for the MS Courtyard Dance and it was terrific. The Book Fair is a big project for LS and MS, and Jane Daniels stepped up to organize the event so it is in good hands! She even asked for volunteers over our PA Facebook page which was brilliant – just another way to reach everyone! Finally, most of our concentration now is to help the Holiday Fair any way we can with volunteers. We also realize that the NOMINATING committee is getting underway as they look for volunteers, so we are ready to help there as well.

Respectfully submitted,

Ingrid Polk – Volunteer Committee Chair

Web Secretary

GOAL: To assist RPCS' ongoing goal of increasing parent traffic to Parentnet.

GOAL: To assist RPCS' ongoing goal of providing parent-important information to the Communication/External Programs team for posting on RPCS.org and Parentnet and other established communications vehicles.

RESULT: Four initiatives.

I. NEW INITIATIVE (*Presented by Mary Louise Woolley to, and approved by, Tammy Fawcett, PA Pres, and Nancy Mugele, Director of Marketing & Communications.*)

“A Day In The Life Of Your Daughter” (working title)

- To spark interest among parents to use rpcs.org and specifically, to entice parent/s to click-on the red PARENTNET button. (Visual brought to meeting to show board.)
- Bring to parents, via Parentnet, their daughters' experiences that occur within a “typical” RPCS school day, by division, but that aren't so typical.
- Honor the RPCS School Philosophy of “...dedicated to the intellectual, aesthetic, physical and moral development of its students.” thru brief stories and photos.
- Examples:
 - a. October story is “What do LS, MS, US buy from the bookstore?” accompanied by a photo of the items purchased.
 - b. Other ideas include, popular shoe choices in each division; favorite PE activity; what is bought for lunch most frequently
- Implementation help: LS, MS, US Network Chairs give story ideas from their divisions to Mary Louise for consideration and publication.

II. NEW INITIATIVE: (*Presented by Mary Louise Woolley to, and agreed upon by, Tammy Fawcett, PA Pres, and Nancy Mugele, Director of Marketing & Communications.*)

“Rename Parentnet to PARENTPAGES”

- To read more user friendly and not net-technical.

- Implementation help: Nancy Mugele.

III. CONTINUING INITIATIVE: *(Requested by Nancy Mugele.)*

“All correspondence from PA Board to its parent communication channels needs to inform parents to use PARENTNET.”

- To always and constantly reiterate using PARENTNET, PARENTNET, PARENTNET.
- Implementation help: LS, MS, US Network Chairs need to tell their parent reps to put in ALL correspondence (email, phone call) to their parents.

IV. CONTINUING INITIATIVE: *(Requested by Nancy Mugele)*

“Monthly newsletter, Laurel Leaf, other established RPCS communication.”

- To continue the input by the PA Board to the Web secretary when there is information that needs to be included.
- Implementation help: each board member.

Submitted by: Mary Louise Woolley

Resale Shop

The Used Uniform Store held a sale September 13th. The proceeds were \$662.00. Our next sale is October 11th from 2:00 - 4:00p.m. We welcome back Dahlia Bennett to help Rebecca Waters and myself with the store. We will not participate in the Holiday Fair this year.

2011 - 2012 year to date proceeds are \$2,443.00

Respectfully submitted,

Georgia

Post Prom

We have been working on filling our committee head positions. We still have a few positions we still need to fill. Most importantly, we need a raffle chair. We have many people who have offered to help out, but not to chair at this point.

The junior dinner location is still up in the air. We have an 11th grade family who wants to host the dinner at their home. We are just waiting approval from Jean Brune on this.

We just finalized the details with AMF Timonium Bowling Lanes, so we will be sending in the deposit and contract back to them. As for transportation, we have contacted two companies and are waiting from responses from them.

We have been in contact with Alana Shor regarding entertainment ideas.

At this point, we really need a lot of volunteers. We are getting ready to send out an email to reach all the 11th grade families explaining exactly where we need help.

Respectfully Submitted,

Aileen Grebow

Cindy Cook

Post Prom Chairs 2012

Nominating

I have begun forming the nominating committee following the Parent Association by-laws on page twenty-two of the Redbook. It is recommended that the committee consist of 5-7 persons. Five parents have expressed an interest and would commit to serving on the committee – one for the Lower School, three for the Middle School and one for the Upper School. I would like to have two representatives from the upper school to complete the committee.

Our plan moving forward would be to begin the process of gathering candidate names for the Executive Board by (1) notice in the Monthly Mailings to each division; (2) notice on the RPCS web page; and (3) solicitation of names from the Head of School, Division Heads, and past and present Executive Board members and members of the RPCS community.

We will agree, by consensus, on a slate of officers for the following year. This slate will then be offered to the Parent Association Board for approval.

The proposed slate will then be presented to the Executive Board in February. Upon its approval, it will be given to the Corresponding Secretary for distribution to all parents and school administrators and shall be voted upon at the annual Board meeting.

Thank you, Jenny Washburne

Hospitality

No Report

Mentoring

No Report

Parent Enrollment

Open house coming up on Sunday, Oct. 16th. We have already filled 2 US Visiting Days!! On our schedule we also have school fairs; Krieger Schechter, Calvert, Harford Day, KIPP, St. James. We attended the AIMS Open House held this year at Crowne Plaza in Timonium where we had a constant flow of traffic for over 2 hours. Our new students seem to be feel very much at home. Applications and inquires on line are a wonderful new addition!

Respectfully submitted,

Amy Juskowitz Sponseller

Alumnae Association

No Report