

September 8, 2021 / 1:45 PM / [Virtual via Zoom](#)

ATTENDEES

Administration: Katie Caggia (Principal)

Board Members: Carissa White (President), Avery Emery (VP Fundraising & Communications), Gloriann Austin (VP Programs & Hospitality)

AGENDA

Introductions & Check-in

Updates & Reviews:

- Budget Review & Approval - Carissa White for Tamara Cosgrove
 - Our PTA Insurance Policy has been updated for another year - cost=\$400.
 - Curriculum Funds Reimbursements requests starting to come in.
 - Spirit Shop did a flash sale of past years TShirts found during the PTA Closet Cleanout. We sold them at a deep discount of \$5 each and we so far have sold \$180 worth! Thank you Avery for setting these up in our Memberhub shop!
 - Lowes Foods sent us a check for \$252.88 this is from the shopping kickback we get when customers attach their shopper card to Apex Elementary School.
 - We also received \$68.51 for Amazon Smile!
 - AES has started to use their budget for Instructional Support. They have utilized about \$3000 of their \$6000 budget, PTA will be providing extra Reading support kits for Grades K-3 (they received these through wake county but classrooms would have had to share, now they won't) We are also providing letter tiles for grades K-3. Annemarie Devlin can talk a little more on both of these purchases. Welcome to the board Annemarie!!
 - I hear that our first spirit night at Fresh Local Ice Cream was a success, I haven't received that check yet but I believe it will be \$188
- Review & Accept [Code of Ethics](#), [Conflict of Interest Policy](#), & [Rules](#) - Carissa White - Please review these docs so we can officially accept them at our next board meeting.

- [Review Board Roles & Responsibilities](#) - All
- [Review Committee Oversight](#) - Avery Emery
 - Standing Committee Formation - Carissa White
 - We need to recruit members to form the following standing committees. Tabled discussion til next board meeting.
 - Audit Committee
 - Advocacy Committee
 - Nominating Committee
- Administration Updates - Katie Caggia
 - Added ECIA - Tara Prinsep
 - Great kick-off with the staff - reconnecting with core values, intentionally didn't use technology to peel away and connect.
 - Staff book study - Dare to Lead - through the holidays
 - PLC Plus - staff book study after the new year.
 - Amazon wish list has yielded lots of snacks! **Mrs. Chi will edit the Amazon list if things need to be removed**
 - Annmarie Devlin will join as teacher rep on the PTA board. Also a principal intern this year.
 - Mookie's NY Deli Restaurant on Tryon Road - wants to do a Spirit Night Erin should contact Ron, Owner - use contact email on the website. **Carissa will email Erin to reach out.**
 - Curriculum Night - K-2 on 21st, 3-5 on 23rd. Planning for in-person. Will show the PTA welcome video, 2 sessions each night and parents can go to any session they want. 5:30-6:45PM
 - Have had COVID at the school - all students, no staff. None are linked. Only contact tracing at lunch when not wearing masks. 95% fidelity check on mask-wearing. Have assigned seating at lunch for ease of tracking.
 - District reached out about picnic tables so maybe those are coming.
 - IN order to put shade over existing picnic tables outside the cafeteria, we would have to work with WCPSS Facilities to make sure everything would work and be able to stay.
 - **Carissa will reach out to Kristen for more details on the Dermatology Association grant.**
 - Strawbridge coming to do school pics at the end of this month

New Business:

- Plan for open house/curriculum nights - set up and attend table with pta info - Avery Emery
 - Want to set up a table with PTA info - looking for volunteers to cover who don't have kids at that current event.
 - Board members please check schedule to see when you are available - [Please sign up here](#)
 - Carissa will reach out to parents who have offered to volunteer
- Plan general meeting agenda - [Tuesday, September 14 6:00-7:30 over zoom](#) - Carissa White & Joy Fulton
 - Introduce officers and Committee Chairs
 - Budget Update
 - School and grade level updates
 - Committee Updates - Fun Run, Cultural Arts,
 - PTA Visioning and Discussion - break-out groups
 - Program - not enough time to plan - aim to plan for the next general meeting. [Please brainstorm ideas!](#)
 - Carissa will look into adding language interpretation to zoom plan and will reach out for help finding interpreters
- Fun Run - Avery Emery
 - November 5, Rain Date = November 12
 - Investigating using Boosterthon software for ease of use and marketing capabilities. [Avery is checking cost/fees and will report back.](#)
- Cultural Arts - Carissa White/Elsie Ramsey
 - Reflections contest kick off - Elsie has created a flyer that can be shared with teacher and put in mailboxes to go home in Friday folders asap.
 - Visiting author planning with Mrs. Wilson.
 - [Mrs. Caggia and Elsie will reach out to Mrs. McGowan re: United Arts Council arts programs.](#)
 - [More notes here](#)
- Committee Chair Search Update - Gloriann Austin
 - Still need several special committee chairs. Will re-send in the Friday newsletter and post to socials.
- APSF Elementary School PTA Chat - 9/23 - Carissa White
 - Conflicts with Curriculum Night, but will check back when more details are available.
- [Sunshine Cart Check-in](#)

- Other New Business?
 - Spirit Wear -
 - Reached out to 3 vendors, going with Promotional Partners in Downtown Apex.
 - Designs have been chosen and PP is working on customizing.
 - Goal is to send out order forms in Friday folders this Friday or next.
 - Options - short sleeve T and Raglan T with different designs on each
 - Yearbook flyers? - Avery got some mysterious yearbook flyers. Carissa will reach out to Stacey to find out why they were sent.
 - Tamara - PTA should renew license on PebbleGo software. Still waiting to decide on RazKids.