

**Brassfield Road Elementary School PTA (the "PTA")
Regular Meeting of the Executive Board (the "Board")
August 7, 2007**

Approved: _____

Date: _____

Minutes Distributed Via Email August 30, 2007

Presiding Officer: Tama Berriman, PTA President
Recording Secretary: Laurie Fasano, PTA Secretary
Attendees: Dr. Barker -Brassfield Principal, Mrs. Cooper – Brassfield Asst. Principal, Mr. Lanier – Brassfield Asst Principal Intern, Tama Berriman – PTA President, Tammy Parsons – Supplementation Committee chair, Holly Hodges - Assistance Chair, Cindy Potter - Enrichment Chair, , Joyce Stevens – Membership Chair, Sara Mims – Communications Chair, Debbie Kirk - Book air Chair, Diane Dausch – Walk A Thon Co-Chair, Hope Shytle - Peace Frog Chair, Laurie Fasano – PTA Secretary, Lori Katzenstein – parent volunteer and Janine Cirillo.
Meeting Convened: 9:38 am (after PTA Alley)
Meeting Adjourned: 11:29 am
Quorum Established: yes
Minutes Protocol: Items have been grouped in the official minutes to facilitate documentation. The secretary's log maintains the chronological order in which items were introduced.

Introductory Protocols:

The meeting was called to order by Tama Berriman/ Attendance was taken by Laurie. New memberships were processed by Tammy Parsons. It was established that a quorum was present. Tama welcomed everyone

President Report: Tama passed out the proposed agenda for the PTA General meeting for tonight. She asked if anyone had any questions about the bylaws and indicated that those govern when we have our PTA General meetings. She also had the new teacher listing color coded by track placed in the mail folders of the committee heads

PTA Alley: Tama thanked everyone for their hard work

PTA Binders: Tama encouraged members to keep their books current and to ensure all there committee leads were using their binders as well.

Wish List: The wish list survey results were distributed with the membership's priorities. In the General PTA meeting (August 7, 6:30 PM) spending was approved for any of those items to spend as funds, matching grants become available. Tammy wanted to ensure that if a canopy is purchased that it would withstand weather conditions, so frequent repair and replacement is not required. It was agreed that the shade would not be purchased until 2008, as funds will not be available until after the Walk a Thon. Tama also confirmed that the climbing wall's liability is covered by WCPSS / Brassfield, not the PTA. Wish list priorities in order of popularity: Playground Shade, Laptops for teachers, Climbing Wall (between 3-5 ft. high), Apple Smart Board, Bearly TV (School will provide \$5500 for equipment), Poster Maker, Stage Curtains, and Media center furniture.

Water Fountain: The water fountain for the outside play ground will be coming out of Wake County funds and installed in Spring 2008. Mrs. Cooper indicated they will use a water line that will not freeze.

Mail: Please remember to check your mail folders. Thanks to Tama for the new Tabs!

Committee Reports / New Business

Representation Report: Tama gave the report as this is an open position. Activities have primarily been the reimbursement of stipends for the teachers. Twelve stipend requests have been processed so far.

Treasurer's Report: Tama passed out the current budget and provided the report as Kim (PTA Treasurer) is tracked out of school. Janet Fiest has finalized the audit results, which were successful. The results will be included in the Treasury binder.

Account balance as of 7/27/07: Money Market \$20,816.13, Checking \$3,629.72 for a Total of \$24,445.85

Committees Report: Tammy Parsons gave the report of her committees, please see below

Box Tops: The first box top collection is August 16. The PTA received Fantastic Sam's gift cards for 10 song downloads, and those will be given randomly to students submitting tops.

Spirit Night: \$78.45 was raised at the July Goodberry's fundraiser. Dr. Barker suggested using Bearly TV (BTV) to get the word out on future fundraisers. Next spirit night is September 6 at the Falls Village Chick-a-Filet.

Grants: Meeting on August 14 with Michelle Taylor.

Membership: Memberships sold so far are 330. Of that number, 45 are Staff. Goal is 500 memberships, a 5% increase over last years' membership. Tammy asked Mrs. Cooper to remind the teachers to join the PTA. She will also work to get a volunteer or two to help with entering in names into the NC PTA database.

Media Center: All volunteers are welcome and parents can come volunteer at any time and not be tied to their child's classroom schedule.

Bookfair: Starting planning sessions.

School Store: Have a schedule through September, volunteers needed after that time frame.

Incentive Products: Volunteers are needed for the ink jet cartridges, milk caps and retail card committee positions.

Walk A Thon: Diane Dausch gave the report and she will meet with Angie Banask and the volunteers for accounting support. Fundraising packets were going out today. The teacher boxes will be changed to indicate the number of Spanish language PTA flyers that should be sent home with each class. Extra Spanish language copies will be available in the office. Tama commented that the Spanish communications were working very well and that extra copies of all PTA documentation should be made available in the office. Need more volunteers on committee as well as day of the event. Holly confirmed that class parents sent out the email to parents requesting 5 volunteers per classroom. Volunteer response is about 50%. A lesson learned was to recruit committee members at the end of the school year, so they can work summer months. All students will receive blue and yellow Brassfield "Lance Armstrong" type bracelets a week prior to money being due to encourage more participation. A fellowship dinner was not required as part of the PTA Bylaws.

