

**General Meeting of the  
Duval County Council of PTAs/PTSAs  
August 25, 2009**

**Call to Order**

The General meeting was called to order at 10:00 a.m. by the President, Annette Worthen. The meeting was held in the Cline Auditorium of the DCPS building on August 25, 2009. The recording secretary recorded the minutes for the meeting.

**Attendance**

There were 99 individuals in attendance, which consisted of 16 guests and represented 63 schools.

**Meditation**

George Marsh read a quote and the meditation.

**Parliamentarian**

Betty Marty reviewed basic rules of Parliamentary procedure with the members.

**Minutes**

The minutes from the April 2009 General meeting did not have to be approved because they were audited and filed at the end of the last school year.

**Correspondence**

Tiffany Reed reported that over the summer a get well card was sent to Cedric Cruse and a sympathy card was sent to Terry Chrisley on the passing of her father.

**Treasurer's Report**

Chris Buckley presented the audit committee report. The audit committee's report is attached. The report was approved. The report overview is as follows:

**Total of All Accounts**

Beginning Balance	\$31,908.45
Total Deposits	\$36,704.86
Total Disbursements	\$38,331.47
Ending Balance	\$30,281.84

Chris Buckley presented the treasurer's report on behalf of Shelley Gill-Cain. There were no questions, so the report will be filed for audit. The treasurer's handouts are attached. The report overview is as follows:

Money Market Account:

Beginning Balance as of July 1, 2009	\$30,688.93
Ending Balance as of July 31, 2009	\$27,691.49

Checking Account:

Beginning Balance as of July 1, 2009	(\$407.09)
Ending Balance as of April 30, 2009	\$ 846.45

Total of all accounts \$28,537.94

Chris Buckley also presented the 2009-10 proposed operating budget on behalf of Shelley Gill-Cain. Chris made a motion to approve the budget by direction of the Board of Managers. It was approved by the membership and is attached.

**Executive Committee Reports**

## **President**

Annette Worthen introduced the officers of the Duval County Council.

Annette asked that local units complete the officer information form and turn it in. She told everyone that we need to have correct information, so that they will receive their materials from the State office and National PTA. Also, the County Council will be sending out the newsletter electronically this year, so it can then be sent out to other local unit board members.

Annette reminded all PTA Board members, both local unit and County Council, that they must be members of a PTA or PTSA.

Annette encouraged members to become familiar with the DCC, Florida and National PTA websites.

Annette reminded everyone to make sure their Treasurer's from last year file the tax report. The 990 Form should be used. The letter behind the number 990 form that should be used is determined by the local unit gross income. Annette emphasized that while PTAs do not pay taxes, they could be required to pay a penalty if they do not file properly.

Annette discussed her experience at the National Convention and briefly described resolutions that were passed. She also discussed the Florida PTA Leadership conference and encouraged everyone to attend the Florida PTA Convention because the idea of combining State Convention and the Leadership Conference will be presented.

## **1<sup>st</sup> Vice President**

Frances Soper announced the speakers for the meeting. The speakers were Fran Phelps, DCPS Art Enrichment Program Coordinator and Resource teacher; Sara Murphy, Marketing Manager for Chartwells – the new food service vendor for the district; Ms. Stacy B. Aubrey, Executive Director of Riverside Fine Arts; Dawn Kaunike, U.S. Department of the Navy Southeast Regional School Liaison Officer and Judy Cromartie, Mayport School Liaison Officer (SLO).

## **2<sup>nd</sup> Vice President**

Gretchen Lynch introduced the Area Coordinators who were in attendance. She enjoyed speaking to many of the local unit officers over the summer. Gretchen also explained that we were here to help, but we could only do so if they contacted us.

## **3<sup>rd</sup> Vice President**

Victoria Richmond-Davies invited members to step up and get involved with the County Council through committees. She also announced the Committee Chair positions that were still open and told members to contact her if they were interested.

## **Committee Reports**

**Archivist** – No report

**Awards** – No report

**Bylaws** – No report

## **Council/Local Unit Relations**

Betty Marty reminded everyone of the requirements for the “Off on the Right Foot” award, which include the following: Bylaws must be up to date, Florida PTA dues must be paid, DCC dues must be paid, representatives from the local units must attend 2 of the 3 General meetings held before the award due date, and they must also attend the Fall Leadership Workshop.

