



Davis Drive Middle School Executive PTA Board Meeting  
August 19, 2008

I. Call to Order - 7:00 pm Attendees attached.

II. Welcome & Introductions - Sheri Ellington

III. Principal's Report - Dr. Tina Hoots

- 1221 students
- Growing by 2 new mobiles, waiting on permit
- Sent Schedules early
- We lost 1 whole teacher
- Some 8<sup>th</sup> grade classes have 33 or 34 students depending on 10 day may get another body/teacher
- 2<sup>nd</sup> Semester—new CBCT teacher
- PAC program will continue
- 91.3% math scores at or above average
- 7<sup>th</sup> (+4<sup>th</sup>) grade writing test is not going to be done... only EOG assessments.
- All Students will be given a free Planner/Agenda and it will be used as hall pass. Teachers can now use it as part of the instructional time as all students have one.
- New SRO Officer is John Glasscock

IV. President's Report - Sheri Ellington

- a. Introduction - Mr. Don Haley of Horace Mann, who will present the details of his reading rewards program for DDMS. His website is [www.pathtosuccess.com](http://www.pathtosuccess.com) for more information.
- b. Lisa Phillips moved to approve minutes. Carol McGarrahan approved. Minutes approved unanimously.
- c. Sean Campbell visit on 9/24:
  - i. Talking with students by grade level from 12:30-3
  - ii. Talking to parents/families from 6-7 pm in the auditorium
    1. Open to public, advertising in paper

2. Contacting Western Wake Middle Schools to invite them to join us: Contacting West and East Cary, Middle Creek,.... (SHOULD WE LIST THEM??)
- iii. For OUR school population only, we are offering Chick-fil-A dinners from 5:15-6 pm in the cafeteria (pre-orders required);
  1. Forms will be in the rainbow packets
  2. Need volunteers to sign up to distribute food 5-6 pm (but this will be done at the next PTA meeting before it.)
  3. Money collected from the meals (\$1/meal excess) will be used to offset the cost of the author visit (\$700)
- d. PTA room/filing cabinet of our own!
- e. PTA badges/new security system in front office sign in like DDE's
- f. The budget wasn't added to the Rainbow Packages, so it'll be posted in various places and ways to be voted on at first General meeting (CHECK ME ON THIS WORDING Please!!!!)

V. Presentation of Audit Report - Frank Laney: According to a prior Big 8 Accountant, our DDMS audit is more thorough than what a business goes through. Terri Aves moved to vote to approve Audit Report; Molly Hegeman seconded. Passed unanimously.

VI. Plans of Work/POW: (All are attached)

- a. Communications - Vani Vannappagari presented POW. Lisa Phillips moved to approve, Carol McGarrahan seconded. Approved unanimously.
- b. Community Relations - Ray Newby presented POW. Asamimbe \_\_\_\_\_ motioned; Karen Laing seconded. Voted in unanimously
- c. Faculty Representative - Ginny Paise presented POW. Molly Hegeman moved, Lisa Phillips seconded, and vote passed unanimously.
- d. Finance - Eleanor Haymond ; right hand person to Treasurer presented POW. Terri Aves first moved, Ginny Paise seconded and vote passed unanimously.
- e. Volunteer Coordination - Sheri Ellington presented POW. Frank Laney motioned, Lisa Philips seconded. Voted unanimously.
- f. Fundraising - Marian Green presented POW. Karen Laing motioned, Carol Ball seconded and vote passed unanimously.
- g. Membership - Ann Seely & Rob Surratt presented POW. Lisa Phillips moved to vote, Karen Laing seconded and it passed unanimously.
- h. Hospitality/Appreciation - Terri Aves presented POW. Karen Laing motioned first, Lisa seconded and vote passed unanimously.

- i. Programs - Mitzie Buss presented POW. Bonnie \_\_\_\_\_ and Liz Miller seconded and vote passed unanimously. Reflections deadline is early November, which is much earlier than usual. The theme is "Wow".

## VII. Executive Board Packet - Sheri Ellington

- a. Mission is new from the School Improvement Team on Page 2
- b. New Coordinators and Committee List on Page 3 will help quorum voting easier. Anyone in that area could take the yellow card to vote. Motion to change name of Advocacy back to Parent Education. Karen Eaton first it and Terri Aves seconded. Passed unanimously.
- c. Vote to approve Board. Terri Aves first, Lisa Phillips seconded. Board approved.
- d. On Page 6, is our Calendar of events for our DDMS. Vote to approve PTA Meeting dates usually on 3<sup>rd</sup> Tuesday. Kim Wallace motioned and Mitzie Buss seconded. Passed unanimously.
- e. by-laws & bring attn to
  1. \*\* - means this is "dictated" to us by the NC PTA and cannot be changed.
  2. Articles 1-4 provide basic policies
  3. Article 5 - Membership & dues (all Exec Board members are required to join PTA!!) are the same amount, but the wording was changed.
  4. Articles 6 & 7 have to do with elected officers & duties
  5. Article 8 explains Executive Board/EB duties EB includes all Officers, Principal and all Committee Chairs
  6. Article 9 explains duties of the EC (Officers + Principal)
  7. Article 10 - Committees, Section 6 - pres ex officio member of all committees except nominating - I may not be able to attend every meeting, but would appreciate being informed of your activities - any flyers or mailings that you generate need to be read first by me and principal, mainly for informational purposes - but also to help you, since we might have a better view of the "big picture," i.e., what other committees are doing, etc.
  8. Article 11 - meetings of the general PTA (first one is 9/16 to present audit report and vote on budget)
  9. Article 12 - we belong to the Wake Co. PTA Council - we will elect delegates to the Council in our Sept Board Meeting (I will publicize this opportunity on the yahoo group - any PTA member can serve in this capacity)

10. Article 13 - There will be an NCPTA Parent Education Conference April 24-25, 2009 at Hilton Hotel in Greenville, NC
11. Article 14 - fiscal year ends 6/30
12. Article 15 - we follow Robert's Rules of Order for our meetings;
13. Article 16 - how to adopt amendments

VIII. Budget - Julie Duckworth

- a. Last page in yellow packet is Check Request form. Extra copies are in the files with the new deposit slips are which handle multi-category checks. In the file folders, there's also procedures how to file it out.
- b. Bank reconciliations will be sent to Frank Laney's house for review and given to Julie for reconciliation. From our audit recommendations, an idea to approve policy of \$25 NSF fee which will be on all forms and all tables at events. Motioned by Frank Laney, seconded by Lisa Phillips; voted unanimously.
- c. Banks will not cash checks over 6 months, so we don't need a PTA policy and we can void out after 6 months. Fall Fundraiser will provide a final statement to the Treasurer.
- d. Yearbook Committee asked to have \$100 added to their expense budget to repay a teacher for a course taken. Yearbook is now an 8<sup>th</sup> grade elective which will be taken out of the Administrative Recognition line item.
- e. Kim Wallace motioned and Terry Aves seconded move to vote to approve budget for presentation to the General PTA on 9/16.

IX. Closing comments: Special People About Reaching KidS by Sheri Ellington. PTA will be the Spark plugs to keep our vehicle/school going. Frank motioned, Lisa Phillips seconded to have meeting adjourned at 8:56 p.m.

Respectfully Submitted by Lisa Phillips and Nancy Caggia