



# BUSINESS MEETING MINUTES

Mills Park Middle School PTSA

Student Services Conference Room

*Date | time* 12/9/2016 9:32 AM | *Meeting called to order by* Jen Willis

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## In Attendance

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Jen Willis, Cheryl Cleaton, Jennifer Middleton, Kim McKnight, Christine Hanson, Amy Montanus, Donna Kapner, Pin Pin Jong, Carla Kent, Ivy Linares, Amy Georges, Dr. Knox, Mr. Smith

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## Minutes

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Meeting called to order by Jen Willis. Quorum was met. Cheryl Cleaton presented the Business Meeting Minutes from 11/18/2016. Jennifer Middleton motioned to approve the minutes, which was seconded by Carla Kent. None opposed. Minutes approved.

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## Principal's Report

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Mr. Smith had just come from walking through the dance class and was impressed with how talented they were. He discussed the Board Advisory Committee meeting and school graduation rates. We've had students that have attended MPMS for 3 years and then went on to high school. Students that were from MPMS have a high school graduation rate of 96.2%!! The goal for the county is 95%. We have work to do, but we have good teachers and he's very proud of their efforts. Panther Creek will have their school expo in February for the rising 9<sup>th</sup> graders. High school students give tours; great time to check out the school. Floating event will be February 9<sup>th</sup> from 5pm to 8pm. Wake County is rolling out their 3-to-1 program (core teachers will receive one laptop for every 3 students.) We should get our 586 devices in February or March. The school purchased an additional 4, so we're at 590 devices. Now that we have the technology, how do we use those devices in the best way? Staff has had discussions about this. There is a cultural shift from the way the parents were taught. Mr. Smith briefly discussed how Horton's Creek reassignment issue is resolved. Lots of changes in store as more schools are built and new lines will be drawn, but we'll cross that bridge when it comes. Winter sports are going well. We have so many kids to choose from, it makes our level of talent very high. A lot of kids play on travel teams throughout the year. It's difficult not to let them play just because they are good, but it's also difficult when the score is so one-sided. It's a tough situation.

**Faculty Report:** Dr. Knox gave a presentation of Nearpod and everyone at the meeting used an iPad to participate. It's a very useful and interactive tool. The presentation was a great way to see how the program can be used and provided great questions. Teachers can keep tabs on which students are not participating, or which ones are not grasping the concepts, all without the rest of the class knowing, so students don't feel embarrassed. Kids enjoy using their phones and electronic devices, so it's more fun than normal pen & paper. We enjoyed the presentation! Discussed again the limitations of free subscriptions and shared accounts, and all the things the program can do. There is a deal going on now, if you buy 15 accounts, you get 15 free. This costs \$1200. Dr. Knox surveyed the entire school staff and 18-20 are definitely interested in using Nearpod in their classroom. Once teachers see how they can use this tool, there may be much more interest. In the future it might be worth looking into a school license with unlimited accounts, but not this year. It's difficult to understand how the software works with just a written description, so the presentation was very helpful! Thank you Dr. Knox!

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## Treasurer's Report

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Christy Hanson passed out the updated report. She said that Ms. Kasegian approached her about poetry night at Barnes & Noble. The 8<sup>th</sup> grade has been working with Mr. Shabazz, and they are going to do a poetry reading December 15<sup>th</sup> 6:30-7:30pm. Barnes & Noble will give a percentage of sales to MPMS, but they need a non-profit to accept the check. It was discussed that we CANNOT do a one-to-one exchange. With that in mind, Christy Hanson motioned to accept the check from Barnes & Noble, which was seconded by Jennifer Middleton. None opposed. Request granted.

Christy pointed out that there's over \$13,000 in carry-over, and suggested moving around \$7,000 to expense funds. We discussed changing the budget and having a general meeting at the band concert on Tuesday. We looked in the By-Laws and determined that we needed to put a sign up on the school door announcing the meeting right after we adjourned. Amy Georges discussed Student Enrichment. The Media Center does not want an author visit, but it seems like all the grades are into poetry this year. 8<sup>th</sup> grade is currently having Mr. Shabazz here working with the students on poetry. 7<sup>th</sup> grade is doing a poetry slam and 6<sup>th</sup> grade wanted Mr. Shabazz as well, but Mr. Shabazz recommended his colleague Mr. Craft instead. Amy G. passed out an information sheet with Mr. Craft's credentials. He looks great, and the teachers are very excited about him coming. He will work with each teacher for three days and they have worked out a schedule. The fee is \$3750. Even though we voted to take Scope out of the Student Enrichment expense line, there was discussion if there should be a new expense, Classroom Resources, that better fits requests like Scope and Nearpod. If we move Scope out of Student Enrichment, then that will free up Amy G.'s budget for poetry, but she'll need a little more. If it is voted to approve the iPad requests from the Media Center, it could come out of Capital Project: Technology, so we should increase that line item as well. Also, if we vote to approve Nearpod, we can take it out of Classroom Resources. Given this discussion...

