

**Salem Middle School  
PTA Board Monthly Meeting  
July 9, 2008**

1. Call to Order – the meeting was called to order by President Tammy Pressley
2. Attendance – the attendance roster was signed. Those in attendance were: Barbara Green, Hilary Palonsky, Melissa Wood, Judy Heilnis, Dianna Cooper, Mary DiSano, Rhonda Riley, Ines Park, Madi Krevat, Tammy Pressley, Laura Linton. Principal Ellzey was also in attendance.
3. Introductions – all attending members introduced themselves so that all new members would be acquainted with existing members. Also, some existing members were on new committees.
4. Approval of June 3, 2008 minutes
  - a. Sherry Silcox sent out meeting notes
  - b. Hilary Palonsky made a motion to accept notes as corrected/approved
  - c. Budget was approved as well
5. Communications – Barbara Green, VP-Communications gave the report as follows:
  - a. Newsletter
    - i. Newsletter Editor is Rula Khayrallah
    - ii. Newsletter will go out on August 18<sup>th</sup>.
    - iii. Newsletter deadline is August 13<sup>th</sup>.
    - iv. Newsletter 1<sup>st</sup> copy will be a hard copy, the rest will go on the Web site, though there may some that will be mailed to those who do not have access to the Web site. That number is probably <10.
    - v. Newsletter dates are on the Web site
  - b. Directory
    - i. Directory is \$5 if no one in the family has joined the PTA
    - ii. Directory is free for those who have joined the PTA
    - iii. Directories are 1 per family – those wanting more may purchase them for \$5 each (there may be some children who do not get the directory)
    - iv. Directory release date is slated for mid-October
  - c. Web site
    - i. Rula also edits the Web site
    - ii. Mr. Sherman – Track 2 Science Teacher is the staff contact for the Web site – email: [tsherman@wcpss.net](mailto:tsherman@wcpss.net)
    - iii. Principal would like the PTA President to encourage parents to visit the Web site. All pertinent information, forms, PTA links are on Web site.
6. Operations – Hilary Palonsky, VP-Operations gave the report as follows:
  - a. Grant Writing
    - i. There is no one in this position however there may be someone who will take it. Will find out by next meeting.
  - b. Wake Ed. Liaison
    - i. Barbara Green was introduced as the liaison
  - c. Kids' Voting

- i. There was a discussion around the fact that the voting will not take place at school, but at the precinct and not all children may be able to participate because of this.
    - 1. There will be volunteers needed at the precinct for the kids' voting.
  - ii. There was a discussion of bringing the voting to school (at lunch time perhaps) and tallies taken to the precinct or just counted at school and announced.
  - iii. There will be a two-hour delay on Election Day so that parents may take children with them to the precinct. Traditional schools have the day off for voting.
  - iv. The Principal made a note that school is in session for year-round on Memorial Day, and perhaps that the "summer break" should be extended to two weeks instead of just one.
- 7. Services – Laura Linton
  - a. Back to School Gifts
    - i. Gifts included magnetic clips, note pads, and birthday gifts
    - ii. There was also a back to school breakfast for the staff
  - b. Staff Hospitality
    - i. Responsibility is to cater the staff meetings
  - c. Staff Appreciation
    - i. PTA sponsored
    - ii. Responsible for breakfasts, birthdays, etc.
  - d. M10 Meeting for the new Mills Park Middle School – Hospitality will cater this event which is Thursday, July 17<sup>th</sup>
- 8. Ways and Means – Dianna Cooper
  - a. Magazine Sales
    - i. Question: Which part of the budget covers wheel prizes? Answer: It comes out of the Magazine Sales.
    - ii. Magazine Sales start end of the month
    - iii. PTA President will be promoting magazine sales
  - b. Spirit Night
    - i. Ines Park is the new coordinator
    - ii. Some restaurants were suggested to Ines to use for Spirit Nights such as ZPizza (20% goes to our school), Dairy Queen in Morrisville, Rita's, etc.
    - iii. Spirits Nights are typically 4 or 5 nights throughout the year, but could be more
    - iv. Someone is always tracked out so extra nights would be better
    - v. Make spirit night dates closer to track in/track out dates
  - c. Fundraiser Dates
    - i. Dates are also close to track in/track out dates
    - ii. Collection Days are the days where more volunteers are needed
    - iii. PTA President handed out important fundraiser dates along with the PTA Board Meeting dates
  - d. Membership
    - i. Rhonda Riley is the new membership coordinator
    - ii. There were 152 new members from Meet the Teacher

