

**Brassfield Road Elementary School PTA (the "PTA")
Regular Meeting of the Executive Board (the "Board")
October 17, 2007**

Approved: _____

Date: _____

Presiding Officer: Tama Berriman, PTA President
Recording Secretary: Laurie Fasano, PTA Secretary
Attendees: Dr. Barker - Brassfield Principal, Barbara Cooper, Brassfield Assistance Principal, Tama Berriman – PTA President, Joyce Stevens Carnevale – VP Programs, Tammy Parsons – Supplementation Committee Chair, Holly Hodges - Assistance Chair, Joyce Stevens – Membership Chair, Hope Shytle – Peace Frog Chair, Teri Keepers – Incentive Products Chair, Michelle Phillips – Standing Committee Chair, Jennifer Tisdale – School Representative, and Laurie Fasano – PTA Secretary

Meeting Convened: 9:35 am
Meeting Adjourned: 11:37 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. It was established that a quorum was present. Tama welcomed everyone including Michelle Phillips and Terri Keepers.

President Report: Tama passed out new copies for the teacher list, Teacher list by track, PTA Staffing lists and bylaws. Bylaws and PTA Staffing lists are to be distributed to the committee leads. Tama wanted to sincerely thank the Walk-A-Thon Committee co-chairs for their very hard work in meeting our \$30K goal for the fundraiser! Communications updates – End of day Friday is when all updates for the weekly communications newsletter should be sent to Communications team. Dr. Barker will have draft for review and approval for Monday. Great leaps will do a presentation at the Friday General PTA Meeting. Jennifer Mulrooney is putting together an email list by track.

PTA General Meeting will be held Friday October 19 at 6:30. Agenda will be brief to support Media by Moonlight participation. Renee will speak about the Great Leap program and the need for volunteers and the Wish list items will be reviewed. Volunteers will be requested to support the new committee to investigate playground water fountain and pavilion options.

PTA Wish List Item sheet was passed around and reviewed.

1. 4,000 for Shade cover is put **on hold** as options for a pavilion are to be explored and hopefully lead by a volunteer parent committee.
2. \$13,000 for Lap Top Computers – 7 donated by IBM parents on 9/7/07, 16 provided by Wake County. **Item completed**
3. \$4,800 Climbing Wall – approved, check submitted for \$4737.54 (pre pay discount). **Item Completed**
4. \$2,500 – Apple Smart Board for presentations –**Approved** - Bill N. Shopping for this
5. \$2,300 Bearly TV equipment. Computer donated by IBM on 9/7/07 **Item approved for ordering**
6. \$4,800 Poster Maker **Approved for ordering by Dr. Barker**
7. \$5,000 for curtains in multi purpose room (requires matching grant being investigated by Michelle Taylor) **on hold**
8. \$2,000 Flat screens for computers in media center **Item Complete**
9. \$3,000 Media center furniture – **on hold**
 - IBM Parents and Wake County Technology approvals equal \$15,200
 - Wish list updates will be reviewed at next PTA General Meeting October 19.

Water Fountain – Tama passed out Quote for 2 outside water fountains. \$7,500 Maximum Spend. Discussed getting more quotes for water fountain and to add this expense into the exploration of a pavilion, rather than shade cover for the playground.

Principal Report: Mrs. Cooper acknowledged receipt of the WCPSS paper work for the new water fountain. It was not approved for Brassfield or any other schools. It was also discussed that the article going home in the Wednesday folders about car seat safety. Parents should not get out of their cars, while in car pool to buckle children into seats. A staff member can assist with this. She also requested feedback from the board on how we can get more parents involved in learning and instruction as it is part of the school improvement cycle. She handed out Professional Learning meeting information and asked for feedback. She also passed around copies of the 2006-1007 Scholl improvement plan which focuses on learning and teaching.

Dr. Barker contacted the York Elementary School Principal, Diane Camardella to find out how they purchased their new Wooden Pavilion. York PTA worked for three years on their shade structure and in the end spent \$3000.00 from the PTA budget. They funded the remainder (over \$25,000.) with multiple grants. They are willing to turn over all of their information and design to us. The contact information is PTA President Kimberly McKnight: home # is 510-0708, noah522@yahoo.com. She said she would be happy to give the notebook with all the grants and information to Brassfield PTA.

Committee Reports / New Business

Treasurer's Report: Kim gave the treasurer report and passed out the current budget, and summary balances Budget items discussed were Media by Moonlight, Bearly TV and food for fellowship dinners. It was agreed that sales tax refunds should be added as generic income to Administration. The Walk-A-Thon raised \$29,993.15 with out matching grants. Matching Grants should be reflected in the actual revenue column. Apple tree reimbursement of \$89.08 was discussed and voted on. **Account balance as of 10/16/07:** Money Market \$37,386.46 Checking \$6,484.00 for a **Total of \$43,870.46.**

Representative Committee Report: Jennifer Tisdale gave the report. Brassfield is hosting the next board advisory school board meeting. This is an honor that only comes to our school every couple of years. We will be providing food. Jennifer passed out the quote for Milton's catering for this event for \$280.