Jennifer Middleton motioned to remove \$7,600 from Carry-forward,

- create a new line item called Classroom Resources,
- move Scope (\$3,539) out of Student Enrichment and put into Classroom Resources,
- move \$5,100 from Carry-forward to Classroom Resources,
- move \$1,500 from Carry-forward to Capital Project: Technology, and
- move \$1,00 from Carry-forward to Student Enrichment.

This motion was seconded by Ivy Linares. None opposed. Adjusted budget approved and is ready for a General Business Meeting vote.

**➔➔ AFTER MEETING UPDATE:** *There was some confusion once the meeting concluded. After some discussions and back and forth emails (which included everyone that attended the meeting) it was communicated to everyone that:*

*"Spiritwear & Additional Contributions did better than we expected, so our revenue is up \$8k more than we budgeted. The confusion was with carryover. At the beginning of this year we had \$13k brought in from last year but we allocated all of that in the October approved budget. That budget planned for \$7k to carryover for next year BEFORE the \$8k increase in revenue. AFTER we increase the revenue from Spiritwear & Additional Contributions, carryover will increase. Soooo the vote we had on Friday where we added new expense lines from carryover still holds true! We don't need to meet to vote again, we just need to update the revenue! Jen should be able to have the meeting tonight just as we discussed Friday."*

*Everyone felt comfortable with this, and the budget expense amendments voted on above was presented at the General Business meeting on 12/13/16. ⬅️⬅️*

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## Committee Reports

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**Vice President:** Donna Kapner discussed how the Open House went well and she has a list of people that are interested in helping with the PTSA. Hopefully some will help with Mills Madness.

**Audit:** Pin Pin Jong had nothing to report.

**Nominating, Student Enrichment & Room/Team/Parent Liaison:** Amy Georges was excited about new people interested in helping PTSA. She'll have a meeting in January. Jen Willis will be getting with Amy G. and Jennifer Middleton about the positions that need to be filled.

**Membership & Advocacy:** Daphne Stam had nothing to report.

**Communications:** Carla Kent is looking into changing the newsletter software we use because there are several people who are not getting the weekly newsletter. Seems like Mail Chimp might have a better chance of getting through. Carla will do more research and get back to us. As a reminder, any info to be put in the newsletter needs to be sent to her by Friday!

**Spiritwear:** Jennifer Hartman reported that all the orders have been filled. There is info in the newsletter for any parents that haven't received their order to contact Jennifer Hartman.

**Mills Madness:** Colleen Gregg reported that the school has been reserved for Mills Madness on March 3<sup>rd</sup>.

**Vendor Fundraiser:** Kristi Guenther had nothing to report

**Spirit Events/Leopard Spot:** Ivy Linares discussed how well concessions did last night at the basketball game. They ordered 10 pizzas, candy, sodas, and the pizzas were gone by the end of the boys first quarter. They brought in \$788.50, minus \$400, for a \$388.50 profit. There is another home game next Thursday. Ivy is going to talk to her committee and see what games will work. There is no plan in place yet. It was a very good first showing!

