

**Minutes of the Northview High School PTSA
Executive Board Meeting
Tuesday, August 21, 2007**

Martha Bernstein, Co-President, called the meeting to order at 7:10 p.m. and welcomed everyone to the PTSA Board and stated that both she and Susanne Warren, Co-President, appreciated the members.

Members in attendance were:

Martha Bernstein, Kelly Charles-Collins, Sonia Dara (Student Council President), Gail Dowling, Marti Elliott (Faculty Representative), Bonnie Futterman (Faculty Representative), Felicia Gialenios, Freda Hardage, Jackie Kidder, DeeDee Kim (Student Council Secretary), Linda McCain, Donna McCarthy, Kim McNaron, Judy Marcopulos, Julie Pitman, Deb Powell, Sandi Rose, Molly Ruttle, Nancy Starks, Susanne Warren, and Mr. Zervakos.

Introductions were made to start the meeting. Mr. Zervakos thanked all the members for being present. Martha and Susanne presented each member with a token of appreciation (Georgia PTA memo holder) from the Georgia PTA Leadership Meeting held this summer.

Susanne Warren asked for a motion to approve the Executive Board Meeting minutes held on May 15, 2007. Copies were distributed for those who did not receive the minutes prior to this meeting. The motion was made by Kelly Charles-Collins and Donna McCarthy seconded the motion and it was approved.

Treasurer's Report

Freda Hardage distributed the NHS 2007-2008 Budget. Freda stated that the 9/1/2006 is the amount we have spent through today. We have ten (10) more days left with this budget and every bill has been paid to date. The second column is the amount that we need to budget for next year. The only thing that stands out -- is why we have budgeted so much less on Membership Income. Membership is different this year because we did not include the Directory and the Yearbook in the Membership Drive so therefore, that money was backed out of income and expenses. Susanne stated if anyone has any questions or changes, we need to be made aware of this and it will be worked on. Gail Dowling stated that the Career Center is anticipating more students to graduate this year and are adding a computer and wanted to know if it would come out of the PTSA budget or the school budget. Gail stated that the question was raised by Janet Fish who is co-chairing the career center this year. Mr. Zervakos stated there is no particular budget for this and that usually each department has their own budget (ex: Counseling, etc.). Gail will check with Janet Pratt who did Career Center last year and look into this matter. Gail asked what "Facilities Enhancement" included and Freda mentioned that this could include things such as trophy cases. Mr. Zervakos clarified that "Facilities Enhancement" includes anything "permanent" purchased for the school (trophy case, art case, etc.).

Sandi Rose stated that we just paid out the Email Database Expense (\$250.00) and asked the location within the budget. Susanne Warren stated it was placed under "PTSA Admin Expense" and maybe this should be a separate line item under "Communications." Freda stated that right now, it is located in "Miscellaneous." Sandi Rose has volunteered to work on this project. Sandi mentioned that the software is presently running. Martha stated that with this database we can target certain areas to contact such as "Senior Treats, Blood Drive, etc." If you need something communicated – this is our reference tool. Freda stated that for the future, this annual line item will be placed under PTSA Admin. – "Email Communications."

The subject of Project Graduation was brought to the table. Sandi Rose stated that the board a few years ago agreed that the PTSA would carry over "up to" \$2,000 for Project Graduation and that the PTSA would agree to fund "up to" \$2,000. It was also agreed at that time if all the funds were not spent that year – the remaining money will rollover to the next year's budget. Last year's group carried over \$2,000 so this money carries forward and PTSA supplements with \$0 but ultimately the \$2,000 is still there but rolls over for next year. If you look on the income side – it states "Prior Year Balance Forward – Project Graduation -- \$2,000. The expected Project Graduation income is \$25,000 with a total of \$27,000 worth of income and the expenses for this year is \$25,000 so therefore, the \$2,000 is still in the budget. Finally, there is \$2,000 additional dollars being supplemented either through their "carry over" or through PTSA. This year it is from their "carry over."

Martha stated that this budget is a draft – the lowest number it can be... It can be more... Sandi Rose stated an example – if they bring in \$39,000 – they can spend \$37,000 on Project Graduation; if they bring in \$41,000 – they can spend \$39,000. The difference cannot exceed \$2,000. Therefore, we always have money for next year.

Sandi stated that last year, the PTSA carried over \$1,300 and PTSA gave them \$700. This year they are carrying the whole \$2,000 over...

Freda reminded everyone that all of the "income numbers" and it doesn't matter which column it is in -- we are in the middle of collecting this income such as Membership Income. Martha mentioned we can adjust the numbers downward or upward according to what is needed in your area such as postage (with the rate increase), etc.

Freda stated that the official audit of the books is complete.

Martha asked if anyone had any questions on expense reimbursements (completing check requests, etc.) These forms are on-line but they are also in Freda's mailbox. Make sure to attach the proper documentation. Freda will check her mailbox a couple of times a week and reimbursements will be issued.

