



BUSINESS MEETING MINUTES

Mills Park Middle School PTSA

Student Services Conference Room

Date | time 5/19/2017 9:33 AM | *Meeting called to order by* Jen Willis

In Attendance

Jen Willis, Cheryl Cleaton, Daphne Stam, Jennifer Middleton, Kristie Heaton, Ivy Linares, Sharon Baartmans, Ann Marie Bishop, Kim McKnight, Pin Pin Jong, Amy Georges, Donna Kapner, Lisa Burke, Alison Regan, Joni Klem, Mrs. Dyer, Mr. Smith. Quorum was met.

Presentation of Minutes

Cheryl Cleaton presented the business minutes from 4/21/2017 with corrected date in the footnotes. Daphne Stam motioned to approve the minutes, which was seconded by Jennifer Middleton. None opposed. Minutes approved.

Principal's Report

Mr. Smith discussed how the year is coming to an end. Everyone is preparing for EOGs and EOCs but teachers really try to prepare students throughout the year. He needs the PTSA to help get the word out for needed proctors. He will do an email blast, but he needs our help. For testing days, students really need to be here at 8:15am per state rules. A lot of activities going on, like NJHS, 8th grade dance & activities. They have tweaked things to try to make the 8th grade awards go more quickly. It's about an hour, or hour and 20 minutes. Only the 7th grade band will perform. Mr. Smith will make a few remarks, but then a student will speak during the awards ceremony. June 2nd there will be a meeting for Wake County administrators to discuss race and the issues some schools have had. We need to do a better job celebrating how diverse our school is. They are constructing a schedule for next year; there are a few teachers moving. PTSA wonders how many teachers are going for national board certification so we'll know how much to budget for next year. He wasn't sure off hand, but will survey the staff. There was a question about follow-up on knowMore and issues with devices. Mr. Smith discussed issues and how the school approaches it. The laptops have arrived and will be rolled out next year. Students might not need their own devices so much next year with the new laptops.

Treasurer's Report

With Christy Hanson out of town, Jen Willis passed out the new report. 8th grade events is right at the end of the year, but everything else has been done. We have extra revenue, and need to update current budget. Jen met with Mr. Smith. He asked all teachers/staff what was needed at the school. We have to complete a working budget for July-Sept 2017 because we don't have a general meeting until Sept, when we will vote on the new budget. We will have a firm handle on the carry over amount once all checks have been written. We bought extra agendas to sell, and all agendas for 6th graders. Staff appreciation does back to school lunch just before school starts, it's usually \$900-\$1,000. Sharon was interested in new membership incentives. She was thinking about \$300-\$500 and then work with Ivy, so if there's any left over she can sell them at Leopard Spot. Ivy will need to start an inventory to get Leopard Spot going, but not needed over the summer. Updates were made to the working budget presented. Daphne Stam motioned to approve budget with adjustments, which was seconded by Amy Georges. None opposed. Working budget approved and will be presented at the general meeting.

Guest Recognition: Alison Regan discussed bringing Heart and Sole to MPMS. It is the big sister version of Girls on the Run offered in elementary school. Girls would benefit having this program at MPMS. Alison has met with Mrs. Pederson, who can't sponsor the program herself, but reached out to other teachers at the school. Four teachers are interested and have contacted Alison. There is a small registration fee of \$20, but there might be some advertising cost associated with getting it kicked off. The majority of the cost will fall on parents. \$205 for materials, notebooks and lessons. There can be 8-15 kids per 2 coaches. Could do fall and spring, or just one. Need one teacher sponsor, but will need more coaches. They can be parents or Panther Creek students, especially Key Club and National Honor Society students looking for volunteer hours. Everyone thought this was a great idea. Alison is going to pin down a teacher sponsor and then work with the staff to iron out detail. Thanks Alison!

Vice President: Grants were presented by Lisa Burke.

Professional Development Grant Proposals:

1. Mr. Hambric requesting \$250 for conference about helping kids whose parents are going through a divorce. Conference is 9/17. Do we table this until next year? Discussion about increasing the \$250 limit to \$400-\$500 next year. Should probably handle national board grants differently. Jennifer Middleton motioned to approve grant as presented, which was seconded by Kristie Heaton. None opposed. Grant approved as written today for \$250, but we can't cut the check until next year.
2. Mrs. Racioppo requesting \$250 for 4th component for National Board Certification. Kim McKnight motioned to approve, which was seconded by Pin Pin Jong. None opposed. Grant approved.

Instructional Grant Proposals:

1. Ms. Kasegian requesting \$300 for books for the Battle of the Books. Need assistant principal's signature. Daphne Stam motioned to approve up to \$300 pending AP signature, which was seconded by Ivy Linares. None opposed. Grant approved with stipulations.
2. Mrs. Farrell requesting \$375 for three Breakout Edu Boxes (kits) for Teachers to check out from Media Center. Everyone agreed to move this to Classroom Resources.
3. Mrs. Mindy Tomasevich requesting approximately \$2,120.46 (because prices on Amazon keep fluctuating) for head phone splitters to be used with new student laptops. They would like to order 5 splitters for each new laptop cart. Mr. Smith asked Mrs. Tomasevich to write up the grant. Everyone agreed to move this to Classroom Resources.
4. Mrs. Dyer requesting \$125 for Breakout Edu Kit that she already purchased. It "allows for the facilitation of games where players use teamwork and critical thinking to solve a series of challenging puzzles." It would be used by over 135 students over multiple years. This is in addition to Mrs. Farrell's request. Everyone agreed to move this to Classroom Resources.

