

**General Meeting of the  
Duval County Council of PTAs/PTSAs  
August 23, 2011**

**Call to Order**

The General Meeting was called to order at 10:05 am by the President, Melissa Kicklighter. The meeting was held at the Cline Auditorium of the Duval County School Board Building on Tuesday, August 23, 2011. The recording secretary recorded the minutes.

**Attendance**

There were 48 people in attendance and 39 schools were represented.

**Meditation**

Gretchen Lynch read the meditation.

**Parliamentarian**

Betty Marty reviewed the Parliamentary procedures for the protection of all members. She explained that a motion needs a second to show more than one member would like to discuss a topic. If a motion is from a committee, it does not require a second. The maker of the motion should be given the first opportunity to speak to that motion.

At Council meetings, delegates should show voting delegate cards and wait until they are recognized by the chair. They should identify themselves and the PTA which they represent before stating their business.

**Minutes**

The minutes from the April General Meeting were audited by committee over the summer, approved and will be posted on the DCCPTA website.

**Correspondence**

Terry Chrisley reported that one card was sent to Kim Sheldon for the death of her father. She also reported that she has input the new officers information. She stated that local units will not receive their PTA cards if they have not submitted their information.

**Treasurer's Report**

Mary Lobello presented the treasurer's reports for May and June 2011. The treasurer's handouts are attached. The report overview is as follows:

May 2011

Total Disbursement	\$14,336.32
Total Receipts	5,181.14
Ending Checkbook Balance	\$42,191.65

June 2011  
Total Disbursements       \$ 4,711.47  
Total Receipts               206.26  
Ending Checkbook Balance \$37,686.44

## **Executive Committee Report**

### **President**

Melissa Kicklighter reminded the local units to submit the new officer form to her. This information is that of President, 1<sup>st</sup> Vice President or the one who needs to receive the DCCPTA e-mails, Secretary, Treasurer and Delegate. She explained that the messages from DCCPTA will be sent through the Constant Contact program.

She also reminded everyone to have all books audited and to file taxes before November 15<sup>th</sup>.

Melissa encouraged all local units to be creative on how to implement this 8% program from Florida PTA which is to bring awareness to the fact there has been an 8% decrease of the base student allocation for each student at their respective schools. She reminded everyone that now is the time to contact your legislators to show support for public Pre-K to 12 education. Melissa also encouraged everybody to do volunteer work in honor of 9/11 by logging your volunteer hours between 8/17 until 9/13 and reporting them to the special program that will be announced in the September Highlights e-mail.

She encouraged all the local units to celebrate their success and apply for awards they are qualified for during the year.

### **1st Vice President**

Kim Sheldon introduced Jacque Bowen for the new district reading initiative "Read It Forward Jax".

### **2nd Vice President**

Mitzi Cavin reported that the STAR Team is the direct support to all local units and they are available to assist any local PTA for any issues. Mitzi introduced the STAR Team: Diana Elenz, Sharon Hodges, Patti Simmons, Mary Sulfridge and Eulyssa Williams. Felicia Bullock was not able to attend.

Mitzi also mentioned that there will be round tables for middle school and high school PTA/PTSA Presidents scheduled to discuss and share ideas on what is happening in schools and answer concerns and questions on September 22, 2011.

### **3rd Vice President**

Gretchen Lynch invited everyone to look at the committees and sign up for positions they are interested in participating in.

Gretchen Lynch introduced the Committee Chairs.

## **Committee Reports**

### **Advocacy/Legislative/Technology**

Gretchen Lynch introduced Vickie Hamby as the Advocacy Chair. Gretchen reported that this year's advocacy is about helping parents use their voice. She stated that Duval County signed a Memorandum of Agreement over the summer with the National PTA for the Common Core State Standards and Grassroots Advocacy grant. A group of DCCPTA board members will be traveling to Tampa mid-September for the grant launch and to learn how to present the advocacy training.

### **Awards/History Books**

Mandi Welch and Melissa Kicklighter gave out awards and certificates to different local units.

### **Bylaws**

Mindy Eisman reported that there are 62 local units who need to renew their Bylaws over the next school year. She asked that they check the list posted on the sidewall to see if and when their local units are listed to renew the Bylaws. Mindy reminded everyone to use the Florida PTA bylaws template, which is on their website.

### **Council/Local Unit Relations**

Betty Marty reported that there had been 44 local units so far that have filed 990 forms for 2010-2011. 21 of these have internal accounts and 23 have external accounts.

She added that many local units that have previously filed 990 EZ can now file the 990N electronic form. You are eligible to file the 990N, if the gross income for 2010-2011 was \$50,000.00 or less.

### **Cultural Arts/Reflections**

Rowena Nagales announced that the deadline for the Reflections Arts is on December 2<sup>nd</sup> at DCPS Bldg. from 9 – 12 noon. The Reflection theme for 2011-2012 is Diversity Means...She added that there is a new entry form and consent form that are required, and they will be posted on the DCCPTA website.

### **Environmental**

Melissa Kicklighter reported for Africia Davis and announced the Coastal Clean up on September 17, Saturday. Please check out the site at [www.coj.net](http://www.coj.net) for more information. Volunteers will receive a free t-shirt while supplies last.

### **Health/Safety Eyeglass Fund**

Laura Maloney reported that there were 4-5 vendors who have stated that they are interested in participating at the Fall Workshop and Community Resources Fair so far this year, but more are expected to commit as it gets closer to the date.

