



Carpenter Elementary School PTA

Board of Directors Meeting Agenda

02 AUGUST 2024 / 07:45 AM / CES Media Center + Virtual Google Meeting

CALL TO ORDER + WELCOME 07:45 - 07:50 AM Christina Putz

ATTENDEES / ROLL CALL

*17 Voting Members on BoD (2/3 = 11.3 votes)
80% Quorum = 13.6 Voting Members*

BoD (Voting) Member	Role	Attendance Status	BoD (Voting) Member	Role	Attendance Status
Christina Putz	President		Cathy Hallam	Member at Large (1)	
Natalie Ortiz	Treasurer		Birju Patel	Member at Large (2)	
Mia Bashir	Secretary		Anil Daswani	Member at Large (3)	
Carrie Smith	VP Operations		Kirsten Mease	Audit Committee Chair	
Claris Singh	VP Development		Emily Perkins	Reflections Committee Chair	
Jess Sebbo	VP Membership		Jennifer Burge	Nominating Committee Chair	
Leslie Cramer	VP Communications		Chirag Patel	Advocacy Committee Chair	
Mary Cisowski	VP Volunteers + Hospitality		Ms. Cavola	Educator Representative	
Ms. Collins	Admin Representative				

BoD (Voting) Member	Role	Attendance Status	BoD (Voting) Member	Role	Attendance Status
Additional PTA Member Attendees: First Name Last Name, First Name Last Name, First Name Last Name					

APPROVAL OF LAST MEETING MINUTES **07:50 - 07:55 AM** **Christina Putz**

REVIEW + APPROVAL OF LAST MEETING MINUTES

Last Meeting: 05/14/2024 Minutes attached/provided for review and pending approval

VOTE: Approval of Last Meeting Minutes?

Yes: N (NN%)

First Name Last Name, First Name Last Name, First Name Last Name

No: N (NN%)

First Name Last Name, First Name Last Name, First Name Last Name

REPORTS OF OFFICERS **07:55 - 08:35 AM** **Principal + Officers**

PRINCIPAL’S REPORT - Kim Collins (5 MINS)

- Content to be provided by Ms. Collins in advance of meeting
- Content / Commentary added by Ms. Collins
- Provide progress update on new initiatives: “Academic Growth Scholars”, C.A.R.Y. Pledge, Building Access Policy, etc.
- Update on T4’s first week of new school year
- Share feedback from T1 + T2 Curriculum Night

PRESIDENT’S REPORT - Christina Putz (5 MINS)

- Expanded Leadership Team is embracing new roles + responsibilities, defining strategy/approach recommendations for consideration that we’ll learn more about today
- National PTA School of Excellence Application drafted, with plans to submit after Ms. Collins’ review today
- To start, I will represent our PTA/School together with Ms. Collins at the quarterly BAC meetings, will determine if/when transition to Advocacy Team
- Received approval from Ms. Collins to move our PTA Facebook Business Page to a Private Facebook Group: CARPENTER ELEMENTARY - ALL FAMILIES (PTA), will coordinate with VP Communications (Leslie) to implement

- Will be meeting with Committee Chairs/Leads as well as faculty/staff in coming weeks to further refine proposed/draft PTA Calendar, finalize dates/timing + events based on volunteer commitments to support, currently targeting September GMM to approve
- For Awareness: Going forward, will be scheduling a 60 min Agenda/Meeting Prep call for BoD members to finalize Agenda/Topics/Timing the Sunday? (TBC) evening before BoD/GMMs

TREASURER'S REPORT - Natalie Ortiz (5 MINS)

- Content to be provided by Natalie in advance of meeting
- Budget Update [Treasurer Report 8/2/24.pdf](#)
- B.O.Y. Grants Availability/Process/Status
- Purchasing Accounts to simplify reimbursement process (debit card(s) + Amazon, Target, Costco)

SECRETARY'S REPORT - Mia Bashir (5 MINS)

- (Adoption of By-laws)- needs to be done @ next GMM (targeting 2nd week of September?)
- Putting together a "contact sheet" identifying each of our individual roles which will help streamline points of contact (ex: Mia does spiritwear)
- I will have on hand all of the required documents, including the bylaws
- I will be updating and organizing the google drive documents for current and future access and retention
- I've updated notifications on givebacks to be notified when there is a new order, new membership or new contact made. Jess and Natalie are also on the list to receive notifications on any new order/membership.
- I will be updating the Compliance Officer e-mails to the PTA ones vs personal.