- iii. Rhonda got more before the PTA meeting began
  - iv. There will be more coming from Track 4 Meet the Teacher
  - v. The PTA President sends out a weekly email that will include updates on PTA membership
9. Treasurer's Report – Doreen Salembier
- a. There was a \$19000 carryover from last year's budget, but that reflects the \$12000 Spirit Wear sales from the Track 1,2, & 3 Meet the Teacher for this year.
    - i. June 30<sup>th</sup> is the national deadline for PTA Budgets
    - ii. Spirit Wear sales from Meet the teacher will be separated from the carryover on the budget
  - b. Doreen will announce the budget at the Open House on Tuesday, July 23<sup>rd</sup>
  - c. There is no line item for Special Events. That is covered under Hospitality.
  - d. Bulk Mailing Expense – Laura Linton will ask what that covers
  - e. Instructional Grants cover computers, workshops, etc.
  - f. Student Grants cover those children who cannot afford field trips and other school expenses
  - g. Spirit Night budget is \$200 which covers copying sheets, etc.
    - i. This number may need to be adjusted
  - h. Spirit Wear and Planners Expense/Income was not covered on last year's budget
  - i. Laura Linton and Tammy Pressley will talk to Doreen about budget changes and the budget will be voted on at the 1<sup>st</sup> PTA Meeting/Open House on Tuesday, July 23<sup>rd</sup>
10. President's Report
- a. PTA Board list
    - i. There will be no phone numbers on the Web site
    - ii. Send all changes to PTA President
  - b. PTA Meetings
    - i. All meetings are on the 1<sup>st</sup> Tuesday of every month with some exceptions (this meeting was held on Wednesday)
  - c. Thank You Notes
    - i. Mary Morris, school nurse, sent a thank you note for the energy bag gift
    - ii. Receptionist sent a thank you note
  - d. Tutoring Center wants Ad on Web site
    - i. A new center at Carpenter Village wants an ad on the PTA Web site and will give \$50 for every SMS student that registers for tutoring.
    - ii. After some discussion, the idea was rejected. Other companies will look for ad space if PTA begins to allow ads.

- e. Track 4 Meet the Teacher
  - i. Meet the Teacher is Thursday, July 24
  - ii. Volunteers are needed to sell Spirit Wear, etc. – contact Jenny Cass
- f. Fundraising – Harlem Wizards
  - i. Laura Linton received request from Jenny Cass to research this fundraising though Laura would not like to be head of this project, but perhaps a subcommittee could be formed to put this together.
  - ii. They are like the Harlem Globetrotters and put on a basketball show. They play an exhibition game with a team of 25 staff members, plus do other tricks, etc.
  - iii. The show is 2 hours long.
  - iv. Best Date – October 24, 2008
  - v. Best Option – Option #3 – Flat Guarantee
    - 1. Pay \$4950 (+ 4 hotel rooms at high rate hotel) up front
    - 2. We will not incur travel expenses for the date because they will already be in NC in another city the day before
    - 3. Requires a \$1600 deposit
  - vi. Gym holds 693 per the fire code, though Coach Daniel has said it could hold 1000 – average seats would be about 800
  - vii. Tickets have to be at least \$10 per head and have a deadline for buying the tickets. Tickets would be more at the door if available – e.g. \$12 instead of \$10
  - viii. Fundraising could make \$2000 profit if all tickets sold plus any dinner sales (if we decide to sell dinner), concession sales, spirit wear sales. Team will give us 10% of all their article sales (t-shirts, balls, etc.) up to \$1200. Team will also donate a signed ball for a raffle. There will be an autograph session after the game and a half-time show.
  - ix. This would be a joint staff/PTA event and could be billed as a “Family Night” event. The team would help with advertising for the event.
  - x. The Principal noted that the Athletic Department (boosters) could be in charge of concession sales and keep the profits.
  - xi. Discussion was held re: Harlem Wizards and was touted as a good idea by all.
    - 1. Some problems with fundraising that were noted were: poor ticket sales; if sold out some people may not be able to have all family members come; students would come alone (or alone in groups) and who would be responsible for them.

#### 11. Principal’s Report

- a. It has been a good couple of “first” days at school
- b. Sixth grade class largest on record for SMS
- c. Open House is on July 22

12. The meeting was adjourned at 9PM.