Supplementation Committees Report: Tammy Parsons gave the report of her committees listed below.

Incentive Products: Terri Keepers spoke about milk caps and ink cartridges. Student team leaders will promote the collection of these items. Harris Teeter milk caps can be turned in January and June and the minimum amount is 100 tops. Dr. Barker offered to participate in any promotional or incentive activities to generate interest. She would take her picture with a milk mustache if that helped to support the cause.

Box Tops: 12thousand tops have been collected so far. The first submission is the end of October and we are expecting around \$1.5K

Cash Back Rewards: Numbers reported by Beverly H. Mills. Food Lion has 293 participants, unknown earnings at time of report. Harris Teeter has 243 Participants and has \$247.95 in earnings. Target has 129 registered users, only 33 are active. There are not any Kroger figures at this time. Registration forms were handed out in carpool on September 25 and 26. An article was published in the 10/12 weekly prompting Harris Teeter pharmacy rewards. One will be published in next weeks news letter indicating registration forms are in the office.

Student Artwork: Mrs. Stratemeyer has the supplies needed for the art projects. Carla and Jodi will send out through classroom parents a request for volunteers in the December – January time frame

Walk-A-Thon: Suggestion was made to only have 1 week between the different tracks walking. Discussion was held about gift cards for co-chairs.

Membership: Memberships sold so far are 490. The goal is 500.

Grants: Michelle Taylor will hold the next meeting to be held in November.

Book Fair: \$2500 was raised based on first two days of sale

VP Program Report: Joyce Stevens Carnavale shared that all the volunteer position's for the Supplementation committee are filled. Terri Keepers has volunteered to collect and return all the print cartridges.

Enrichment Committee Report: Cindy Potter tracked out, Tama gave the report.

Odyssey of the Mind: There are four teams that have formed. Topics have not been agreed at the time of this meeting. There will be a coaches meeting on October 27.

Assistance Report: Holly Hodges gave the report.

Reflections: Two new people have joined the reflections committee.

Grounds: Rennie would like to put in a butterfly garden. Wake County has approved the purchase, but will not sponsor a matching grant. The location is near the 2nd grade classrooms and butterfly bushes have been donated. Money for bulbs for children to plan has not been approved at this time. The garden is on hold due to water restrictions and funding.

Apple Tree: Discussed paying for remaining claim for beginning of year Apple tree sign work.

Math and Science Kits: There are two kits that were lost and need to be replaced. Angie, Cindy and Tama will pass along the binder for them.

Communications Committee Report: Tama meet with Sara Mims and Shonette Charles to agree to weekly communications schedule. Discussed that spirit wear forms do not need to be translated into Spanish. Dr. Barker did encourage the rest of the PTA forms to be translated.

Other Business: Laurie gave an update on the student directory meeting held prior to the board meeting. . Budget for this project is \$400.

Motions:

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| 1 | Formal Motion | Tama made a motion, which was seconded by Pat, to approve the meeting minutes from our September 15, 2007 meeting.
Vote: The motion passed by unanimous consent. |
| 2 | Formal Motion | Joyce made a motion, seconded by Laurie to reimburse the Apple Tree Committee lead by \$89.08.
Vote: The motion passed by unanimous consent |
| 3 | Formal Motion | Joyce made a motion, which was seconded by Laurie, Hope and Michelle to purchase \$50.00 gift cards for the Walk-A-Thon Co-chairs for their hard work.
Vote: The motion passed by unanimous consent. |
| 4 | Formal Motion | Joyce made a motion, which was seconded by Laurie to approve \$300 for school board refreshments from Milton's.
Vote: The motion passed by unanimous consent. |
| 5 | Formal Motion | Laurie made a motion, which was seconded by Hope, to adjourn the meeting
Vote: The motion passed by unanimous consent. |

Respectfully submitted,

Laurie Fasano, PTA Secretary

Action Items:

1. Dr. Barker offered to contact York Elementary School to find out how they purchased their new Wooden Pavilion – **sent to Tama and Grant Chair person in October – sent to rest of board on Nov 17**
2. Laurie to ensure that Sara, Pat and Cindy get copies of this meetings handouts and that they forward contacts and bylaws to their committee heads -**Complete**
3. Terri Keepers will include updates in the weekly communication newsletters on the milk cap and ink cartridges incentive programs - **Complete**
4. Laurie will bring in a 5 Gallon Water container for Terri to use for Milk Caps. - **Complete**
5. Tammy will call Michelle and meet with her in November on grant opportunities for the 2nd grade butterfly garden and on the multi -purpose room curtains.
6. Jennifer Tisdale will put an update in the newsletter publicizing the Nov 5 WCPSS advisory board meeting held at our school. **Complete**