



Davis Drive Middle School
Executive PTA Board Minutes
August 18, 2009

Holly Caskey, Heidi Jaeger, Julie Duckworth, Judy Edwards, Teresa Howard, Sheri Ellington, Marge Ypema, Frank Laney, Blythe Luetkehoelter, Linda Donaghue, Ginny Paise, Lisa Phillips, Karen Laing, Carol Ball, Karin Campbell, Jen Courtemanche, Nancy Caggia, Chris Bonin, Molly Hegeman, Kelly Boone, Beth Hunt, Karen Bainbridge, Jenny Smith, Carol McGarrahan, Ginny Paise, Karen Posner, Karen Summers, Rick Williams, Julie Natale, Mindy Speice

I. Call to Order - 7:03 p.m.

II. Welcome & Introductions - Holly Caskey

III. Principal's Report - Mrs. Karen Summers

A. We had a great kickoff on Monday with all of the faculty. Our school focuses this year are:

1. **PLT Professional Learning Teams** are equivalent to the PLC's, Professional Learning Committees you have heard of in the past. These teams will meet on Wednesday (early release days) and an additional day each week. We discuss the Standard Course of study and achievement levels during these meetings.
2. **Technology.** We already have active slate boards from promethium and are hoping PTA can help us add document cameras.
3. **Budget** We have released half of our monies and thus far our bills exceed what we have received. We are \$5,000 in hole on paper but we are able to pay our bills and will receive more monies once school is in session.
4. **PBS Positive Behavior Support** We have two more waves of training. This is a program that looks at the culture and climate of a school and helps a school determine what they want that culture and climate to be. This is not due to negative behavior at the school, but a way to define our desired climate.

IV. Motion to approve the minutes of the May 19, 2009 Executive Board Meeting, Lisa Phillips motioned. Beth Hunt seconded. Passed unanimously.

V. 1st Vice President Heidi Jaeger said she was happy to be here and help out in any way and mentioned the rainbow packets prepared over the summer.

VI. PTA President Holly Caskey handed out notebooks for each committee chair and lanyards. She reviewed notebook contents: calendar, standing rules, check request forms, committee chair contact information. She explained that chairs should use these notebooks for important committee-related information during the year so they could pass this along during transition at the end of the year. She requested that committee chairs enter everything you do to run this committee in the book to pass to next committee chair.

A. Introductions around the room and reminder to sign attendance sheet.

VII. Audit- Molly Hegeman said the audit has been completed with only two minor insignificant issues, much thanks to Frank Laney and Julie Duckworth. Official filing will be Aug. 31. The audit should be presented at Sept. 3rd general meeting.

VIII, Committee Updates Plan of Work

- A. **Communications Lisa Phillips** Plan of work: Bulletin plan to increase information to staff and parents. Send info about meetings, clubs, athletics. And would like to set up an email list if that's fine with Mrs. Summers.
- B. **Kid's Vote Karen Campell** Proposed budget of \$100.
- C. **Parent education Karen Posner** said she would like give parents tools to deal with depression, student drug use, early warning signs of risk of suicide and other suggested topics or key issues staff is seeing. Budget same as last year \$200 speaker fees.
- D. **Business alliance** Seeks to involve businesses and community to help students understand options in career pathways \$0 budget
- E. **Volunteer coordinators Kelly Boone and Carolyn Gill** will collect volunteer forms, sort, key-in and divvy up to committees chairs \$0 budget.
- F. **Karen Laing Fall Fundraisers-** Goal is to raise funds for the school. Start next week and run thru end of Sept. My one concern is the economy. Have scaled back on what we thought we might raise by 10 percent.
- G. **Spiritwear Judy Edwardsspiritwear** Gray t-shirts,backpacks hoodies, long sleeve T's.
- H. **Yearbook Jen Courtemanche** Same # of books but we have increased pages. Megan Clayton has two classes participating in pulling together yrbook. Increased presale to \$30. After beginning of year \$35.

End of Year online activity for yearbook kids which will be distributed online. There is a website where kids can do all work and then distribute web address to parents who can log on to site and pay the site for a collage of spring activities. This is not to raise funds but to provide coverage of spring activities.

- I. Membership Sheri Ellington** 100 percent membership is our goal. We are working to register members online this year. We have 161 members online so far. Tomorrow we will have website up and have it available for people to sign in.

I will have all the data from the sign up of PTA members to use rather than having to key in all data. No fee for the sign up. Don't pay online, just register online. Proposed budget \$2,000 income estimate after paying national and state dues. Goal of providing directory for students. Goal of Nov. of having directories printed. \$800 proposed budget for those.

