

Underwood Elementary PTA Minutes
Date: January 7th, 2008 Time 4:00 pm

EXECUTIVE STAFF PRESENT

Jacqueline Jordan, Principal

BOARD MEMBERS PRESENT

Sheila Benny, President
Kathy Perkinson, Vice President
Lesia Lee-Koonce, Secretary
Kathy Cassidy, Treasurer

FOLLOW-UP

CALL TO ORDER

Committee Chair called the meeting to order at 4:00 pm. A quorum was in attendance and remained so for the duration of the meeting.

Meeting
officially began.

FIRST AGENDA ITEM

Welcome and introduction of Board Members, parent and teacher members present. Minutes from December meeting reviewed and approved by quorum.

Approval of
December 2007
minutes.

SECOND AGENDA ITEM

Reports from Principal Jordon, PTA Treasurer, Vice President and Teacher Representative and Committee reports:

-Principal Jordon reports – the loss of Mrs. Richards 1st grade Teachers Assistant and Ms. Davis K- Teachers Assistant. She is currently working on filling positions open for a part time ELS Assistant, and 2 Teacher positions.

-See January Treasurers Report: Kathy Cassidy reports a check for \$511.40 from Food Labels

-Kathy Perkinson reports on the January 28th Magnet Middle School Information Program. Designed to assist parents in choosing a Magnet Program for Middle School. Kathy also reported on a Program to support teacher Projects. Projects proposed by teachers and the community support them. (DONORCHOOSE.ORG).

-Mrs. Ware reports on a Wake Co. offered Grant Writing Program. Also a surprise program for the 4th grade students to support a writing project. Teacher

FOLLOW-UP

Stipend reports are due. After Spring Break all additional monies will be used for class room support. The Teachers loved the Holiday packs and Desserts from the Dessert Committee. They all send a big, Thank You to the PTA.

- The Book Fair was again a great success! Ongoing decision on how the monies from the event will be used to support the school. See Diana Callaghan for additional information on this project.

-The Spirit Committee needs 48 items to make another order for school spirit items. Information to go out to parents, staff and students on order plan. The Spirit Cart is open every Wednesday from 0:845 to 09:10 AM outside the media center. Order forms for items are available online and in the school office. Purchases can be made with or without the order form. See Catherine Anthony for additional information on Spirit Items.

-Sheila Benny report the school had 3 entries for the Reflections Program this year. Plans are in process to focus more support from the PTA on the program.

-New Food Label coordinator – Melissa Welch the program is doing well.

THIRD AGENDA ITEM

New and Ongoing Business reports:

-Anne Cooper: to meet with the teaching staff re: plans for Arts Pleasure and PTA support.

-PTA spring schedule review by all present. Led by Sheila Benny PTA President. The calendar is packed with events throughout the school year. Look for updates. Also included in the area:

-A need for a new Newsletter editor. Danielle Nixon has resigned. We would like to thank her for all the support.

-A more effective way to use the Yahoo Group.

-Pilot program- Lunch Buddies- reading to students for 30minutes during lunch.

-Room parent Best Practice Project- ways to more effectively utilize volunteers.

-Ongoing projects:

- The calculator request for students. Plans to draft a letter to go out to parents on the issue.

-Books as gifts for teachers ongoing.

-Community use forms ongoing.

-The PTA By-laws to be Revised by June 2008 ongoing.

-The PTA will file 2007 income taxes.

-Jenifer Simone to stand in as newsletter editor. Items due by January 11th 2008.

FOLLOW-UP

FOURTH AGENDA ITEM

-PTA Health and Fitness Focus: The PTA would like the students to participate in a Fun Run.

OTHER BUSINESS

NEXT MEETING February 4, 2007

Save the date!

ADJOURNMENT

Thanks to all in attendance. Meeting closed by Sheila Benny PTA President

____Lesia Lee-Koonce_____

Name

Recorder