**Character/Spiritual** – No report

### **Cultural Arts**

Reta Russell-Houghton reported that the Reflections program theme for the year is “...Beauty is...” and she explained how to access the program information at the Florida PTA website. The entry drop off information is as follows: Wednesday, December 2 between 9:00 a.m. and 12 Noon in the DCPS building sixth floor conference room. Reta also shared that she has not yet received information about the Reflections theme contest that is typically held in the Fall each year.

### **Environmental**

Chris Buckley shared information about the Coastal Clean-up project that is scheduled for Saturday, September 19, 2009. She is also gathering information about the ink cartridge recycling programs.

**Exceptional Student Education** – No report

### **Eyeglass Fund**

Tracy Scott reported that the grant money that was received in the past to support the eyeglass fund is no longer available, so the program is counting on donations from the local units to help in keeping it going for the year. She explained that the vision screening is held as early as possible in the year, so that follow-ups can be completed and referrals can be made to doctors for further eye exams. Tracy emphasized the importance of volunteers to run the program and local unit donations to help pay for the program. Students are screened every year in elementary school, then in sixth grade and eleventh grade.

### **Health/Safety**

Victoria Richmond-Davies reported on behalf of Chris Guajardo. Victoria stated that the Health Committee is sponsoring the Health and Community Resources Fair on September 30 from 9:00 a.m. to 12 Noon at the Schultz Center in conjunction with the Fall Leadership Workshop. There will be many vendors there with information on health issues and social services. This is an opportunity to make contact with these important resources, so they can be scheduled to participate in a health and/or safety events throughout the school year. Also, Lowrie Ward from the Duval County Health Department and Healthy Jacksonville will be hosting a session on how to set up a health or safety event at your school.

**History** – No report

**Hospitality** – No report

**Legislation** – No report

**Marketing/ Communications** – No report

### **Membership**

Gary Resch encouraged everyone to ask parents, grandparents, aunts, uncles, and businesses to join PTA. He stated that there are many membership awards available. Gary informed everyone about the OMDR system available from National PTA to assist with membership and communication with members, and

he gave the members instruction on how to access membership information through the Florida PTA and National PTA websites.

**Newsletter** – No report

**Parent Education** – No report

**P&P Luncheon** – No report

### **Publications**

Kathy Daber stated that she cannot wait to share the Handbook with the membership next month.

**Registration** – No report

### **Resources**

Joyce Morgan-Danford reported that she was looking forward to the next vendor's fair. She shared that a Business Resource Expo being held at the Sam's Club on Dunn Avenue. Joyce explained that Sam's Club offers incentives to schools for various things such as Teacher of the Month. She stated that Community Business Partners are out there and encouraged everyone to be using Business Partnership Agreements. Other businesses willing work with schools, including Dominos, Sonic, and Adventure Landing.

**Scholarship** – No report

**School Education** – No report

**Student Leadership** – No report

**Technology** – No report

**Volunteer** – No report

### **Workshops**

Samantha Lowry announced that the Fall Leadership Workshop will be held Wednesday, September 30, 2009 at the Schultz Center from 9:00 a.m. to 1:30 p.m. She shared that there will be 45 minute topic training sessions. Also, local units can receive a Study Discussion award if five or more local unit members attend. Samantha also explained that the Health and Community Resources Fair will be held in conjunction with the leadership workshop again this year from 9:00 a.m. to 12 Noon the same day. She stated that these events are free for all PTA/PTSA members and no pre-registration is required. The schedule is also being sent electronically to school Principals and local unit Presidents.

### **Unfinished Business**

PTA National Convention was discussed by Annette during her report. Frances Soper also showed everyone the t-shirt that she received for volunteering at the National Convention. Annette was also wearing the t-shirt.

Florida PTA Leadership Conference was discussed by Annette during her report. Melissa Kicklighter shared that she enjoyed the training sessions that she attended and especially enjoyed hosting the dinner for the local unit leaders from our district who attended the conference.