**Staff Appreciation & Reflections:** *Report submitted by Kim McKnight prior to meeting:*

*Reflections Update! Congratulations to the following students whose work was selected to move on to the Reflections county level competition. The theme for 2016-17 was "What is Your Story?":*

- *Aida Guo: Film production "Dreams"*
- *Sarayu Yenumula: Musical Composition "Don't Judge a Book by its Cover"*
- *Jessica Jordan: 3-D artwork "Photograph Memories"*
- *Catherine Su: Visual Art "Life in a Paint Palette"*
- *Tanya Basak: Visual Art "Flying Free"*
- *Mayank Holla: Visual Art "All in the Ball"*
- *Lucia Wang: Visual Art "The Book of Life"*
- *Lauryn Taylor: Literature "I'm From"*
- *Nina Nair: Literature "Let My Story Be Told"*
- *Laura Ospina: Literature "Who Am I?"*
- *Anoshka Ramkumar: Literature "I am"*
- *Sarayu Yenumula: Literature "Can you see..."*
- *Daniel Byun: Visual Art "Fun in the Fall"*

*The results are in and Jessica Jordan has received a Judges Merit Award for her 3-Dimensional artwork. Daniel Byun's Visual Arts piece will move up to the State Level Competition in the special artist category! Both Jessica and Daniel will be celebrated at the county celebration in March. Way to go, Leopards!*

Kim McKnight discussed the staff holiday gifts... festive socks & candy! There was enough money in the budget to purchase new vacuums for each floor. Teachers are constantly asking for vacuums, so it's very exciting that we are able to help them! Kim also discussed her report on Reflections and congratulated the students for doing such a great job.

**8<sup>th</sup> Grade Events:** Everyone thanked Amy Montanus for bringing in donuts & coffee for the meeting!! Amy M. discussed her Action Plan. (Plan attached at the end of these minutes.) She has received 73% of the 8<sup>th</sup> grade forms. The dance is June 2<sup>nd</sup> 7-9:30pm. She has a dance committee and things are going well. End of year party is scheduled for June the 8<sup>th</sup>. The spirit rock is on its way. The second place t-shirt contest winner is going to be working with Mrs. Arrington on the artwork for the rock. The 8<sup>th</sup> grade will have a winter celebration on December 20<sup>th</sup> where they can have a snack and work with Operation Heroes to write notes of thanks to our troops. Thanks for all your hard work... Amy M.'s doing a fabulous job

**Board Advisory Council Representative:** *Report submitted by Paulette Bekolo prior to meeting:*

- I attended the BAC meeting last Monday because the previous one was moved to November 8, at 6 pm to allow folks to pay their respect to Zora Felton and her family.*
- Brad McMillen, Assistant Superintendent for Data, Research, and Accountability share achievement results from last school year and review the report cards that have been developed for each WCPSS school.*
- According to Mr. McMillen, we have 81% of the graduation rate gap narrowing trends toward their goal of 95% to continue the acceleration. Wake county score on AP tests is higher than NC average.*
- SMART: school progress reports for wake county; information can be found from the wake county website under student outcomes, about us, school climate & school leaderships. There is a correlation between indicators in comparing different schools.*
- You can access the information from our district website, under strategic plan, vision 2020 (not printable, but accessible through the orange tab.*

**School Improvement Plan:** Jennifer Middleton discussed that last month's school improvement plan meeting was cancelled and this month's meeting will be held tomorrow.

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## President's Report

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Jen Willis discussed that the Community Use applications submitted for Mills Madness and 8<sup>th</sup> Grade Dance were both approved. She will sign and submit them to the main office.

Jennifer Middleton motioned to adjourn, which was seconded by Amy Georges. Meeting adjourned at 11:19am.

