

# PTA Board Meeting

Apex Elementary School

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March 2, 2022 / 1:45 PM / [Virtual via Zoom](#)

## ATTENDEES

**Administration:** Kathryn 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)(absent), Joy Brunson-Nsubuga (Spring Fling Chair), Stacey Johnson

## AGENDA

Introductions & Check-in - meeting began at 1:45 pm

Updates & Reviews:

- [Approve previous meeting minutes](#) - Sarah Moore
  - Sarah moved to approve the previous board minutes.
  - Approved.
- Budget Review & Approval - Tamara Cosgrove
  - An Amazon smile check of \$92 was deposited in February.
  - Teacher of the Year tickets were ordered (4 total).
  - Visiting artist question - does it come out of the Cultural Arts budget? Is it in two phases? We pay the United Arts Council. Carissa will look into payment details.
  - The Professional Development budget has been maxed out for the teacher planning days.
  - Tamara moves to approve the budget.
  - Budget is approved.
- Administration Updates - Katie Caggia
  - Meghan Norquist is our new CCR teacher as of Monday 2/28.
  - AES had a great ceremony on 2/26 to unveil the Apex Elementary/Apex Consolidated School Historical Marker.
    - There were about 200 attendees and Mayor Gilbert emceed.
    - The granddaughter of the Baldwin Family (family that donated the land for AES to be built on) spoke at the event.
    - Tim Donnelly will be installing the new historical marker.

- Ms. Graham (art teacher) and Ms. Lachmann (STEM teacher) were awarded an APSF grant in support of a Culminating Project: Recycled Robots for Our Community or the Environment.
  - \$906.98 awarded
  - See Ms. Graham's reaction to winning the grant on Twitter.
- Valentine Spirit Week went well and Read Across America spirit week is going well.
- African American Read In went well and it was so nice to have visitors back in the building.
- Officer Joe is getting married 3/12.
- Masks will become recommended starting 3/7 in buildings and transportation.
  - Ms. Caggia emphasized the need for a supportive environment highlighting individual choice. .
  - Slow rolling change is expected. Still looking at lunch procedures and classroom changes.
  - Parents will probably be able to come in for lunch after Spring Break.
- Volunteers and visitors have been coming in on a limited basis but they are now welcome. We currently only have about 130 parents signed up as volunteers.
  - Potential volunteers need to come in to sign up on a WCPSS computer in the Media Center.
- Social Worker Appreciation Week next week
- 3/18 - Teacher Workday (unprotected - teachers can take leave)
- 3/28 - Teacher Workday (protected - teachers must come in)
- 4/11-4/15 - Spring Break
- Field Day and 5th Grade Celebration are being planned
- Wake Up & Read Update - Gloriann Austin
  - Books will be dropped off on Friday.
  - An estimated 650 books will be donated.
- Visiting Artist Week Update - Tamara Cosgrove
  - March 21-25
  - Elsie will be here on the 21st but needs other people to be present the other days for the entirety of his stay.
  - Will need to send out a request for volunteers for the 22-25.
    - Carissa can be there each day but will also offer to other parents via a Sign Up Genius. May break up the day into AM and PM.

- The artist has been promised lunch daily so will need to budget for that.
- Spirit Wear Sale Update - Tamara Cosgrove
  - Tamara hopes to set up a sale ASAP and will send a link to Becky for the newsletter.

## New Business:

- Visiting Authors
  - Ms. Wilson proposed a visiting author (Ms. Graham's family member) that is willing to come in for no charge.
  - Can money come out of the Cultural Arts budget to provide breakfast or lunch for visiting authors?
    - Tamara says yes.
  - Tamara has a suggestion for a virtual visiting author.
  - Stacey also has a suggestion for a local Apex author (Lights Out Apex) who is willing to come in and donate a signed book to the library.
- Spring Event Planning
  - Book Fair Planning (April 25-29)- Avery Emery
    - A rep from Scholastic is wanting to have a call with Avery and possibly one other board member.
    - Tamara suggests we find a Book Fair chair or co-chair.
  - Teacher Appreciation Week (May 2-6) - Gloriann Austin
    - Contender Esports Promotion - Update?
      - He offered a meal for teachers in exchange for a list of sponsorship demands.
      - Board unanimously decided not to take him up on that.
      - Sarah will add him to the Fun Run Sponsorship list.
    - \$935 left in Hospitality Budget; \$323 left in Open Donation Budget line for around \$1,000 to spend on Teacher Appreciation.
    - The Candy Bar was a big hit previously.
    - Gloriann will make a SignUp Genius soliciting volunteers and send it to Becky for the newsletter.
  - Spring Fling Planning (May 19) - Joy Brunson-Nsubuga
    - Will be an outside event for families to get together.
    - Carissa said in years past there have been food trucks and stations. Fresh is an option as is Kona Ice.
    - The PTA has sold food in the past (hamburgers and hotdogs).
      - Carissa will check with Sherry Presnall about who was in charge of that previously.

- Tamara said we need to create a budget for Spring Fling at the next meeting.
- In the past food trucks were available for parents to buy food.
  - Food Trucks will need to be WCPSS approved.
  - Must read fine print to find out if they have a sale minimum.
- The “Song of the Year” was also unveiled in years past.
- Bubbles, sidewalk chalk, and jump ropes were probably only items purchased in years past.
- Ideas: 3 legged race, kickball game
- Ms. Savage said we do need to rent the fields from the Town of Apex if it’s after school hours.
  - Need to check with them ASAP to determine if fields are available 5/19.
- Joy would like Carissa to put out a call for volunteers via a SignUp Genius.
- Field Day & Funds Request- Tamara Cosgrove
  - Field Day will be June 6th with a rain date of June 7th.
  - Mr. Viau asked about the budget because he would like to do bounce houses and may need more than is currently budgeted (\$1500).
  - Last time this money was also used for ice cream and snacks.
  - Tamara suggested we put this up for a vote at the March general meeting to increase the budget to \$2500.
- 5th Grade T-shirts - Tamara Cosgrove
  - We don’t get any kickbacks. Sale through MemberHub.
  - This will appear in next month’s budget but won’t affect the PTA.
- Mr. Viau Requests
  - Mr. Viau is also asking about some money to upgrade his megaphone to a lapel microphone. He is willing to use his \$300 curriculum fund toward this but Tamara suggested he use that for equipment for kids.
  - In lieu of new blinds that Mr. Viau has asked for in the past, Tamara suggested tinting the windows in the gym instead. Ms. Caggia is going to talk to facilities about possible contractors after the board looks into options and prices.
- General Meeting Presentation
  - Family Tech Talk - Carissa

- Will probably happen at the May general meeting.
- Nominating Committee Needed
  - VP of Fundraising
  - Friday Bulletin
  - Add VP of Parent & Family Engagement?
  - Spirit Night Chair
  - Spirit Shop
- [Sunshine Cart](#) & [PBIS Prize](#) Check-in - Need Anything?
  - Ms. Caggia will look into the PBIS Prize needs.
    - PBIS purchased signage via the WCPSS printshop.
  - Sunshine Cart probably needs more soda.
- Other New Business?
  - Yearbook
    - Still need to do a Cover Contest (going out in Friday Bulletin and a separate Yearbook email).
    - Still need 4th grade photos - Sarah will take some.
- Meeting adjourned at 2:48.