Staff Appreciation & Reflections: Thank You Kim McKnight!!!! We presented Kim a basket from PTSA and MPMS teachers and staff for all her years of help and service. We will miss you Kim! Staff Appreciation Week was great. The sign was the biggest hit.

Nominating, Student Enrichment & Room/Team/Parent Liaison: Amy Georges discussed vacant chairs. Still need someone for Mill Madness. Cheryl Cleaton announced that although it was not planned, she is going back to work fulltime and is unable to be the Staff Appreciation chair next year. Everyone discussed possible replacements. Jen Willis needs either Amy G. or Jennifer M. to come to the general meeting to present next year's slate of officer nominees. Jennifer M. agreed to come and present. Amy Georges discussed the possibility of bringing her friend, Katie Meyler from More Than Me, to speak at MPMS next year. "Katie is a TIME Person of the Year, recognized for her work on the front lines of Ebola," and she has reformed Liberia for girls by building schools. Amy G. is doing fundraising on her own to bring her into the area. She speaks at schools and conferences all over the world. Her fee to the school will be nominal. "Katie introduced Bono to the girls of the West Point slum, received a standing ovation at Forbes400, and is raved about by Instagram's CEO, @Kevin, regarding how she used the platform to help end Ebola. She moved Ban Ki Moon's wife, Yoo Soon-taek, to tears speaking at the United Nations. The New York Times, TIME, NBC, CBS, CNN, Vogue, Marie Claire, and the Wall Street Journal have praised her work. She's spoken on a panel with Bill Gates on combating Ebola. Some of the largest companies in the world including Exxon, Vitol Group, Ford, and GE champion her efforts. One time, Warren Buffet even jokingly asked her to marry him." We discussed that Amy G. will plan out student enrichment for next year, and then see where we can fit Katie in. Amy G. will ask Mr. Smith what topic they would like for Katie to discuss.

Membership & Advocacy: Sharon Baartmans is going to update the membership form. She passed out a rough draft of the new form. She researched other PTSA membership forms as inspiration. Use Open House to highlight new incentives. Everyone gave suggestions for the form. Thanks for your hard work Sharon! The process will be more streamlined which will help with getting cards out, also easier for using new memberHub. We keep going back n forth on credit cards. It seems like we need to find a way to make it work because it's a missed opportunity when parents don't have cash or check. Also suggested to highlight volunteers. Maybe say something like, email listed below will receive our newsletter. Please let Sharon know if you think of any other changes.

Communications: Lisa Burke is working very hard to clean up our emails, website and newsletter. The goal is to make it streamlined and easy. We have 16 emails, but after a discussion, we decided to only keep 8. Who will maintain list of volunteers? Depends on how the membership form works out. Sharon agreed to keep the list since she will have emails from the member forms.

Audit, Spiritwear, Vendor Fundraiser, Spirit Events/Leopard Spot, Board Advisory Council, School Improvement Plan, and 8th Grade Events: Nothing to report.

- Our General Membership meeting is May 23rd just prior to band concert, approximately 5:45pm.
- Jen Willis passed out proposed amendment to FY 2016-17 budget to increase revenue and expenses. We had \$9,800 more revenue than expected from several different resources, including spiritwear, boxtops, and a correction in the carry-forward amount. Most of the \$9,800 will go into Classroom Resources, with \$600 going to Student Enrichment for the poet. We asked Mr. Smith for a school wish list. He reached out to the entire staff, and we went through each request. Ms. Cochrane's request of gift cards for the mentor meetings was the only item denied. Parents usually provide these gift cards, but we do have a hospitality budget to help with these if needed. The \$9,200 increase in Classroom Resources expenses is broken down as follows:

Sound System for Gym	\$6,652.76
Special Education TV for IEP display	669.00
Wall install for TV	300.00
Breakout Edu Kits (Dyer & Farrell)	500.00
Sure Temp Thermometer (Nurse)	270.00
Band: Light Keypad Covers	38.26
Band: Tieback Hooks	38.40
Headphone Splitters for new laptops	2,120.46
Books for Beginning Teacher Program	<u>38.00</u>
	\$10,626.88

It's ok if we go a little over. Daphne Stam motioned to approve the amended budget, which was seconded by Lisa Burke. None opposed. Amended budget approved and will be presented for approval at our general meeting.

- Slate of officers listed as follows:

President: Jen Willis

Vice President: Ivy Linares

Treasurer: Ann Marie Bishop

Secretary: Joni Klem

Daphne Stam motioned to approve list of nominees, which was seconded by Kristie Heaton. None opposed. List of nominees approved and will be presented at our general meeting.

Kim McKnight motioned to adjourn meeting, which was seconded by Daphne Stam. Meeting adjourned at 11:39am.