

# PTA Board Meeting

Apex Elementary School

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April 6, 2022 / 1:45 PM / [Virtual via Zoom](#)

## ATTENDEES

**Administration:** Kathryn Caggia (Principal), Sarah Chi (Assistant Principal)(absent)

**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), Joy Brunson-Nsubuga

## AGENDA

Introductions & Check-in

Updates & Reviews:

- [Approve previous meeting minutes](#) - Sarah Moore
  - Sarah approved to move the previous minutes. Approved.
- Budget Review & Approval - Tamara Cosgrove
  - 5th grade t-shirt sale is complete and orders are ready to go.
  - Cultural Arts
  - Tamara met with Hannah to discuss library book order and her future goals. Ms. Wilson was hoping the PTA could help update library books. Ms. Wilson will come to the May meeting to share what she purchased.
  - Red Robin (\$100) and Harris Teeter (\$260) checks have come in.
  - Spirit Wear has been online for 1 month and we've sold about \$400 worth of shirts.
  - Spirit Rock is popular and bringing in a good amount of money. About \$500 earned.
  - Another \$1000 has been added to Field Day budget for Mr. Viau.
  - \$2500 has been added to the Spring Fling budget..
  - Mrs. Bell has some money added to help with mentorship of new teachers.
  - Curriculum funds are being used little by little and teachers liked the slips to remind them how much they still had to spend.
    - Ms. Caggia asked if it would be helpful to send a reminder out for teachers to spend by May 1st. She will add the reminder to her Sunday message to staff.

- Administration Updates - Katie Caggia
  - Fully staffed for the first time this year.
  - Celebrating National Library Month by recognizing Ms. Wilson.
  - This week is also AP Appreciation Week so we are recognizing Mrs. Chi.
  - Ms. Moore, the cafeteria manager, just recently got married.
  - The most recent health inspection of the cafeteria resulted in a score of 100, which is awesome.
  - LETRS - As part of Read to Achieve legislation, all K-5, pre-K, ESOL, interventionists, coaches, etc. are required to complete 8 units (30 hours per unit) of training. Teachers are completing Unit 1 right now and the workdays the PTA has supported are very useful.
    - More support for professional development for teachers will be needed next year as 4 more units will need to be completed and will be done on almost all teacher workdays.
  - April 25-29 is Administrative Assistant Appreciation Week.
  - Ms. Caggia asked if we received a check from Strawbridge, but it has not been received.
  - 5th Grade Wax Museum is currently happening and is amazing!
  - Tamara mentioned we will need to update the professional development budget since we will be creating next year's budget this spring.
- Visiting Artist & Visiting Author Update - Elsie Ramsey (or Carissa White)
  - Drums for Change went very well and all students K-5 got to visit.
  - A visiting author met with K-2 last Friday and that went very well.
  - Another author is coming soon.
- Spirit Wear Sale Update - Tamara Cosgrove
  - We've sold \$400 worth of shirts.
  - Ideas to sell or raffle shirts at the Spring Fling.
- May 10 PTA General Meeting Presentation - Carissa White
  - Tech Talk is happening! May 10th at 6:30 pm.
  - Hoping to draw new parents in to help with voting for the budget and new PTA board positions.
- Mr. Viau's Window-Tint Request?
  - Mr. Viau has requested a microphone and we are waiting until the end of the year to see what is left in the budget.
  - Windows have been sized to potentially tint at a later date (he did not request this).

