

# PTA Board Meeting

Apex Elementary School

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December 7, 2022 / 9:30-11AM / [Virtual via Zoom](#)

## ATTENDEES

**Administration:** Sarah Chi (Assistant Principal)

**Board Members:** Carissa White (President), Carissa Ausenbaugh (VP Fundraising & Communications), Gloriann Austin (VP Programs & Hospitality), Joy Brunson-Nsubuga (VP of Family Engagement), Sarah Moore (Secretary), John Walker (Advocacy Chair), Radhika Mathur (Nominating Chair), Lora Rogers (Member-at-Large), Miranda Arnold (Member-at-Large), Stacey Johnson (Member-at-Large).

**Attendees:** Carissa White, Sarah Moore, Lora Rogers, Radhika Mathur, Sarah Chi, Shabnam Ali, Carissa Ausenbaugh, Stacey Johnson, John Walker, Joy Brunson-Nsubuga, Gloriann Favale-Austin

## AGENDA

### 9:30AM - Introductions & Check-in - 5 minutes

- [Minutes Review & Approval](#) - Sarah Moore - 2 min
- Sarah reviewed the Nov. 9th minutes, moved to approve them, and there was unanimous approval.

### Updates, Reviews & Votes:

- [Financial Report & Reconciliation](#) - Carissa White
  - \$27,413.63 made from the Fun Run.
  - \$28,9xx.xx after Hendrick check is picked up and cleared.
  - Original receipts are currently required for reimbursements. We will find out if photocopies or photos are acceptable from Wake Treasurer.
  - Carissa White moved to approve the treasurer's report, Carissa Ausenbaugh seconded and unanimous approval.
- **CELEBRATIONS** - Fun Run Fundraiser!!! - Carissa White
  - THANK YOU CARISSA AUSENBAUGH!
  - THANK YOU JOY!

### New Business:

- Reschedule January 18 General PTA meeting - Carissa White
  - Monday January 30, 2022 6pm-7:30 pm in AES Cafeteria

- Would like to get childcare and food for the meeting.
- Winter Chorus Concert Needs - Carissa White
  - Next Thursday 12/15. Ms. McGowan wants to make the stage pretty.
    - Balloon arch?
    - Paper snowflakes?
- Food Drive - Gloriann Austin
  - Monday 12/12– Friday 12/16
  - Info will go out in newsletter
  - Boxes in vestibule and by library
  - Gloriann verifying most needed items at WWCM via Sherry Presnall
  - Peanut Butter and Cereal are most dire needs at WWCM
  - Gloriann will coordinate with CA to post on Socials.
- Hot Cocoa Bar and Teacher Lunch Needs? - Gloriann Austin
  - Hot Cocoa Bar - Monday 12/12 before school
    - Fully supplied with the exception of a few creamers and cups.
    - Will be set up before school.
    - 1 volunteer needed to meet Gloriann at 7:45 am
  - Lunch - Wednesday 12/14 at 11:00
    - Outback? Will donate.
    - Alpaca as a secondary option? Carissa A. said historically they haven't given discounts and are quite pricey.
    - Mama Mia? At AMS, Mama Mia fed 85 people for \$700 (including drinks).
    - Will need to purchase drinks
    - 4 volunteers needed 10:45-2:00
- Cookie Exchange - Carissa White/Gloriann Austin - Tuesday 12/20
  - In the past, the PTA has organized a cookie exchange where parents make cookies, they're set up in a central location, and teachers can take cookies home in a container.
  - Mrs. Chi said it was always a hit and would love it back.
  - Carissa A suggested we wait until Monday 12/12 to ask for cookies because of the plethora of asks in this season.
  - CW will put in this week's bulletin and create a Signup Genius.
- January PTA meeting planning - Carissa White - Tabling this for now
  - Priority review activity
  - Childcare?
  - Food?
- Connecting Parent Committees with Teacher Committees - Sarah Chi

- Connection Equity Committees (both already exist)
  - Sonja Jones (K) and Laurie Bell (AIG) are leading school based equity committees.
- Connect parent and community engagement groups
  - PTA Family Engagement - Joy Brunson-Nsubuga
- Mrs. Chi will connect teams via email.
- PTA Equity Committee - Shabnam Ali
  - The DEI committee just started this year.
  - Main activity right now is writing messages for the Friday Bulletin (mainly holidays and events).
  - Brainstorming session happened recently with goals.
    - Short term: recruit additional volunteers, content calendar, PTA survey on observed holidays or ways to be more inclusive
    - Long term: International or Around the World Fair, DEI speaker series, purchase DEI books for library
  - Shabnam will be attending a Wake PTA DEI Workshop in December about Mental Health
  - Carissa A. would love to receive the same content to push on socials.
  - Carissa A. and Shabnam discussed a Google Form for advocacy or equity ideas.
  - Carissa W. would like a central hub for Carissa A and Katie to get this info for socials and Friday Bulletin.
    - Trello is a good system but items get archived once used in the newsletter.
    - Google Doc? Shabnam will create a doc and put it in the DEI folder on the shared drive.
- Looking ahead to Spring! - Carissa White
  - Donuts with Dads/Muffins with Moms
    - Will merge to become one event that is more inclusive.
    - Coordinate with Book Fair so parents can come in to shop?
  - Book Fair - Carissa Ausenbaugh
    - Need dates
    - Scholastic? Or Literati?
    - Family Engagement event
      - Evening event with PJs and book readings?
      - Night of Arts with specials teachers?
    - March 20 first choice; March 13 second choice
    - We need a Book Fair chair

- Teacher Appreciation Week - Gloriann Austin
  - May 1 - May 5
- Field Day - Carissa White
  - Will need to be reimagined because WCPSS has nixed many of the activities we've previously used.
  - Could we get a sponsor? Xcel Physical Therapy?
- Spring Fling - Joy Brunson-Nsubuga
  - Wednesday May 3
  - International Night?
  - Spring Fling chair?
- Board Elections/Nominating Committee - Radhika Mathur
  - Carissa White's president term is over
  - Sarah's secretary term is over
  - Gloriann's term as VP of Hospitality is over
  - Radhika will start recruiting members
  - Carissa A. is not interested in staying in the same role as long as it stays Fundraising AND Communication. She would prefer to just be Communications if the role is split.
  - Joy is interested in staying in the role as VP of Family Engagement.
  - Mrs. Chi mentioned having a PTA meeting in conjunction with a celebration of room parents to try to recruit them to serve in other PTA roles. January PTA meeting?
  - Shabnam suggested sending home a flier in Friday folders with recruiting messaging (first Friday folder in January?) as well as needs for Spring events. QR code sign up.
  - Carissa White, Lora Rogers, and Radhika Mathur will work on a proposed organizational structure for a future PTA board and they will present it at the January 4th board meeting.
- Other New Business?

**11:00AM - Adjourn**