

# PTA Board Meeting

Apex Elementary School

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

## ATTENDEES

**Administration:** Katie Caggia (Principal) , Sarah Chi (Assistant Principal)

**Board Members:** Carissa White (President), Tamara Cosgrove (Treasurer), Avery Emery (VP Fundraising) (**absent**), Gloriann Austin (VP Programs & Hospitality, Annmarie Devlin (Teacher Representative) (**absent**), Sarah Moore (Secretary)

**Other Attendees:** Kristina Killian (Treasurer-in-Training)

## AGENDA

Meeting began at 1:45 pm.

Introductions & Check-in

Updates & Reviews:

- [Review previous meeting minutes](#) - Gloriann Austin
  - Minutes approved.
  - Decided we no longer need to continue reading through minutes at the beginning of meetings. Attendees should review them before the meeting and be prepared with questions or comments.
- Budget Review & Approval - Tamara Cosgrove
  - Fun Run
    - made a total of \$36,310
    - After expenses Fun Run earned a surplus of \$7,274 (above \$25,000)
  - Amazon Smile - \$56 check just received
  - Budget approved.
- Administration Updates - Katie Caggia
  - Tonya Graff started today in Ms. Reagan's room as an IA. Ms. Raines' last day was 11/30.
  - Two CCK IA positions and a pre-K position are posted. Someone has been recommended for a 1st grade IA position. A 20% intervention was just posted.
  - Two staff members have been recommended for Apex Public School Foundation shoutouts.
  - Announcing IA of the year today.

- Hospitality committee is starting 12 days to Winter Break fun activities
- Ms. Caggia is grateful for money to create thankful cards that were sent to all staff families over the Thanksgiving Break.
- Half day planning days coming up next week for every grade level teacher. Teachers are asking for more planning time.
- Tech ordering - getting invoices ready to order technology. Ms. Wilson is working on a library book order.
- Fun Run Updates - Carissa White for Avery Emery
  - Weather was great and the actual event went very well.
  - Awesome volunteers helped the event run smoothly.
  - The slime event was well loved.
  - Thank you to everyone who helped with slime.
  - Ice cream event was a success and there is more in the freezer.
  - Principal and librarian for the day still need to be fulfilled and planned. In progress.
  - Recess with SRO is being planned.
  - Ms. Oliver can determine if students who won Fun Run events have name and photo releases on file.
- Western Wake Crisis Ministry Food Drive Update - Gloriann Austin
  - Dropped off 352 lbs of food to WWCM before Thanksgiving and more to drop off.
  - Very pleased with the turn out.
- Cultural Arts Program Updates - Carissa White for Elsie Ramsey
  - Everything is set for Drums for Change (artist residency program booked for March).
  - Anyone have ideas for visiting authors?
  - Two submissions to the Reflections Competition and both were sent to the county. Will congratulate them in the bulletin and on Facebook.

## New Business:

- PBIS Funding Request - Mrs. Chi
  - PBIS Line Item was cut down because we did not anticipate doing "Gotchas" since we did not do them last year due to Covid and moved to "Cougar Credits". Plan was to continue with Cougar Credits this year. It is basically a classwide incentive for following PAWS behavior. Teachers can pick different incentives.
  - Checked in with staff recently about how they're feeling about Cougar Credits and if they want to continue "Gotchas". Gotchas are pieces of

paper that can be given to individuals when they're caught doing the right thing. Those slips go in grade level raffle buckets. In the past we've drawn every two weeks and the winner chooses a prize for themselves and their whole class. Recognizes individual behavior but rewards the whole class as well. Staff was enthusiastic about reintroducing "Gotchas" especially for younger students. "Gotchas" were reintroduced before Thanksgiving but because we didn't anticipate using them, we need prizes for rewards. Staff also requested we increase the frequency of Gotcha drawings.