Freda stated that if you are processing checks for income – there are two pieces of paper that has to come with every check – the first is the Listing of every check and all the cash

and then the second is the Reconciliation Page that lists the amount of \$20's, \$10's, etc. and two people have to sign this before submitting to Freda.

Martha stated that on Monday, August 27, 2007 – Curriculum Night, the budget must be approved. We are not meeting in the Gym as we usually do -- due to the number of parents. We will have to handle the passing of the budget by closed circuit television. The PTSA Presentation will be presented to the parents via video to vote nay or yea on the budget. The parents will go to the homerooms first and we will rely on the teachers to take the vote on the budget. Freda designed the ballot and we are working on student and parent volunteers to collect these and bring them to the front office and get the approval of the budget this way in order to move forward with the approved budget on Curriculum Night. If any questions are raised, the homeroom can call the Front Office for answers. The budget that the homerooms will receive will be the numbers budgeted for this year – it will not include last year's numbers.

Principal's Report

Mr. Zervakos stated that we have had a very good start. The enrollment is at 2,700 instead of the projected 2,750 and shows that the growth projected is not as fast as they were thinking (many townhomes are vacant) which means that the number for next year will be less and probably we will never see the 3,000 number at NHS. Also, there was a diligent job this summer to have the post office inform the school of forwarding addresses so that those parents and students could be informed that they need to attend the school within their district and the result was withdrawing twenty (20) students. Mr. Zervakos stated that NHS is fully staffed. There are new lockers, therefore each student did receive a locker. The new lockers are 15 inch lockers instead of the older lockers at 13 inch and were received at the 13 inch price due to the lack of supply to have them installed by information day.

The Student Council is having "Welcome Week" this week. Also, on Friday night, there will be a scrimmage game and "Screen on the Green" with the showing of "Remember the Titans."

The Practice Field is presently being bid on by several construction companies. There are also two factors involved: the land development cost and the expenses that the city of John's Creek charges. Mr. Zervakos further discussed specifics regarding the practice field.

Student Council President Report

Sonia Dara and Deedee Kim discussed that the Student Council is presently having Welcome Week. On Monday, donuts were distributed to the students; Tuesday, popsicles were distributed to the students; Wednesday, the school's Club Fair will be held; Thursday is Karaoke in the lunch room; and Friday there will be a Pie Eating Contest. It was suggested that someone from the yearbook take pictures of these activities. It was also suggested that some of the pictures with a short article be submitted to the John's Creek Herald via Email.

Teacher Representative's Report

Marti Elliott and Bonnie Futterman – There are many new teachers this year at Northview and the transition has been very smooth due to the good organization of Northview. Martha stated to Ms. Elliott and Ms. Futterman to contact the PTSA in regards to needs for volunteers.

Co-President's Report

Susanne Warren stated at this time that as a Board, we need to pass the Budget. Susanne asked for a motion from the floor to pass this Budget as presented tonight. The motion was made by Kelly Charles-Collins and Deb Powell seconded the motion and it was approved. The floor was open to discussion – no discussion took place. The vote was taken and the budget was passed. Susanne stated that the budget will be presented on Monday night, August 27, 2007 at Curriculum Night.

Susanne stated that she has a letter from the Department of Revenue to be given to the Vice-President's. The school can purchase items tax-free that the school will "resell". We cannot purchase items such as food for the teachers, items for the PTSA office, etc. with this letter.

Martha stated that each committee should setup a binder for their committee. This makes it easier to transition responsibilities to the next committee chairperson. The binders are available in the PTSA Room. Martha stated that the first item in the binder should be the Roster that Julie Pitman has compiled that includes Board Members, Vice-Presidents, Committee Chairs, etc. with their phone numbers, Email addresses, etc.

Julie Pitman stated that there will be several corrections made to the Roster and she will Email the changes to everyone.

Martha stated that there are several forms (example: request a room for a meeting, etc.) are available from Susanne and are also on the school's website.

Martha requested that everyone check their school mailbox at least once a week (the school office is open until 4:30 p.m. daily) and check Email's as much as possible.

Martha compiled a Volunteer's Spreadsheet with approximately 120 names of parents who returned it with their PTSA membership forms. It was distributed to all attendees. The Spreadsheet has been updated and please note that there is an "asterisk" next to the Senior Parents. This could help VP's with Senior Treats, Project Graduation and other opportunities when parents of Seniors are needed. Martha asked all VP's/Chairs to call or Email their volunteers as soon as possible even if the need for volunteers for a certain area will not be until the Spring. We especially want to encourage parents who do not traditionally volunteer at school to join in. This could draw parents into the school, especially for certain events such as "International Night", etc. We can

present volunteer opportunities to all parents, some of which do not speak English, to include stuffing newsletters. Martha stated that we need to express our appreciation to all parents that have stepped forward to volunteer. Let them know that they are needed. Our parent volunteers are a valuable resource that we need to use effectively

Martha stated that the Vice-President's that have standing Committee Chair's should be invited to the Board Meetings – it's not mandatory but especially as we are getting closer to an event such as Community Outreach or the stuffing of the *Titan View* Newsletter – let your Committee Chairs feel free to present to the Board the project that they are presently working on and for them to tell us what they need in order to get everyone involved in the different activities.

