



# BUSINESS MEETING MINUTES

Mills Park Middle School PTSA

Student Services Conference Room

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

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## In Attendance

Jen Willis, Cheryl Cleaton, Christy Hanson, Daphne Stam, Donna Kapner, Carla Kent, Kim McKnight, Kristie Heaton, Beth Foley, Jennifer Middleton, Lisa Burke, Mary Dyer, Sharon Baartmans, Nan, Ivy Linares, Moresumi Saha, Jen Hartman, Mr. Smith. So nice to see so many new faces!! Introductions were made around the room. Quorum was met.

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## Presentation of Minutes

Cheryl Cleaton presented the business meeting minutes from 5/20/16 and the general meeting minutes from 5/24/16. Daphne Stam moved to approve both, which Jennifer Middleton seconded. None opposed. Both minutes approved.

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## Principal's Report

Mr. Smith said it has been a good start to the new year. The things they can control are running smoothly. We are capped at 1756 students. Monday is the end of the 10 day count. There will be a few fluctuations, but we will hit the 1750 mark for the year. That number gives us more options like clerical and months in the summer. We have hired 2 positions since the start of school. We have 14 new teachers on campus this year. Most teachers leave the area or move to the high school level.

There are 5 bus routes that double back, but busses in general are running better since the first day of school. Mr. Smith thinks carpool is running smoothly; staff tried new rules this year. If you are having issues with carpool, arrive around 3:20pm when a lot of kids have cleared out.

Staff PTSA membership is at about 75%. They need to reach 100% to wear jeans on Fridays. Reggie Dabbs is coming September 20<sup>th</sup>. He wanted to know if we wanted a parent session at night around 5:30pm or 6pm. We will need to let Mr. Smith know sometime next week. Club Fair is not a PTSA event this year. Mr. Smith said they would handle it internally, maybe incorporate electronic videos or google documents instead of a fair in the cafeteria.

There are usually less than 30 students per classroom for 6<sup>th</sup> & 7<sup>th</sup> grades, but there are a few more in 8<sup>th</sup> grade because they are a couple of classes short. So there are 32 or 33 students per class depending on the purple/gold lunch split. Meet the teacher nights went well. There is limited parking, but because we share this with the town of Cary, there's not really much we can do. They are thinking of focusing on core teachers in the future, maybe incorporate videos or slides online. There was a question raised about the crowds for open house, maybe the teachers could move inside the classrooms to help relieve congestion in the hallways. A parent pointed out that Panther Creek has a longer window for parents/students to drop in; it's a lot less congested and stressful. Another question was raised about the difficulty hearing the announcements in the morning. Mr. Smith said that announcements are posted online around 11am every day.

Mrs. Dyer had limited time because of early release, but wanted to discuss two items. 1. She wants to have a section in the PTSA newsletter about PBIS including general information on character traits, celebration and donations for cards and breakfast. She does gift cards for PBIS and 8<sup>th</sup> grade purple and gold drawings. 2. Students will be admitted to games for free this year! With no booster club is year, the teachers want to take over the concessions at games to raise money for various activities. The school has a difficult process with having to count all items, so it would be easier for the PTSA to help purchase the concession items. Staff would run it and would take turns so certain grades would handle certain events. Possibly get Kona Ice to work some events? We would need one person on staff as a contact to work with, so Mrs. Dyer will get back with us about a contact.

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## Treasurer's Report

Christy Hanson reported that the audit was done and submitted in July. It is too early for a treasurer's report. We have to wait until November to receive our good standing because they wait until the taxes are done. Everything looks great though.

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## VP/Committee Reports

**Communications:** Carla Kent thanked Lisa Burke for agreeing to take over the website duties! Newsletter will be out on Tuesdays, please give her items to be included by Friday. She includes activities that people send to her. Facebook and twitter also need to be taken care of.

**Staff Appreciation:** Kim McKnight talked about the lunch provided to teachers & staff on their first day back. It was a huge hit! Kim also discussed the baked potato bar lunch planned for October and the discovery of another teacher lounge by the gym.

**Copy Team:** PTSA is no longer coordinating the copy room. Ms. Leak is taking over. She decided to do a signup for 2-hour slots.

**Membership:** Daphne Stam discussed how things are going well; we have about 700 members so far.

**8<sup>th</sup> Grade Events:** Amy Montanus was not present, but she related how the donuts at open house was a big hit and the 8<sup>th</sup> grade forms are now available online.

**Spiritwear:** Jennifer Hartman discussed how spiritwear is off to a good start. Deadline for forms is Sept 30<sup>th</sup> while the deadline for staff is 16<sup>th</sup>. She will need help once the order comes in. There was discussion about offering credit card purchases, since about 75% of customers asked to use them at Open House. We could charge people a fee to cover the extra cost. Maybe we could see what the bank has to offer. Christy will go ask them. Even though it was last minute, working the Meet the Teacher night was a success. Maybe NJHS students could help direct parents.

Jen Willis discussed the meeting over the summer with Christy Hanson and Daphne Stam to tweak the budget for this year. It mostly stayed the same, we did up the teacher and instructional grants \$500 each and the scholarship/student fee assistance by \$250. There was discussion about further adjustments... increasing club grants from \$800 to \$1200 and increase hospitality from \$350 to \$500. Operating expenses were the same from last year. Daphne Stam motioned to approve budget with amendments, which was seconded by Donna Kapner. None opposed. Revised budget approved. It will be presented at the general business meeting on 9-20-16.

There was interest in starting Leopard Spot again, maybe once a month instead of once a week, since it is difficult to get volunteers to come for all lunch periods. There was also discussion about possibly selling agendas, or taking orders at the end of the year. Discussed what hospitality includes... truck fair and teacher mentor meetings. Kim wondered if the bus driver breakfast was to be taken out of staff appreciation or hospitality. We will need to talk to Mr. Warrick about the details of the breakfast and if they want us to provide that this year as well.

Grant requests need to be discussed at a separate meeting. Donna will form a committee to meet and vote on grants. Someone thought that the Farrell grant request was already paid; need to double check. Forms need to be updated on the website. The new forms require a signature from an assistant principal.

Jen discussed how different groups have approached us for spirit nights; although they are not that profitable, we will probably continue them. Our regular meetings will fall on days that school is out. This will need to be changed before April or May. An 8<sup>th</sup> grade teacher requested since janitors have been decreased in Wake County, could the PTSA purchase a vacuum for the lounge and for teachers to use. Everyone thought all grades would probably need a vacuum. Don't really have the funds to purchase new ones. We should ask for donations of gently used vacuums. Will need to put it in the newsletter. We need a representative for the School Improvement Team that meets once a month. Jennifer Middleton was suggested and thankfully she accepted. We may also need a Leadership representative, probably Daphne since she is the advocacy chair. Jen will hang State Fair posters around the school. If the code is used when purchasing tickets, MPMS will benefit.

### **Other Business:**

Donna wanted to know about her Ways & Means email account and the wine & cheese event to recruit volunteers. We discussed the logistics... who to invite, where it should be held, what has been done at other schools. Donna is going to set a date and we'll discuss it further.

We will have a general business meeting on 9/20/16 just before Reggie Dabbs performs. We need Mr. Smith to make an all-call to let everyone know about the meeting.

Daphne Stam motioned the meeting be adjourned, which was seconded by Carla Kent. None opposed. Meeting adjourned at 11:08am