Karen Summers noted the opt-out forms in rainbow packet for those who don't want to be listed in the directory.

- J. Hospitality** will do appreciation and help with ice cream social for perfect attendance. Karen noted that the school would handle the cost of "Coffee with Karen. The mentor program social is not covered at this point. We had the staff appreciation breakfast this week. Karen Summers said the breakfast was fantastic and thanked everyone.

- K. Student Recognition Karen Bainbridge** \$3950 proposed

- L. Programs: Jennifer Smith** said they would support character education and through that promote the Junior Beta Club with 8th Graders, which will be based on achievement, character, leadership and service to the outside community and through character education. \$100 proposed budget. Membership in Club would be \$15 cost to students.

- M. Cultural Arts Carol Ball** We are looking at having Jeff Lambden do Circus Arts during the PE curriculum with juggling and body movement. -- Circus Arts works into PE curriculum - juggling etc. A play was suggested to us also, but it is expensive and we are not sure about that expense. The grades are large so it requires two performances per grade. \$7500 proposed

- N. Beautification Frank Laney:** We have mulched around the front of the school and need more in the bus yard. We'll spread it this weekend.

- O. Tutoring Chris Bonin** Program will be revamped.

- P. Eighth Grade Celebration Chris Bonin** Picnic and Dance near end of school year. Dance is not included in cost. Just picnic. Different than last year. No money collection for this ...

Q. Reflections Jennifer Smith We are planning to increase participation and knowledge of the program. It is earlier than last year. And they don't have official dates yet. Should be wrapped up by Nov. 1st. Julie Duckworth asked about confirmation of audit and the need to have that for Reflections

R. Health and Safety Red Ribbon Week will be an influenza program. Proposed budget \$585.

S. All pro-Dad -No one signed up to head. Supposed to promote Dad involvement at school \$100.

IX. Karen Laing made a motion to approve all plans of work as presented. Lisa Phillips seconded. The motion was unanimously approved.

X. Have a Heart: Frank Laney presented the program as an option. If we want teachers to act professionally we can provide them a budget for seminars. Have a Heart would pay a portion of cost of seminars. Wake County may pick up part of cost too. Another option is to have a speaker come to the staff and make presentations to a group of staff members.

Program has been run in Feb. at the elementary school near Valentine's Day. We send an envelope home and ask for a donation and suggest rather than sending chocolates or gifts to school, send in a donation for the teacher's professional development. The staff at elementary school decides how money is spent. In these stressful economic times, I proposed in summer to try this drive here. Frank offered to head up this program this year if it is approved. Mrs. Summers idea is to probably bring in a speaker this first time around.. Karen Summers said there is \$0 for staff development for the year from Wake County and for the sake of morale, being able to bring a professional to speak to faculty is wonderful. This would be a huge benefit.

Sheri Ellington asked about whether money would be used to pay for subs. Frank said the fund would not be structured to be used for subs this year. Lisa Phillips explained that the money would carry over from year to year. Julie Duckworth said the School Improvement Team would decide how to spend the funds.

Sheri proposed that the program be written up as a plan of work and then approved once we understand it in order for the formal procedure to be in place. She noted that any funds that run through the board must be paid out appropriately through the formal process.

A discussion ensued regarding the need for forms to approve speakers staff wants for development through Have a Heart.

Sheri asked that the procedure for Have a Heart be documented and defined in the Standing Rules with a note that appropriate Wake county forms be used. Karen Summers requested to review speaker approval form that Holly Caskey had and Holly provided it to her.

Holly said the Standing Rules would need to be amended once Frank Laney drafts a copy of the program and plan of work.

Motion to proceed with program documentation for Have a Heart program and outline the procedures, Lisa Phillips. Chris Bonin seconded. The motion was unanimously approved.

XI. Julie Duckworth Check request forms are in folders Holly handed out, and in the mail room with hanging folders and online
First page is proposed budget Second page is how we arrived at those #'s.
We are looking at a 10 percent decrease from previous years. Included Have a Heart that was just discussed at a suggested \$5 from each family, which is just an estimate.

A. 8th grade year end celebration There was discussion last year about issues and problems with 8th grade celebration. We would request 8th graders pay fee that covered dance and picnic, but had problems with collecting \$\$ and a lot of kids didn't go to dance.