VP DEVELOPMENT'S REPORT - Claris Singh (5 MINS)

- Content to be provided by Claris in advance of meeting
- Content / Commentary added by Claris
- Content / Commentary added by Claris

VP MEMBERSHIP'S REPORT - Jess Sebbo (5 MINS)

- [Proposed Membership Strategy](#)
- FOCUS: 8/22 Curriculum Night + Student Membership Contest
- Provide budgets for this year events (e.g. popsicles, pizza parties, coffee)
- Continue to fulfill swag packets for all new members that sign up

VP COMMUNICATION'S REPORT - Leslie Cramer (5 MINS)

- Share proposed Communication Strategy
- Meeting Minutes accessibility via website
- Content to be provided by Leslie in advance of meeting
- Content / Commentary added by Leslie
- Content / Commentary added by Leslie

VP VOLUNTEERS + HOSPITALITY'S REPORT - Mary Cisowski (5 MINS)

- New to PTA board and in newly-created position. Will be working with Christie and other board members to build out the position and any new programs that fall under its umbrella.

- Clopening Breakfast + Lunch were provided for faculty + staff during their busy clopening workdays
- Volunteers + Hospitality Strategy + Approach being prepared
- Will be working with Christie on Room Parent approach in the coming weeks
- Will be working on Staff Birthdays/Special Day + Week Recognition with Cathay Hallam for the time being until Room Parent Program is launched
- Year-round Staff Snacks responsibility being coordinated with help from Pam Markley

COMMITTEE REPORTS

08:35 - 08:45 AM

Committee Chair(s)

SPIRITWEAR COMMITTEE'S REPORT - Mia Bashir (2 MINS)

- Spirit wear sales during Aug 1st curriculum night amounted to \$104.
- As a board, we will need to discuss the future purchase of hoodies for sale and agree on type and color

CULTURAL AFFAIRS COMMITTEE'S REPORT - Adelle Smith (3 MINS)

- Content to be provided in advance of meeting
- Content / Commentary added in advance of meeting
- Content / Commentary added in advance of meeting

FUNDRAISING (3rd PARTY PARTNERS) COMMITTEE'S REPORT - Adelle Smith + Natalie Ortiz (2 MINS)

- Apex Leadership Update - Adelle
- Coupon Book (Attractions) Update - Jennifer

REFLECTIONS COMMITTEE'S REPORT - Emily Perkins (2 MINS)

- Content to be provided in advance of meeting
- Content / Commentary added in advance of meeting
- Content / Commentary added in advance of meeting

UNFINISHED BUSINESS

08:45 - 08:48 AM

Christina Putz

RECESS BINS + WISH LIST ITEMS PURCHASE UPDATE (2023-2024 FUNDRAISED SCHOOL GRANT)

- Update commentary provided in advance of meeting, refer to Cathy's email

NEW BUSINESS

08:48 - 08:58 AM

Christina Putz

#1: MOTION FOR VOTE PER SECTION 6.5 REMOVAL FROM OFFICE: VP OPERATIONS

- *Section 6.5 Removal from office. An officer of this local PTA may be removed from office without cause by the board of directors upon the affirmative vote of two-thirds (2/3) of all board members then*

serving. Board members must be notified of the request for removal at least five days in advance of the board meeting.

- 17 Voting Members on BoD including VP Operations ($\frac{2}{3}$ = 11.3 votes)
- 80% Quorum = 13.6 Voting Members

VOTE: Removal from Office: VP Operations?

Yes: N (NN%)

First Name Last Name, First Name Last Name, First Name Last Name

No: N (NN%)

First Name Last Name, First Name Last Name, First Name Last Name

#2: 2023-2024 OUTGOING OFFICER(S) APPRECIATION EVENT (FOR CATHY + JENNIFER)

- Discuss proposed August/September date(s) based on availability, a Friday or Saturday evening?

#3: AUGUST 22nd EVENTS CONFLICT WITH ALSTON RIDGE MIDDLE SCHOOL CURRICULUM NIGHT

- Discuss rescheduling options and/or determine if we split out the “sign-up celebration” to a different date than the 2nd Curriculum Night

ANNOUNCEMENTS

08:58 - 09:00 AM

Christina Putz

MANY WORKING COMMITTEES STILL NEED LEADS

- We have several opportunities for members to take a leadership role working together with support from our board, contact president@carpenterpta.net to share your interest and/or learn more, the following areas are currently open: Yearbook, Family School Partnership/Holiday Celebrations, Room Parents Coordinator, etc. will determine interest based on “sign-up celebration” and follow-on survey (via communication opt-in)

ADVOCACY COMMITTEE WORKING TO DEFINE STRATEGY + GOALS

- The Advocacy Committee, like many others is currently working to determine how best to support + serve our school community (for example providing education around civic responsibilities with regard to the upcoming election and the introduction of a student council and cabinet for our students to build advocacy and leadership skills/experience contact advocacy@carpenterpta.net if you would like to join our efforts.