## 8<sup>th</sup> Grade Events Action Plan by Amy Montanus

Item discussed	Plan/Idea	Follow Up/Notes	Update
<b>Quarterly Celebrations</b>	-Plan 4 treat days for 8 <sup>th</sup> grade group	<ul style="list-style-type: none"> <li>-Secure helpers for the dates</li> <li>-Ask Mr. Warwick for LT class numbers</li> <li>-Come up with our menu/budgets</li> <li>-Secure dates for event</li> <li>-We will set up the treat during LT Time on the lockers and have classes come 1 at a time to get their treats. We will have parent helpers to help distribute and clean up</li> </ul>	<ul style="list-style-type: none"> <li>-Have received LT class numbers from Mr. Warwick</li> <li>-Secured 10 parent helpers and have others on hand if I need them</li> <li>-Have started the menu/budget process</li> <li>-Secured table clothes and napkins for events</li> <li>-Dates for quarter celebrations: Oct. 28<sup>th</sup>, Jan. 24<sup>th</sup>, March 29<sup>th</sup>,</li> <li>-First Quarter celebration was a success we served iced cookies during leopard time</li> </ul>
<b>T-shirts</b>	<ul style="list-style-type: none"> <li>-Contest for design</li> <li>-Vote for color</li> <li>-Vote for final look</li> <li>-Shirts for each 8<sup>th</sup> grader</li> </ul>	<ul style="list-style-type: none"> <li>- Contest forms will go out week of 9/12/16</li> <li>last date to submit form- 9/30/16</li> <li>-Voting week of 10/3/16</li> <li>-We will order t-shirts for all kids</li> <li>-Contact Art Teachers to assist with getting the word out</li> <li>-100% participation –we will need to get sizing for all students –will need help with this as our shirt deadline approaches</li> <li>-Contact Mr. Milner to assist with this</li> <li>-Going to “suggest” that kids wear them 1 day of our DC trip</li> </ul>	<ul style="list-style-type: none"> <li>-Sept. Form on the PTSA site</li> <li>-Sept. Art teachers have been notified and are on board to help get the word out</li> <li>-Sept. Contacted t-shirt company for information on costs and deadlines</li> <li>-Oct. Winner announced – Sydney Enmongkonchai</li> <li>-Mr. Milner will help me with this as we get closer to the t-shirt distribution date</li> <li>-T-shirts ordered and will be picked up December 12<sup>th</sup>.</li> <li>-I will sort them by classroom and deliver them to the school in time for to wear them at the Winter Celebration</li> </ul>

<p><b>Class Picture</b></p>	<ul style="list-style-type: none"> <li>-Set up and organize class picture that would include teachers</li> <li>-Photo for each 8<sup>th</sup> grader</li> </ul>	<ul style="list-style-type: none"> <li>-100% participation –Contact Mr. Milner to assist with this</li> <li>-Secure Photographer</li> <li>-Decide on date –looking at week of April 3rd</li> </ul>	<ul style="list-style-type: none"> <li>-Sent note to Photographer 9/12/16</li> <li>-Date set for April 3<sup>rd</sup> –Cari Long will take pictures</li> <li>-Approved date with Mr. Warwick</li> <li>-Need to secure a ladder</li> <li>-Work out logistics with Mr. Warwick and Mrs. Kibler how we get everyone in the gym that day</li> </ul>
<p><b>Dance</b></p>	<ul style="list-style-type: none"> <li>-Secure theme, committee and 7<sup>th</sup> grade parent and teacher helpers</li> </ul>	<ul style="list-style-type: none"> <li>-Vote for theme will take place before Thanksgiving</li> <li>-Secure committee before vote</li> <li>-Will work with Mrs. Kibler on ideas for teacher “jobs” for event</li> <li>-Created a new plan of action for event; <ul style="list-style-type: none"> <li>-7<sup>th</sup> grade parents will assist with the set up and take down so that 8<sup>th</sup> grade parents can be home with their kids</li> <li>-8<sup>th</sup> grade parents will lead each area of the event (decorations, teacher volunteers, food) with 7<sup>th</sup> grade parents being the co-leads</li> </ul> </li> <li>-Decide on themes and have kids vote</li> <li>-Put a note in the PTA newsletter for helpers for the events</li> </ul>	<ul style="list-style-type: none"> <li>-Kelly Polizzi will be lead for the decorations with Kate Rees (7<sup>th</sup> grade mom) as the co-lead</li> <li>-Themes were voted on (Winter wonderland, Hollywood and Tropical Paradise)</li> <li>-Winner –Hollywood</li> <li>-I have about 10 helpers as of right now for the event. Would like to secure another 5-10 before our first meeting in January.</li> <li>-Photo booth vendor secured: Snap It</li> <li>-Working on DJ</li> <li>-Will begin working with Kelly and Kate to discuss budget and what we will purchase for the event</li> </ul>

