



Davis Drive Middle School
Executive PTA Board Minutes
September 15, 2009

Holly Caskey, Heidi Jaeger, Julie Duckworth,
Mindy Speice, Ginny Paise, Karen Summers Karen Bainbridge, Linda Donaghue, Lisa
Phillips, Ray Newby, Sheri Ellington, Beth Hunt, Carol McGarrahan, Jenny Smith,
Paige Mizak, Karen Posner, Judy Edwards, Brenda Bakley, Sharon Andrade, Kim
Ackerson, Nancy Caggia.

I. Call to Order - 7:03

II. Welcome & Introductions - Holly Caskey

- A. Welcome and explanation of voting cards for quorum. Thanks to Heidi Jaeger for doing general membership meeting. The first "Coffee with Karen" is tomorrow at 9 am. Hospitality committee has agreed to do the coffee for this series.
- B. We will be recognizing our custodians during custodial appreciation next week and invite you to do the same.
- C. Reflections submissions are due Oct. 15.
- D. All board members have joined the PTA. Holly requested a full list of members. Sheri Ellington said there are 1,040 members to date with more to enter.
- E. A note that the PTA room is across from Mrs. Summers office and a request to keep the room locked. A key is available in the mailbox room.

III. Principal's Report - Mrs. Karen Summers

- A. Homeless family with a student here at DDM is still in a hotel because shelters are still full. DDM Counselor Sara Davis stepped in to work with the family and talk with the woman's boss about the situation. Monies collected from DDM parents provided for the hotel and food. Ms. Davis is in complete control of how these funds are allocated. The family has been incredibly humbled by the response from school. The child is now at school again. If parents have questions about whether money is still needed by the family they should contact Julie at the front desk.
- B. Mrs. Summer said students are settling into a routine at school and the staff is moving forward with initiatives. Professional Learning Teams (PLT's) are up and running every week twice a week. Initiatives arising from these meetings will filter through School Improvement Teams. She thanked PTA for technology donations of flash drives and said everyone

is thrilled with the new technology provided by PTA. She said the final budget for the school has been received and will be presented to school leadership.

- C. Mrs. Summers announced that Assistant Principal Mr. Jeremy Gibbs is leaving to accept a promotion offered in Wake Forest by Tina Hoots. This is very sad and a tremendous loss for the school, but we are happy for him. Our goal is to fill this position by Oct. 21

IV. Copies of minutes of the August 18 Executive Board Meeting were provided for review.

- a. Motion to approve the August 18 minutes of the Executive Board Meeting.
- i. Moved by Lisa Phillips
 - ii. Seconded by Paige Mizak
 - iii. Passed unanimously

V. Treasurer's Report: Julie Duckworth.

We have bank receipts for August and Sept. Three checks from last year have not yet been cashed. These were refunds to people for yearbooks.

We have purchased USB flash drives. Fundraiser numbers are here and Beth Hunt can provide those. Julie distributed budget tracking worksheets for the 2009 committee chairs to enable them to track funds and compare to the budget throughout the year. She reviewed the check request form process and said forms are available in the hanging folder files. She asked people to include an address on the form if they wanted a mailed invoice. Also let Julie know if the typical turn around time of a few days is not sufficient for your needs.

VI. Girl Scout Cheri Caggia requested help for Clean Sweep day, Oct. 3, 9:30-11:30. She asked Lisa Phillips to distribute information to students through the yahoo group about the clean-up activity at DDM and DDE. Mrs. Summers also said she would communicate the information through the phone message.

VII. Nancy Caggia - School Improvement Team report. We are looking at writing grammar and reading and goals for teacher retention. A tutoring effort is already being put in place. There are smart goals that are data driven to determine student growth. Holly suggested having a note in the quarterly newsletter to inform parents of other initiatives.

VIII. Heidi Jaeger

- A. Heidi reported for Karin Campbell that Oct. 6 and Nov. 3rd is Kids vote. Karin will pick up ballots. She needs people to help those days.
- B. She suggested a clothes closet of some kind at school to help families at DDM if they are unable to purchase PE clothes, or to have clean

clothes for children at school if needed. The DDM social worker could put this information on yahoo group for donations.

IX. Sheri Ellington - Membership

A. 1,183 is our target. 1,140 are currently paid with another 20 to process. We will continue to publicize. She noted that the Wake County print shop was the least expensive option for printing directories. Karen Summers mentioned the need to leave off Jeremy Gibbs from directory.

X. Beth Hunt - Fall Fundraiser

We are running short of our goal at \$20,000 less than expected. We will extend to an additional collection next Tues. A discussion ensued about whether to change the budget at this point, but Julie noted there is enough room in the budget for future amendments if needed. A final plea to parents and students will be made and Mrs. Summers will mention the need to parents in the weekly voice mail message.

Following discussion, Julie said she would order document cameras for the school as previously planned and amend budget later if needed. No vote was necessary as this item was already in the budget.

Beth Hunt also reported for chair Jen Courtemanche that 540 yearbooks had been sold.

XI. Judy Edwards - Spiritwear.

To date \$12,273 has been collected and we still have orders waiting to be filled.

A. Karen Summers noted that every Friday at school will be Spirit Day and children can wear shirts.

XII. Jennifer Smith - Reflections.

Said she was looking for judges for photography, literature, musical composition, visual arts, and dance. If you know anyone please contact bjbpsmith@gmail.com

XIII. Holly noted that Red Ribbon Week is Oct. 17-25.

A. Sheri said Liz miller and SRO officer work together on this event, which is part of a national drug prevention awareness initiative.

Holly also said Frank Laney could not come to discuss Have a Heart incentive but would do so in the future.

XIV. Holly said the next PTA Executive Board Meeting would be Oct. 20

- a. Motion to adjourn the meeting
 - i. Moved by Sheri Ellington
 - ii. Seconded by Paige Mizak
 - iii. Passed unanimously

XV. Meeting Adjourned: 8:15 pm.