UPCOMING EVENTS + CALENDAR

- Upcoming AUGUST Events
 - Thursday, 8/8: Kinder Social - Snacks + Smiles 6-7pm
 - TBC** Camp Chameleon Clean-up + Scavenger Hunt
 - Thursday, 8/22: Curriculum Night (T3 is 5:30-6:15pm + T4 is 6:15-6:45)
 - Thursday, 8/22: Popsicles with PTA Parents (follows Curriculum Night) 6:15-8pm
 - Thursday, 8/22: ALL TRACKS - School Engagement Information Sharing: Special Interest Clubs + Events, 6:15-8pm
 - TBC** PTA Leadership Appreciation (for Cathy/Jennifer)

TBC PTA Working Session for Charitable Chameleons, Fall Festival, etc. (Ms. Collins to join?)

- Upcoming SEPTEMBER Events
 - Thursday, 9/5 PTA Board Meeting: AM + Virtual 7:45-9am
 - TBC** PTA GMM to Approve By-Laws + Calendar
 - TBC** Art Reflections Introduced
 - 9/23-27: 4th Grade Writer in Residence (TRK 3,4)
 - 9/23-10/07: Charitable Chameleons Campaign
 - 9/27: Fall Festival
 - TBC** ESL Night in the Community
- **CURRENT / ACTIVE PTA EVENTS CALENDAR:** Please use the below web address to access the current / active PTA Calendar. You can copy and paste this into any calendar product that supports the iCal format:

<https://calendar.google.com/calendar/ical/1hbrpnfgue1lhpgbd31cf1pbe8%40group.calendar.google.com/public/basic.ics>

ADJOURNMENT	09:00 AM	Christina Putz
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CLOSING / ADJOURNMENT REMARKS

Thank you for your continued patience and support and we work through refining and activating our approach to increase communication and engagement within our school community!

SUPPORTING / REFERENCE MATERIAL(s)	DESCRIPTION	LOCATION
Last BoD Meeting: 05/14/2024 Minutes	Copy of May 14, 2024 BoD Meeting Minutes for Review/Approval (Appended to this Agenda)	Copy provided in this Agenda, follows this table. LINK TO 5/14/2024 BoD Meeting Minutes: May 2024 BoD Minutes
Proposed/Draft Calendar	Slide/Image Version of Proposed/Draft PTA Calendar as of 8/1/2024	LINK to Proposed PTA Programming Calendar as of 8/1/2024 2024-2025 CES PTA PROPOSED DRAFT CALENDAR 20240801
Teacher/Faculty PTA Progress Update Slides	Slide content provided to Ms. Collins to review with teachers, faculty, + staff to determine buy-in/open questions for key topics: Clubs, Student Council, Cabinet, etc. + Google Sheet for Questions	Link to shared PTA program progress + explanatory slides 2024-2025 CES PTA Strategic Planning Content for Review/Input Link to Google sheet for question/clarification input CES Faculty Questions+Answers for PTA Board 2024-2025
PTA Welcome Letter - School Community / Families	PTA Welcome Letter distributed and shared with families during first Curriculum Night (T1 +2), posting on socials and emailing through teachers	Link to PTA President Welcome Letter to Carpenter Elementary School Community (Families) PTA President's Welcome 2024-2025-School Community (1).pdf

SUPPORTING / REFERENCE MATERIAL(s)	DESCRIPTION	LOCATION
Curriculum Night (T1 + T2) PTA Slides	Slides that were added to Ms. Collins' presentation during Curriculum Night for T1+T2	Link to PTA Welcome + Basic Overview Slides: 2024-2025 CES PTA Curriculum Night PTA Slides T1+T2 20240801
CES PTA 2024-2025 Planning Workbook (RESTRICTED TO BoDs only)	Documentation of strategic planning and approach for the 2024-2025 school year. Access granted to BoD members only. NOTE: This is being used for ongoing strategic discussions + updates (e.g., current version of Draft programming calendar)	Link to shared STRATEGIC PLANNING workbook: CES PTA 2024-2025 Planning
CES PTA Op Model: Roles + Responsibilities (1) Tab for each Officer	Workbook specifying the By-laws + roles/responsibilities by Officer (separate tab for each)	Link to shared Officer Roles/Responsibilities workbook: 2024-2025 CES PTA Op Model vDraft
Proposed Communications Strategy	Strategy / Approach (Draft) Prepared by VP Communications	Link to draft Communications Strategy: VP of Comms Strategy+Plan 2024
Proposed Membership Strategy	Strategy / Approach (Draft) Prepared by VP Membership	Link to draft Membership Strategy: 2024/2025 MEMBERSHIP STRATEGY - DRAFT
Current Budget Report	Current Budget Report (As of 8/1/2024)	Link to Current Budget Report Treasurer Report 8/2/24.pdf