### **New Business**

There was no new business

## **Program**

Fran Phelps, DCPS Art Enrichment Coordinator and Resource Teacher, spoke to the members about the Visual Education Center. She explained that items may be checked out for use by teachers in their classrooms to support instruction. Fran shared samples of the items available and explained the check-out process. She also provided information about the volunteer program. There is a volunteer orientation that is scheduled for September 16 and September 30 from 9:30 a.m. to 11:30 a.m. This training prepares volunteers to visit classrooms with various items from the center and provide 15 minutes of instruction to the students.

Stacy Aubrey, Executive Director of Riverside Fine Arts, shared that they had been around for sixteen years and offer various outreach programs. They hold ten free concerts per year and have local, professional musicians who are available to come into schools to perform for thirty minutes. She shared that they have bused students to larger productions. For example, they did a production last year with Greenland Pines and Fishweir. Stacy gave the members the name of Heather Stern to contact for more information at [heather@riversidefinearts.com](mailto:heather@riversidefinearts.com). Stacy asked that everyone encourage their Principals to take advantage of the outreach programs and said that when they can they will give complimentary tickets to students. Stacy also explained that she was involved with the Arts for a Complete Education (ACE) group who works to represent the arts to the community at School Board and City Council meetings. They are working to make sure that the arts remain a priority in Jacksonville.

Dawn Kaunike, U.S. Department of Navy Southeast Regional School Liaison Officer and Judy Cromartie, Mayport School Liaison Officer presented information about the new role of the School Liaison Officers (SLOs) in Jacksonville. Both Judy Cromartie and Dawn Mills will serve the Navy families by assisting them with their transition into the community, especially with issues related to education. Dawn Mills will be serving the NAS Jacksonville families. ??? shared that this concept was not new to the military, but it was just now becoming part of the U.S. Navy. Judy shared the usefulness of the [www.militarystudent.org](http://www.militarystudent.org) website for all students and recommended it to everyone. Judy also stated that she had brochures with information available and was available to answer questions at any time.

## **Superintendent's Remarks**

Ed Pratt-Dannals thanked everyone for all they were doing, especially the communication and feedback. There have been many changes, including the middle school and high school schedules and transportation. He stated that they are trying to work through some of the frustrations, but our district still spends more for Magnet/Choice program transportation than most districts. He warned that there are still more budget problems looming with the class to class level of the Class Size Reduction legislation still to be implemented and finding a way to make up for the stimulus money that was received this year. There is approximately a \$135 million budget deficit that will have to be cared for in the coming year. He encouraged everyone to start thinking about and planning advocacy efforts. Again, he emphasized a great opening so far. Students are still showing up and schedules are being worked out, but he is pleased that students are choosing us over other options.

## **Ex-officio Reports**

**District Advisory Council** – No report

**State Board Member Reports** – No reports

## **Consultants**

**Teacher Supply Depot**

Chris Buckley reported that the Giveaway dates are set for the school year and the PTA Presidents or their representatives are eligible to attend. She also encouraged local units to send volunteers to work at the depot for a day because they have 12,000 ft. of space to manage. Chris shared the hours of operation as Monday through Friday, 7:30 a.m. to 4:00 p.m. She asked that if several people are coming to notify her in advance, so she can have projects ready to assign to them when they arrive.

### **Chartwells**

Sara Murphy, Chartwells District Marketing Manager, reported that she was excited to be here, and they were off to a great start for the school year. She shared that the management staff was very diverse and came with a wide array of food service work experience. Sara explained that prices will remain the same and mylunchmoney.com was still being used for payments, menus are available on-line or in hard copy at the schools, healthy menu options were being encouraged through various marketing promotions, and students on free and reduced lunch would maintain the same status for the first thirty days of school, but that they had to complete the application and turn it in by the deadline of October 4, 2009 to continue after that point. Sara explained that elementary school students only would be allowed to carry a \$1.50 charge on their account if they forget their lunch money, but it was only for one day – after that there was an alternative menu option. She also shared that negative balances from last year were carried over into this year. Sara was asked to share information about catering options through Chartwells , so she provided the name and contact information for the Chartwells Catering Manager – Stephanie Bond at [stephanie.bond@compass-usa.com](mailto:stephanie.bond@compass-usa.com).

### **Adjournment**

The meeting adjourned at 12:20 p.m.

Signed: \_\_\_\_\_  
Melissa Kicklighter