

RAGSDALE HIGH SCHOOL PTSA BOARD MEETING
MONDAY, AUGUST 1, 2011

I. The August 2011 meeting of the Ragsdale PTSA Board was called to order on Monday, August 1st at 6:30 PM by President Rebecca Scheffer.

In Attendance: Rebecca Scheffer, Dr. Kathy Rogers, Ana Atwater, Cindy Ellis, Mike Ellis, Sara Lempp, Kelley Schaefer, Tia Crouch, Kelly Redfern, Amy Petitfils, Katharine Byerly, Donna McLamb, Carole Kennedy, Annette Bryant, Vickie Ebright, Angie Mangum Joelle Fucini, Mary Platek, Kelly Mantek, Carole Neale, Susan Fischer, Virginia Kananui

II. Old Business: Cindy Ellis read the minutes from the prior meeting of May 2, 2011. A motion was made by Donna McLamb to approve the minutes as read. The motion was seconded and approved unanimously.

III. Treasurer's Report: Sara Lempp reviewed the Year End 2010 – 2011 Treasurer's Report and indicated that there is \$5,031 Cash on Hand to start the new year.

A. Review of the 2011 – 2012 tentative Budget. Following discussion of the tentative budget a motion was made by Kathy Byerly for the PTSA Board to approve the Budget as submitted and present it to the Full PTSA membership at the first meeting scheduled for September 19th. The motion was seconded by Mary Platek and passed unanimously. (copy of approved budget attached)

B. Discussion of the Reimbursement Form. The form needed to request reimbursement of funds was reviewed. The form will be located in the PTSA box near the office.

IV. Reports of Officers:

- A. President Rebecca Scheffer:** Reviewed the Mission of the PTSA so that all Board members were familiar with their responsibilities. Requested that everyone complete a Code of Ethics form. Reminded all Board Members to join the PTSA as it is a requirement in order to serve on the Board.
- B. Vice President Ana Atwater:** Talked about PTSA mailbox and encouraged everyone to check it periodically as any materials for Board members will be put in the mailbox. Also talked about the PTSA Board Roster and asked everyone to review it to make sure the information was correct.
- C. Principal Dr. Kathy Rogers:** Dr. Rogers updated the Board on Construction and start of school events.
1. Groundbreaking Ceremony for construction will take place on Thursday, August 11th at 10:30 AM.
 2. Open House will be Sunday, August 21st from 2:00 – 4:00 PM.
 3. Schedules for students are close to complete and will be mailed on Monday, August 8th at latest.
 4. Reviewed the student parking arrangements for the new school year.
 5. At present there are 1,360 students enrolled for the new school year.
 6. Charles Burns will be a temporary Assistant Principal this year. Mr. Burns is a retired former principal and teacher.
 7. The Board is invited to attend the Teacher Luncheon on Friday, August 19th. President Scheffer encouraged Board to attend the luncheon so they could be introduced to faculty. If unable to attend the luncheon another opportunity to meet faculty would be on Monday, September 12th at the first faculty meeting.
 8. Dr. Rogers encouraged Board members to e-mail her with any questions.

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V. **Reports of Committee Chairs**

- A. Membership – Kelley Scheffer/Tia Crouch:** There were 282 members last year. Discussed plans for encouraging membership this year. Will need volunteers at Teacher Luncheon and at Open House to sell memberships.
- B. Volunteer Coordinator – Kelly Redfern**
- C. Newsletter – Rebecca Scheffer/Ana Atwater:** David Drewery was not in attendance. Discussed linking the Newsletter to the Web Page. Also will explore linking the newsletter to Dr. Rogers's weekly notes.
Reviewed a Brochure that will serve as the first newsletter with information about PTSA, membership, important dates, volunteer opportunities and other pertinent information. Would like for the Brochure/Newsletter to be mailed out with the student's schedule. (tentatively, Monday, 8/8) Mary Platek made a motion to send the brochure to the printer and go with the white and color brochure if price is the same (\$104) or no more than \$25 over the price of the plain brochure. Kelly Redfern seconded the motion and it passed unanimously. Expense will come out of the Newsletter budget.
- D. Legislature – Melody Chamberlain:** No Report
- E. Bulletin Board – Amy Petitfils:** Identified the PTSA bulletin board and also will have responsibility for bulletin board in the Center (former Middle School building)
- F. Web Page – Sam Kananui:** No Report
- G. Beautification – Katharine Byerly:** Dr. Rogers requested that we look at doing some sort of landscaping outside the new entrance to the Center (old Middle School). Also discussed the Teacher Lounge. PTSA has gotten some carpet donated for the lounge and will steam clean the furniture. Also discussed doing something in the cafeteria to make it more appealing.
- H. Publicity – Carole Kennedy/Donna McLamb:** Discussion of contacting Jamestown News and other media to give information on Open House and groundbreaking ceremony. Also discussed trying to submit information to Channel 2 (Educational Access)
- I. Hospitality – Ana Atwater/Annette Bryant:** The first event is the Welcome Back Lunch for faculty and staff on August 19th from 11:45 – 1:00. Need volunteers to bring salads and also need volunteers to help set-up and clean-up.
- J. Academic Incentives – Vickie Ebright/Angie Mangum:** Incentives in the past have included coupons and recognition for A/B honor roll and also for teacher nominated awards.
- K. Enrichment Grants – Joelle Fucini:** Discussed ideas for promoting and encouraging teachers to apply for Enrichment Grants. Last year awarded \$2,505 out of \$3,000 budgeted amount. Talked about discussing at a Staff meeting to make teachers aware of the funds and also highlighting the awards in the Newsletter.
- L. Reflections – Mary Platek:** The theme for Reflections this year is "Diversity means...". Dates for submission are not yet available. We need to encourage students' participation in this program.
- M. Furniture Market – Kelly Mantek/Carole Neale:** This is the major fundraiser for the PTSA and involves volunteering to go to Furniture Market and "man" a beverage cart. Fall dates are October 22 – 26 and Spring dates are April 21 – 26. Volunteers leave Ragsdale at 3:00 PM and return by 7:00 PM. School is paid for volunteer hours and also receives tips while volunteers work.
- N. Teacher Appreciation – Jennifer Sparks:** No Report
- O. Awards – Lisa Cook/Adele McGugan:** No report at this time. Submissions are due by 3/1/12.

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VI. Unfinished Business – None

VII. New Business - None

VIII. Announcements/Dates –

- * PTSA Board meetings will be held the first Monday of the month at 6:30 PM.
- * The **September meeting** will be held on **Tuesday, 9/6 @ 6:30 PM** since Monday is Labor Day.
- * Faculty/Staff Welcome Back Luncheon – Friday, 8/19 – 11:45 – 1:00
- * Open House – Sunday, 8/21 – 2:00 – 4:00 PM
- * General PTSA Meeting / Walk the Schedule Night – Monday, 9/19 – 7:00 PM

IX. Program – Rebecca/Ana: Reviewed resources available on the NCPTA.org website to find information about your particular position. Also handed out some materials related to duties of members. Currently two critical open positions on the Board that need to be filled. One is for Family Education and the other is for Corporate Fundraising.

X. Adjournment: President Rebecca Scheffer adjourned the meeting at 8:35 PM.

Respectfully Submitted By:

Mike Ellis / Cindy Ellis
Secretary