

PTA Board Meeting

Apex Elementary School

September 7, 2022 / 1:00 PM / [Virtual via Zoom](#)

ATTENDEES

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

Board Members: Carissa White (President), Kristina Killian (Treasurer), Carissa Ausenbaugh (VP Fundraising & Communications), Gloriann Austin (VP Programs & Hospitality), Joy Brunson-Nsubuga (VP of Family Engagement)

Attendees: Carissa White, Sarah Moore, Kristina Killian, Stacey Johnson, Carissa Ausenbaugh, Sarah Chi, Katie Caggia, Joy Brunson-Nsubuga

AGENDA

1:00 PM - Introductions & Check-in - 5 minutes

Updates & Reviews:

- [Minutes Review & Approval](#) - Sarah Moore - 2 min
 - Sarah reviewed June 3rd, 2022 minutes.
 - Carissa W. moved to approve the minutes and Carissa A seconded. Minutes approved.
- Financial Report - Kristina Killian - 10 min
 - Budget & Reconciliation Report
 - Recent 1100 payout from Member Hub - memberships, Spirit Rock, and Spirit Wear
 - Teachers have started using some curriculum funds.
 - No deposits from Go Play Save yet
 - \$2300 in outstanding checks for instructional materials
 - 3 checks from last year that haven't cleared (may need to reissue)
 - Vote to transfer funds for curriculum & Instructional Support
 - Curriculum funds were \$400 short because we had more new teachers this year and a few more positions
 - Instructional Support also needs another \$230 for an educational program per Ms. Caggia.
 - Mr. Viau's microphone was also \$171 over budget
 - Will need to discuss and vote where these overages will move from at the first general meeting.

- Instructional Support Programs purchased are...Ms. Caggia will let us know so we can let parents know.
- Mackin Books Check Troubleshooting
 - Reconciliation report looks skewed because we voided the old check.
- Benevity Check - Options & Opinions
 - \$421 check received in the mail from “Benevity”, a program that allows employers of large companies to donate to nonprofits.
 - Kristina will need to register our PTA in the Benevity website and will link our bank account so future checks can be directly deposited.
- Check Request Form Redesign
 - Everyone agrees Kristina should redesign.
- Cash Reserves - Current vs. PTA Recommendations
 - About \$50,000 currently in the bank. Based on PTA Recommendations, Kristina suggests we lower the amount to 30,000-40,000 based on \$80,000 expenditures in 2021/2022.
 - Carissa inquired about investing the cash reserves - Kristina will follow up.
 - Will need to discuss what to do with the excess cash.
 - Current PTA Cash Reserves Budget is \$15,000.
- Petty Cash Set-Up
 - We now have a safe to keep petty cash in. How much should we keep there?
 - Based on pizza sales from the Spring Fling, Carissa suggested we have about \$200 on hand for events.
 - Kristina suggested we keep \$100 at all times in 5s for t-shirt sales or other last minute expenses.
- Mr. Viau Microphone Purchase
 - Mr. Viau’s microphone was \$671 and we budgeted \$500. Will need to move money around potentially from technology. Will discuss at a later date.
- Wake County PTA Treasurer at October Meeting
 - She will be at our next Board meeting. Will confirm time.
- Review & Accept [Code of Ethics](#), [Conflict of Interest Policy](#), & [Rules](#) - Carissa White - **Please review these docs so we can officially accept them at our 9/7 board meeting.** - 5 min
 - All policies accepted unanimously.

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- [Review Board Roles & Responsibilities](#) - All - 5 min
- [Review Committee Oversight](#) - Carissa White - 5 min
 - Standing Committee Formation - Carissa White
 - Assigns board members as liaisons for each committee.
 - We need to recruit members to form the following standing committees.
 - Audit Committee
 - Advocacy Committee
 - Nominating Committee

New Business:

- General Meeting Agenda & dates for recurring meetings - Carissa White - 10 min
 - Every other month meetings beginning Sept. 13 at 6 pm
 - Should we keep each meeting at 6 pm or alternate morning and evening meetings?
- 2022/2023 Meeting Dates
 - November 14 6 pm
 - January 18th 6 pm
 - March 2nd 6 pm
 - May 16th 6 pm
- First Meeting Sept. 13 6 pm
 - Pizza, check-in, childcare, agendas 6-6:30 in the cafeteria with grade levels on tables so people can mingle with families in the same grade
 - 6:30-7:30 - meeting - we will publicize the agenda ahead of time so people know when dinner is and when the meeting is.
 - Agenda and timeline will be in the bulletin this week
 - Agenda - What do we want people to know?
 - The PTA is necessary (all funds flow through and schools are underfunded)
 - The why? The how?
 - How families can be involved
 - Specific events and items we spend money on
 - Letting people know what to expect at the meeting and ease concerns they'll be automatically recruited to volunteer.
 - Allowing time for parents to share, ask questions, voice ideas/concerns
 - Connection and voice

- Engagement activities where parents can discuss with each other.
 - Maybe an exit ticket? Jigsaw? PTA Pizza?
 - Speed dating to spread information
 - PTA Pizza metaphor is a go!
 - Carissa A will order pizza, Sarah M will create an agenda, Stacey J will create pizza pieces
- High level Treasurer report (print on back?)
 - Income via...
 - Expenditures via...
 - Include a budget vote for \$230.59 added to instructional support
- School-based Initiatives - Carissa White - 10 min
 - Clubs? - What clubs are on the docket, and how can we support?
 - Clubs of yore used to be run by PTA parents as a PTA program. They were short term (around 6 weeks) after school and interest based.
 - Kids would rank their club favorites. Usually for 3-5 and 5th would get priority.
 - Length of club would be based on parent leadership.
 - Currently before school clubs include Art (2nd and 3rd), Chorus (4th and 5th), and Girls on the Run
 - A yearbook club was suggested by Stacey Johnson, which was previously 4th and 5th grade and would preferably last all year.
 - Liz Mascherino would like to start a Garden Club in conjunction with campus beautification.
 - Ms. Chi and Ms. Caggia will not be involved in parent run clubs, but the PTA can still help with volunteers for teacher run clubs.
 - Outdoor Classroom
 - Plan for open house/curriculum nights - set up and attend table with pta info -
 - Volunteer Alert for folks to be at table to sell Spirit Wear, answer questions and encourage folks to join the PTA.
- Family Engagement & Membership - Goals & How to achieve them - Joy Brunson-Nsubuga - 5 min
- Fundraising - Carissa Ausenbaugh - 5 min
 - Fun Run & After Party- Carissa Ausenbaugh
 - November 18 - Rain Date??

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- Spirit Nights - Non-food Ideas - Whole Brain Escapes - Carissa White
- Other Committees - 5 min
 - Cultural Arts - Danielle Ryser
 - Carissa W. is going to check in with her about the budget line.
 - Reflections?
 - United Arts Council?
- Miscellaneous - Carissa White - 5 min
 - [Wake PTA Fall Leadership Conference on 9/15](#)
 - Can anyone else attend?
 - Change Board Meeting time? - Shannon McGowan offered to be the teacher representative on the Board, but her availability is Wednesdays 9:15-11:05 - Could we do 9:30-11 meeting time instead?
 - Yes, the next Board meeting will be 9:30-11.
- Other New Business?
 - New activity based Spirit Nights were discussed (Culvers, Over the Moon, Treasure Quest, Defy, Triumph)

2:30PM - Adjourn