We also thought it kind of funny that they had to pay for their own celebration, since many schools pay for it outright. Budgeted \$5800, which is higher than last year's cost because the 8th grade class is very large this year. About 470 in the class this year

B. Cultural Arts. I was a bit shocked at the cost of these programs. But because of class size - it requires two shows, which is more expensive. Mrs. Summers has extra funds in a field trip fund that she can only use for field trips and she has offered to help pay for the 6th and 7th grade cultural arts from the field trip funds.
Carol Ball mentioned we might also get some money back by qualifying for a grant program.

C. Teacher Grants We decided to forego this line item this year because we are putting that money into technology. And we felt Have a Heart would do the same thing the teacher grant money did.

D. Teacher start up reduced to \$50 for same reason as teacher grant above.

E. Technology Ms. Summers has provided us her technology wish list
The school has request 10 doc cameras as well as some LCD projectors and flash drives.

Ms. Summers said we have been a lucrative school in the past and people have been able to get what they needed. I have been transparent with staff about our budget. Because of where we are, instead of looking at individual needs, we have been considering the needs of each department. We are shifting the focus from what can help one class to what can benefit all classes.

Jennifer Smith said that when PTA 's purchase technology for a school they comment on the fact that it becomes school property. Is it school or Wake County property, she asked?

Karen Summers said that from curriculum audit it did appear that some schools have an abundance of technology and others don't but there was nothing to indicate that Wake County would take technology from one school and give to another even though the property is Wake County property. She also noted DDM is on the low end of that technology property list.

Julie Duckworth said the executive committee also checked into this and the county does have the right to move technology, but it is highly unlikely they would do so. The risk is not worth not purchasing technologies.

Holly also researched this, she said, and although they have the right to reallocate, there is a slim chance of it happening.

Ginny Paise said teachers would be happy about the \$50 start-up fund that is an unexpected surprise. Karen Summers also explained that the new copiers used flash drives and 75 people now want flash drives.

F. Motion to take \$250 out of campus beautification and put toward Flash drives. Motioned, Frank Laney. Heidi Jaeger Seconded. Passed Unanimously.

Julie noted that the technology item would be increased by the \$250 from campus improvement \$12,760.

Motion to approve the budget with the proposed changes to put before the general body at the next meeting. Motioned, Blythe Luetkehoelter Beth Hunt seconded. Passed unanimously.

XI Holly said we are ready for Panther Pride Camp Open House and noted the following tables: Tutoring, Reflections, Yahoo Group, Spiritwear, Cafeteria, Transportation, Yearbook and Membership.

A. Sheri said she has collected monies from some online registrations already and would provide a list to Karen Laing for fundraising information purposes.

XII. Fall Fundraiser Karen Laing said that collection days for the fundraiser would be the first four Tuesdays in Sept in Media Center 8:30 am. Sept. 1st, 8th, 15th and 22nd.

The biggest day is the third collection. Prize awards and spin the wheel Sept. 1st. 3rd 18th. We hope to have guest administrators help us out. Prizes will be awarded at the main event Friday Oct. 2 and we need volunteers then also.

We will be doing a limousine lunch. If a student sells 20 items by the end of the fundraiser they get a limo lunch or if they sell 15 orders by the first collection day.

XIII Tutoring: Chris Bonin Students in need will be identified by the teacher and the teachers will work with Mrs. Morris to make a plan for that child. We are recruiting tutors for 6th, 7th and 8th grade at a set time. Tutors willing to work with 6th graders will all go to the trailer or designated area at a certain time. Intervention teacher (Mrs. Morris) will be present during these sessions. Remember that a Wake County background check is required to volunteer at school.

XIV. Heidi Jaeger reminded everyone to use the yahoo group

XV. Holly said all board members have to join PTA and we have a PTA number on copy machine. Copy slips are available for committee chairs to fill out their copying needs and put it in my box. Please allow about a week's time to fill that order. Put it in PTA President's Box.

A. Meet the Teacher is Thurs Sept 3rd. General Meeting is in Gym Sept 3rd 6 p.m.

B. Hanging file folders are in the staff room. The PTA room is across from Mrs. Summer's office and we request that it remain locked.

XVI. Mrs. Summers announced that Assistant Principal Mr. Murdock decided to go back to teaching in Harnett County and they have hired Mrs. Brown from Carnage Middle School who was an 8th grade teacher there. We are thrilled to have her here as sixth grade assistant principal.

XVII. Next Executive Board Meeting is Tues. Sept 15 7pm. in Media Center

XVIII. Marge requested her email be corrected to margeypema@earthlink.net

i. Motion to adjourn.

ii. Motioned Sheri Ellington

iii. Julie Duckworth seconded. Passed Unanimously.

IX Meeting adjourned at 9:08 p.m.