Communications Report

Co-Vice President, Molly Ruttle stated that they do not have a lot to report because they are just getting started but updates for the website should be Emailed to Kathy Samoline. The next *Titan View* Newsletter article deadline is October 16, 2007. The Newsletter has a new Editor, Janice O'Connor.

Sandi Rose suggested that the PTSA News Email be sent out on Wednesdays on the website. Sandi stated the deadline for the Wednesday Email will be Monday evening by 6:00 p.m. Sandi will then forward these to Susanne and Martha for their review and then Sandi will send the Email out each Wednesday. Sandi stated that announcements must be planned ahead of time in order to be included in the PTSA Email which goes out to approximately 1,380 families. Sandi stated that we have approximately 380 Seniors this year. The PTSA Email numbers are not final -- due to the PTSA Membership still being ongoing.

Hospitality

Donna McCarthy stated that their first event was a Welcome Back Luncheon held for the teachers on Friday, August 10, 2007 which was catered by Atlanta Bread for a staff of 230. The luncheon went well and was well appreciated. Mr. Zervakos stated that the present Teacher and Staff number is at 244.

The next event is "Newcomer's Breakfast" which is being handled by Martha Smith.

Membership Report

Felicia Gialenios stated that the present totals for PTSA Membership are 68 members at the \$125 level; 81 members at the \$75 level; 615 members at the \$50 level; 70 members at the \$5 level; and 138 teachers as members thus far (this does not include the mail-ins or the upcoming Curriculum Night). There is a contest between the student grades for PTSA Membership. This contest will continue until September 7, 2007 for the students /parents to join the PTSA. The Freshmen are presently winning and the Seniors are in second place. The students can even join at the \$5 level and be included in the contest. There will be four (4) American Express Gift Cards given to whatever class wins. Freda Hardage stated that we are presently \$4,000 away from goal.

Felicia stated she and Karen Parker-Lisk are presently working on the School Directory and that the front and back covers of the directory are complete. There is a meeting being held next week regarding the School Directory.

Martha asked for everyone to promote and solicit the School Directory ads to friends that we know that have local businesses. The School Directory is self supporting. A full page is \$100. The front and back covers were taken quickly and sold at \$250 each. The inside back has also been sold. The Directory Ad Sales Form is on the website.

School Services

Gail Dowling reported that the Career Center is being “cleaned up” and rearranged tomorrow. The front office volunteers are fully staffed. The front office has requested one additional parent daily for the hours of 11:00 a.m. to 1:00 p.m. due to the lunch time being so busy in the front office. Gail is going to speak with the substitutes first to see if these spots can be filled. If the contacted volunteers cannot commit to a three (3) hour timeslot – they will be referred to the Media Center or Career Center for volunteering. Also, both of these departments are requesting more volunteers at this time.

Gail stated that Parent-to-Parent will be starting in September.

Gail stated that Campus Beautification was held on July 28, 2007. Mr. Zervakos stated that it was very successful.

Student Enrichment

No Report.

Student Services

Linda McCain stated that she and Kim McNaron have contacted all of their Committee Chairs. Linda reported that Kim is presently working hard on Project Graduation. Kim stated that Jillian’s has been reserved and secured for Project Graduation which is being held on Graduation Day, Sunday, May 25, 2007. Kim stated that she is currently working on Senior Treats fund raising. Kim stated that there will be mailing going out to Parents next week regarding donations for Senior Treats.

Mr. Zervakos announced that this year’s Graduation will be held at the **Georgia Dome on Sunday, May 25, 2007 at 3:00 p.m.** Mr. Zervakos requested 15,000 seats for graduation and the school will not need to deal with tickets this year.

Old Business

None.

New Business

Susanne mentioned “Priority Reports.” She distributed the pamphlets with the blank forms listed for the all the Committee Chairs to complete the forms/reports that are due in February 2008. Martha stated that we have the prior reports from previous years which

the Committee Chairs can review. Martha emphasized how important these reports are to the school and the community.

Martha Bernstein and Julie Pitman stated that updated Roster's of the PTSA Board and Committee Chairs can be accessed through the school's website.

Martha stated that the bulletin board in the PTSA Office will have a calendar of important dates and events. Susanne distributed the dates of the upcoming Community Meetings and Chattahoochee/Northview Cluster Meetings.

Susanne stated that the NFC School of Information will be held on August 29, 2007 at the Teaching Museum and will start at 9:00 am. and should be over by lunchtime. Mr. Wilson, the Superintendent, will be the key note speaker. Susanne stated that all Board Members, Vice-President's and Committee Chairs are invited to attend, especially Membership and Reflections. Susanne will confirm the times to everyone via Email.

Martha reminded everyone to continually check their Emails.

The next Executive Board Meeting will be held on Tuesday, September 18, 2007 at 7:00 p.m.

The meeting was adjourned at 8:25 p.m.

Respectfully Submitted,

Nancy Starks
Recording Secretary