Communications Report: Sara Mims suggested changing the Bugle from 9 to 4 distributions a year. PTA communication would be included in the weekly School newsletter. Joyce suggested including an applause section in The Brassfield Weekly Proposed schedule below:

1. July / August – 1st Day of school
2. October – Walk A Thon and Bookfair announcement October 3, 2007
3. February – to promote PTA open “jobs” as many need to be filled prior to new school year.
4. May 14, 2008

Volunteer Report: Joyce Stevens Carnevale gave the great news that 3 people are interested in Assistant Treasurer. She will see if they can assist with deposits. Joyce asked if anyone needed any volunteers for projects and agreed to pass along names to Cindy Potter for Festival of the Arts. She mentioned we have quite a diverse group of volunteers so let Joyce know your volunteer needs. All attendees were asked to consider candidates for open positions.

Enrichment Report: Cindy Potter gave the report.

Festival of the Arts: Angela Thorton attended a cultural arts meeting to get more information on budgeting needs.

Odyssey of the Mind: Program is up and running

Assistance Report: Holly Hodges gave the report.

Signs: Carpool sign was repainted this weekend.

Apple Tree: Pam Bunch is leading the program and there are a few more posters to complete.

Bus Safety: Evacuation drills for tracks 1-3 completed. Track 4 scheduled, and a drill for carpoolers will be scheduled soon.

Peace Frogs: Report given by chair, Hope Shytle. She displayed the new Peace Frog T shirt and offered several choices for consideration. There are three choices of fonts, an option to “fill” in the frog or just show and outline, as well as a of choice font color. There was an informal vote which split the members. Font Choice #1 was the most popular. Hope will get a sample of what the tie dye background will look like so a decision on font and color choice can be agreed.

Math and Science Kits: Meeting Thursday at 9:15 am. Two more volunteers are requested.

Staff Appreciation: Next luncheon will be held August 16. The Kindergarten Coffee and Kleenex was not as well attended as in previous years, however those that came were very appreciative.

Principal Report: Dr. Barker commented again at how well the new year-round process is working for the staff, students and parents. Track 4 will have their 10th day in school this Friday and that is how the school's allotment is determined. The school staff is very pleased with PTA alley! She wanted to encourage the PTA to use the student leaders as a way to communicate upcoming events.

New Staff: Based on current enrollment figures, Brassfield is able retain current teaching staff. In addition, the school has hired an intercession teacher, Amy Bare (former third grade teacher) and hired Jenny Thomas to replace Mrs. Bare. Ms. Teresa Muldowney will assist Mrs. Bare through February. They will support those students that require additional educational support during track out. Priority enrollment is given to third through fifth grade students. These sessions will have low student enrollment of no more than 12 students. First session starts when track 2 leaves in two weeks. There is a new head custodian, Matthew Trickle. He comes to Brassfield after holding a similar position at a University in Virginia. The previous head custodian, Guy Anderson was promoted.

Track 4 Open House: Tonight! The membership discussed the agenda and how to phrase asking to spend PTA income against the PTA Wish List Items.

Student Population: The current student count is 772, and an additional Kindergarten class to support the number of students. The current Kindergarten class size is between 24-25 students.

Other Business: Laurie asked the board to consider posting board meeting minutes to the school's website. This may help new volunteers appreciate the hard work and fun activities that the parent volunteers plan each year. There was discussion on past reasons for not posting them and good discussion on why they should be included.

Motions:

- 1 Formal Motion Joyce made a motion, which was seconded by Hope, to approve the meeting minutes from our July 7, 2007 meeting.
Vote: The motion passed by unanimous consent.
- 2 Formal Motion Janie Cirillo made a motion, which was seconded by Tammy, to appeal the 2007-2008 PTA Calendar.
Vote: The motion passed by unanimous consent.
- 3 Formal Motion Joyce made a motion which was seconded by Hope to approve the PTA Bylaws, common rules and standing practices.
Vote: The motion passed by unanimous consent.
- 4 Formal Motion Joyce made a motion, which was seconded by Laurie to include an applause section in The Brassfield Weekly
Vote: The motion passed by unanimous consent.
- 5 Formal Motion Laurie made a motion which was seconded by Tammy to move the General PTA December Meeting to October
Vote: The motion passed by unanimous consent.
- 6 Formal Motion Laurie made a motion which was seconded by Cindy to include the Board meeting minutes on the website along with the General meeting minutes.
Vote: The motion passed by unanimous consent.
- 7 Formal Motion Laurie made a motion which was seconded by Sara to decrease the number of Bugles to 4 per school year.
Vote: The motion passed by unanimous consent.

Respectfully submitted,

Laurie Fasano, PTA Secretary

Action Items:

1. Janine Cirillo – will investigate canopy companies for play ground shade coverings.
2. Dr. Barker –to show Peace Frog t-shirt designs to the student leaders
3. Hope Shytle – procure a sample Peace Frog t-shirt
4. Laurie Fasano – Work with Dave LaSopio to post board and general PTA minutes.