<b>8<sup>th</sup> Grade Form</b>	<ul style="list-style-type: none"> <li>-Design and get approval</li> <li>-Have uploaded to PTSA site</li> <li>-Send link to Teachers/parents to reduce costs</li> <li>-Add line item for Teacher gifts</li> </ul>	<ul style="list-style-type: none"> <li>-Form finished and sent to Mr. Warwick</li> <li>-PTSA have uploaded form to website PTA site</li> <li>-Teachers have been asked to get the word out on their websites</li> </ul>	<ul style="list-style-type: none"> <li>-Forms have begun to come back</li> <li>-I log entries into Excel and send checks to PTA treasurer</li> <li>-Took the list of families that had not turned in their form, made a copy of the form and sent it to each of these people</li> <li>-We continue to get forms in daily</li> <li>-As of 12/8/16 we have 432 forms turned in –that is 73% of the students</li> </ul>
<b>Class Gift</b>	<ul style="list-style-type: none"> <li>-Explore ideas from teachers and principals</li> </ul>	<ul style="list-style-type: none"> <li>-One idea is a Spirit Rock to be placed at the front of the school (from Mrs. Kibler)</li> <li>-Would like the gift to be presented to school before 8<sup>th</sup> graders finish school – goal is Mid May to have gift presented to school</li> </ul>	<ul style="list-style-type: none"> <li>-Have sent idea to Mr. Warwick. He will reach out to Mr. Smith about idea</li> <li>-Have reached out to landscaping companies about the costs</li> <li>-Oct. spirit rock has been approved</li> <li>-Have found a rock and working with company to get pricing</li> <li>-Mrs. Arrington has agreed to oversee the painting of the project.</li> <li>-2<sup>nd</sup> place t-shirt winner is helping to design the proposed art for the rock along with the advanced art class group</li> <li>-This design will be brought to Mr. Warwick and Mr. Smith for approval</li> <li>-New Goal is to have this all completed no later than March 1<sup>st</sup> –earlier if possible</li> </ul>
<b>Concessions</b>	<ul style="list-style-type: none"> <li>-8<sup>th</sup> Grade dance concessions to raise money for DC trip</li> </ul>	<ul style="list-style-type: none"> <li>-Spoke to PTA about this –they are working on it and will get back to me about how this can work</li> </ul>	

<b>Vacuum for Floor</b>	-Secure a carpet vacuum for the 8 <sup>th</sup> grade teachers to use	-Sent a note to PTA president, Jen Willis -She will present to PTA group 9/9/16	-PTA has agreed to work on this –either by getting a donated gently used one or purchasing one for the group – look for this to happen in the next month. -I will follow up about this to make sure it happens! -Vacuum was delivered to 8 <sup>th</sup> grade lounge
<b>SPOTS Ticket winner Awards</b>	-Was asked to get 24 -5.00 gift cards for kids and 8 - 20.00 gift cards for teachers	-Will send out a sign up to parents to send in gift cards -Have reached out to YOLO and PDQ – both are willing to discount cards for me –waiting to see how many we will need -Asked for suggestions for teachers gift cards	-Mrs. Kibler gave me the ideas for the teacher gift cards: Target, Starbucks, iTunes, movies, Panera, chick-fil-A -This idea was put on hold because of the number of donations that Mrs. Dyer has received
<b>Winter Celebration</b>	-Charity Event -During LT time	-Will bring up to Mr. Warwick and Mrs. Kibler -Ideas include: Book collection, kids making bookmarks or letters to the troops	-Looking at December 20 <sup>th</sup> during LT -We will make cards for the troops -Book collection was not approved because there is a school wide book collection later in the year through the media center -We will pass out the T-shirts that day or slightly earlier so the kids can wear them that day -Kids will make cards for the troops -We will serve a treat for the kids

<p><b>Chaperone T-shirt</b></p>	<p>-Allow 8<sup>th</sup> grade parents an opportunity to purchase the class t-shirt so that can be worn on the trip</p>	<p>-Sent a note to Mrs. Dyer regarding this -We would need to place the order in Mid-March to receive in time for distribution</p>	<p>-Waiting to hear from Mrs. Dyer on how to proceed</p>
<p><b>EOY Party</b></p>	<p>-Event is June 8<sup>th</sup> -Secure vendors -Reach out to Volunteers</p>	<p>-Notes from last year: need more shade, and have a way for kids to put on sunscreen -Will reach out to companies for sunscreen to be donated - Will reach out to companies to get a large tent for the event -Reach out to a “treat” company for the event in the past we have done Kona Ice –that might be the option for this year, but researching something new</p>	<p>-Food vendor secured: Barry’s Catering -DJ secured: The Perfect Beat -Polka Dot Mama charity will be coming to the event with a tent and her portable sunscreen dispenser -Reached out to Mrs. Dyer to see if we could show an end of year slide show –looking into doing it indoors before we go outside. Looked into an outdoor screen –they have all told me June afternoon sun will not allow for good viewing of the slideshow -Kona ice has been secured, because all other treat options are too costly</p>