- Ms. Wilson has been searching for new books and found a machine that will help to rebind/recover books. The machine is \$1,000 new or \$500 refurbished. Supplies for it may cost more. Tamara told her we would look into purchasing at the end of the year if there are funds left or adding it to her budget next year. She would like time at the May meeting to explain how her funds were spent on books and to discuss the machine that rebinds books.
- Spring Event Planning
  - Book Fair Planning (April 25-29)- Avery Emery
    - Books will be delivered on 4/18. Set up on 4/22.
    - Using the technology part of the library and Ms. Gibson will be pushing in for specials that week.
    - There is a Sign Up Genius for volunteers.
    - Staff will sign up their classes using a Sign Up Genius after Spring Break.
    - Coin Drive? - Tamara Cosgrove
      - A flier will go to teachers tomorrow 4/7 about the coin drive.
      - Teachers will receive a bucket and we'll display the coins in large buckets in the library.
      - Will start the Tuesday after Spring Break.
      - The money collected will help kids who wouldn't be able to purchase books, purchase them.
  - Teacher Appreciation Week (May 2-6) - Gloriann Austin
    - Sign Up Genius will be in the newsletter this Friday with a Member Hub link for donations.
    - Monday 5/2 is an unprotected teacher workday so the previously scheduled Taco Bar will be rescheduled to another day.
    - Tuesday 5/3 is a candy bar.
    - Wednesday 5/4 will be a small gift.
    - Thursday 5/5 will be a popcorn bar.
    - Friday 5/6 will be a breakfast and Gloriann is asking for food donations.
  - Spring Fling Planning (May 19) - Joy Brunson-Nsubuga
    - Have a great group of parents that have joined the planning committee. The excitement is great!
    - 5-7 pm on May 19th.
    - Both back fields are reserved and the plan is to spread out.
    - Proposed stage schedule with a number of different performers.

- Confirmed with AFD, APD, and Wake EMS for a Touch a Truck experience.
- Lots of yard games and outside activities are planned.
- Carissa A. has reached out to different high schools that are going to be coming to help with stations.
- At 6:30 pm there will be a foam party for the kids while the song of the year plays.
- Working to confirm food currently to ensure food is available and accessible.
  - The committee is currently pricing out options for different food options, either tickets for a treat, grilled hotdogs, etc. The goal is for every kid to have a free option and food for purchase.
  - There is a popcorn machine in the PTA closet that could be used as well as bags and kernels.
  - Tamara reminded planners that the bulk of the funds should be spent on experiences and items that can be reused.
- Looking into having families come and utilize the smaller field to teach different sports/activities.
- The goal of Spring Fling is to make it as inclusive as possible and make it welcoming for all families.
- Ms. Gibson is helping with the Song of the Year by surveying 5th graders and then letting the whole school vote.

## New Business:

- AES Family Marathon Fundraising Idea - Erin Carpenter (or Carissa White)
  - Would be in addition to the Fun Run. Could be a stand in for Go Play Save?
  - Ms. Caggia isn't sure how it is used as a fundraiser.
  - Ms. Caggia did something similar for years at OCE. Families paid \$5 to participate which included a bib, car magnet, and medal.
  - The Fire Department and Police Department gave out medals and magnets.
  - Kids had a certain amount of time to log 25 miles with their families and the last 1.2 miles was walked/run at school. Could also do as a half marathon.
  - Great parent engagement event that encourages active living.

- Idea to introduce in February and have the culminating mile in April.
- Will Erin lead?
- Nominating Committee Needed
  - VP of Fundraising
  - Friday Bulletin
  - Add VP of Parent & Family Engagement?
  - Spirit Night Chair
  - Spirit Shop
  - Need ideas for people so they can be voted in in May.
  - Ms. Caggia will put a reminder in her weekly message.
- [Sunshine Cart](#) & [PBIS Prize](#) Check-in - Need Anything?
  - All good.
- Other New Business?
  - Ms. Devlin, Ms. Graham, and 3rd grade teachers have been talking about how to make the garden near the cottages a better outdoor learning space with a weather station and other interactive learning experiences. Something to consider for the May Board meeting before the end of the year so we can vote for it at the beginning of the year.
    - Ms. Caggia is going to send a specific grant idea, The Bright Ideas Grant, to Carissa for \$3500 that could possibly help fund the idea.
  - Covid testing is going well at the school. No positive pool testing yet.
  - Carissa proposed creating a PTA mini-Annual Report to ensure parents all know the purpose and goals of the PTA.