- Hoping to increase the Gotcha line item back up to \$500 from \$150.
- Can vote on increase at general meeting or can move money from general fund before vote if Mrs. Chi needs a bit more before we can vote on the item at the January 11th general meeting.
- Students reviewed school wide expectations in specials at the beginning of November. Staff also had a refresher.
- Ms. Cockman has designed new signage to put up around the school (24x36 repositionable signs) in kid friendly language explaining expectations. Estimated cost \$250-\$300.
- Total ask of \$650 for PBIS (\$350 more for Gotchas and \$300 for signs).
- Carissa asked if we could create an Amazon wishlist for Gotcha prizes.
- Links to prizes can be put in Friday bulletin.
- Avery has a big box of play foam with animals inside that were donated that could be used for Gotcha prizes.
- Currently have \$500 in open donations - some of which may be moved to PBIS before voting.
- 4th Grade Reading Requests - Mrs. Bell
  - Mrs. Bell had an idea to utilize virtual zoo classes for 4th graders as a culminating activity for EL Module 2. Classes would be 45 minutes each at \$75 each. 2 sessions requested for a total of \$150.
  - Approved to move \$150 from \$500 general donation fund to pay for virtual zoo classes for 4th grade.
- Upcoming Teacher Appreciation Events - Gloriann Austin
  - Hot Chocolate Bar
    - Sign Up Genius was sent out and is already fulfilled. A box in the vestibule is labeled to gather hot chocolate items.
    - Event is Wednesday Dec. 8th - Items requested by Monday Dec. 6th. Gloriann will check in on Tuesday to be sure all needed items have been donated.

- Gloriann will set up the hot chocolate bar at 7:45 am in the mailbox room.
- Lunch/Breakfast?
  - Dec. 15th breakfast
  - Individually wrapped is not required so platters can be used. Gloves will be required for servers.
  - 77 staff (includes cafeteria and custodial staff). Ordering for 80 should be fine.
  - PTA usually orders for 90 people with around 20-25 vegetarian or gluten free options. Mrs. Chi recommended dialing down gluten free options.
  - Food should be ready by 8 am. Set up to begin at 7:30.
  - Currently only have \$853 in hospitality for teachers/staff. Will need more for the spring.
  - Sign Up genius can be sent out for parents to volunteer to serve.
  - Tamara mentioned \$5 gift cards given in 2020. Meal will replace gift cards.
- General Meeting Presentation Ideas
  - [NCPTA Nutrition Nuggets](#) - Opportunity to advocate for improved school nutrition
    - 18 videos total to educate about school nutrition
    - Una Lynch is the boss of Ms. Moore (Cafeteria mgr).
    - Ms. Chi mentioned CNS is really operating out of a place of survival with dwindling funds and staff.
    - Carissa will reach out to NCPTA to see if anyone would be willing to help educate the PTA on how we can best advocate for CNS.
  - Library Operations
    - Ms. Wilson may know district personnel that could educate.
  - Curriculum changes
    - Ann Marie Devlin would have good contacts.
- Nominating Committee Needed
  - What are the open board positions for next year?
    - Secretary is filled for 2 years (Sarah Moore), President for 1 (Carissa White), Gloriann is returning. Avery is leaving so will need a fundraising board member.
- Advocacy -
  - Carissa will add these links to Friday bulletin so parents and PTA members have the info.

- Sarah suggested dropping these individually on the FB page.
- There is an advocacy link on the website, but there is a need for someone to keep the website updated.
- Leandro/Budget Update
  - [Wake County has released a short survey to find out how you would prioritize American Rescue Plan Act \(ARPA\) funds.](#)
    - Trying to decide the best way to advertise this so the most input possible is given.
  - [Low Income Energy Assistance for NC](#)
    - Includes low income water assistance
  - Tools4Schools Supply Warehouse - available to teachers, open for donations
    - Free supply warehouse for teachers to shop at. Opening in January.
    - Open for donations.
- [PTA Leadership Training](#) - Thursday December 2, 6:30PM
- [Sunshine Cart Check-in](#) - Need Anything?
  - Tamara will check inventory. Drinks may be needed.
- Other New Business?
  - Spirit Wear - will order large IKEA bags for storage and will request help for inventorying and rolling shirts.

Meeting adjourned at 2:55 pm.