## **Hospitality**

Thank you to James Weldon Johnson PTSA for providing the refreshments at the general meeting.

## **Membership**

Gretchen Lynch announced that the list of benefits for PTA members can be found at the DCCPTA website. Benefits include special pricing for Jaguar tickets, discounts with the Cummer Museum, Tropical Smoothie and more. Apple products are also available online for Duval County parents.

## **Workshops**

Margaret Godke announced that the Fall Leadership Workshop is scheduled on September 14<sup>th</sup> at the Schultz Center. Registration and the Community Resources Fair starts at 9 am. She encouraged everyone to attend and bring more people to attend the training including those who are looking to serve as PTA board members. The schedule of the workshop will be posted at the DCCPTA website.

## **Consultants**

### **Community and Family Engagement**

Melissa Kicklighter reported for Vickie Drake and announced that the volunteer application and screening will now be done completely online and approved lists of volunteers will be updated and available to the schools online.

### **Exceptional Student Education**

Rosemarie Parsch announced the 65<sup>th</sup> Annual, FCEC- Florida Council For Exceptional Children State Conference will be in Jacksonville at the Crowne Plaza Jacksonville Riverfront Hotel from October 20-22, 2011.

Rosemarie mentioned that the Exceptional Student Education Advisory Committee posted their 2011-2012 new slate of Officers. The first ESEAC general meeting is on Thursday, September 22, 2011 from 9:30 am to 1:30 p.m. at the DCPS Administrative Building.

Rosemarie announced the save the date for the Annual Tools for Success Family Conference on Wednesday, February 29, 2012 at the Schultz Center.

### **Eyeglass Fund/Vision Screening**

Melissa Kicklighter reported for Tracy Scott and stated that 69,000 students were screened in Duval County Public Schools through the efforts of 1560 volunteers with 6,446 students being referred for further professional examinations. Donations provided 121 eye exams and eyeglasses who could not otherwise afford.

### **Food Service**

Melissa Kicklighter reported for Sara Murphy and announced that that school lunch price increased. She also shared that students who were on free and reduced lunch last year will keep their status until October 1, but new applications must be completed by that date or the students will revert back to pay status.

## **Teacher Supply Depot**

Chris Buckley announced the opening dates at the Teacher Supply Depot. She encouraged everyone to come volunteer and get supplies from the depot including membership envelopes. She reminded that old cellphones, aluminum tabs can be dropped off at the depot as well.

## **Unfinished Business**

### **Florida PTA 2011 Leadership/Convention**

Melissa Kicklighter reported that there were 42 registered delegates from Duval County who attended the Leadership/Convention at Innisbrook.

## **New Business**

### **2010- 11 Audit**

Mitzi Cavin reported that audit committee members did the audit: Mindy Eisman, Mitzi Cavin and Rowena Nagales.

Mitzi Cavin read the audit report as follows:

Total of All Accounts	Receipts	\$36,707.48
	Disbursements	34,195.01
Ending Balance		37,686.44
Outstanding checks		3,696.44
Ending Balance		41,383.67
Matching Ending Balance.		

Mitzi Cavin moved by direction of the Audit Committee to accept the July 2011-July 2011 audit. Audit was approved and will be filed.

### **2011-12 Budget**

Mary Lobello read the proposed budget for 2011-2012. She stated that there was extra money since we did not have to pay as much at the new P&P location. Mary reported that printing money was re-allocated to go to certain committees and the amount budgeted to technology was increased.

By direction of the budget committee, Mary Lobello moved to accept the proposed 2011-2012 budget. Motion passed.

Mitzi reminded all local units that audit should be done before the new school year started.

## **Program**

Jacque Bowen explained that the reading initiative is for all the students to be proficient in reading. She stated that the Superintendent's top priorities this year include reading, closing the achievement gaps and improving the graduation rate.

She added that they are providing reading instruction to everybody including the staff at our public libraries. They are asking parents to let kids read 30 minutes a day and turn the TV off and ask the kids what they read about. She added that they are working on pre-pilot and Fall pilot in selected schools with technology updates such as the new TV textbooks. They have trained over 200 teachers this summer on the Reading Initiative and have created a website for parents tips – Parent/Community links. The website for this initiative is [www.Readitforwardjax.com](http://www.Readitforwardjax.com) and contact information for Jacque Bowen is [Bowenj@duvalschools.org](mailto:Bowenj@duvalschools.org). She can be reached at 904-390-2136.

### **Superintendent's Remarks**

Deputy Superintendent Patricia Willis announced that they had a really good opening of schools. She stated that they had a challenge with transportation in different school but they had several police officers helping with the situation. She encouraged everyone to visit the school websites and check the Open Houses schedules.

The chief of operation support, Paul Soares reported that with the change in transportation in Magnet schools, they have revised some traffic routes. He stated that JSO Officers were available at each school to move traffic and added that there were just a lot of cars in general. He also mentioned that they will look at High Schools on the pick up route for parents to see how to improve traffic routes. For any questions, please email Paul Soares at [soaresp@duvalschools.org](mailto:soaresp@duvalschools.org). Paul Soares announced that the Hurricane has shifted to East, and they are not likely to issue any notification.

### **Adjournment**

The meeting adjourned at 12:30 pm.

Signed:  
Rowena Nagales