May 14, 2024
PTA Meeting Minutes
7:45am

Call to Order : 7:51am

Attendance : Cathy, Christina, Leslie, Ms. Cavola, Claris, Adelle, Carrie, Jenn B., Jess

Approval of April Meeting Minutes (below) : Carrie, Leslie 2nds

Principal's Report : We will be welcoming our rising kindergarteners and their families to our school on Wednesday night for our Kindergarten Orientation 5:30-7:00. Ms. DiCicco was honored as our Teacher of the Year last Monday night at the WCPSS TOY Banquet. Thank you to the PTA for purchasing our tickets for our table; it was a lovely night celebrating her and all teachers of the year in Wake County! Tonight, we will be celebrating and honoring Ms. Harding, Ms. Deeb, Ms. Ripperger, Ms. Crowcroft, and Ms. Langebeck as Cary Chamber of Commerce Honor a Teacher. One of them will be selected as a winner and will be awarded \$1000. 😊 Thank you so much for all of the treats, goodies, and love during Teacher Appreciation Week! Our teachers really felt your support and definitely are thankful for your continued partnership!

President's Report: Transitioning to next year, please update the google drive to add everything for new volunteers or events which will have a new chair next year.

Treasurer's Report : We received checks from Box Tops for \$24.70, Harris Teeter for \$41.12, and R City Rocks for \$22.98. We received a corporate sponsorship from MPC LLP for \$250 for Boosterthon t-shirts. We raised \$221 from the prize wheel at Handel's. We made \$141 in spirit wear sales at Handel's. We have received Boosterthon payouts totaling \$20,783.35 plus we have received \$220 in cash & checks for Boosterthon. We have received \$100 in corporate matching so far. I'm going to send out an email to everyone that checked the box for corporate matching to follow up. We have received \$625 in Benevity donations from Epic Games/Ryan Dixon and Astra Zeneca. I reimbursed Jess \$153.93 for the dirt for garden beds. We have sold \$225 worth of 5th grade yard signs. We received \$1,210 in donations for teacher appreciation week and a staff lounge snack donation of \$25. I sent in our sales tax refund form so hopefully we will get a check for that within the next month or so.

Chair Reports:

Academic Affairs (Claris)

- **Camp Chameleon** (Jess) - 5th grade fence is set to go up. Ms. Collins mentioned that we'd need heavy duty zipties for the picket fence. Little library prob needs to be repainted. There are still 4 garden beds that still don't have access to water but it should be a relatively cheap fix.
- **Spirit Nights** (Claris): Made over \$300 at Handels.
- **Cultural Arts** (Adelle) - I just filled out and submitted the grant application to get partial funding for the 4th grade Writer in Residence program. We should find out if we got the funding in June. We hope to run the program in late September/early October. She will send to Principal specific dates to consider.
- **Art Reflections** (Priya & Claris) - Priya has received the corrected trophies for our 1st place school-level winners.

Student Affairs

- **Run Club** (Adam) - Remaining Spring sessions: May 17, 24 ,31. Celebrating on the 31st with donut holes.
- **Yearbook** (Carrie) - 130 books sold. Starting to wrap up, I may try to squeeze T1 field day in since we only have two ads so far and I have a 2 page spread reserved for them. Otherwise I still need Principal Collins letter and a few other miscellaneous items. I will have Adelle review the final pdf, if anyone else is interested in reviewing feel free to touch base with me. Ms. Collins to pass out b/w printed yearbook pages to confirm students and spelling of names, etc.
- **Field Day** (Jamie with Coach Schmidt) -
 - Track 1- Friday, May 17 10-12
 - Track 2-4 (k-2) June 6 10-1pm
 - Track 2-4 (3-5) Friday, June 7 10- 1pm
 - Snow cone machine reserved for all 3 dates - Jamie to pick up.
 - Sign up sheet sent out on social media page for ice, coolers and bottled water
 - We have gotten 3 responses on the donation page. 1 cooler for each field day has been loaned. 1 bag of ice for every field day has been signed up to be donated. 2 cases of water signed up to be donated.
- **5th Grade Celebration (coordinate with Ms. Dos Santos)** - PTA will host the reception in media center
 - May 30th @ 9:30 - Track 1. Set up in the media center Thursday 5/29 in the afternoon. ~3pm*
 - June 24th @ 9:30 T2/3 and 11:00 T4 . Set up Sunday, the 23rd. Time??
 - Cupcakes & lemonade will be served
 - Claris is working with Ms. Dos Santos on creating a slideshow of student photos for reception. Google form to collect photos from parents has been sent out by teachers.
 - (Cathy) In place of popcorn this year the 5th grade team suggested donuts. Discussed with Ms. Dos Santos - we will purchase Dunkin' donut holes and bag them the same way we did the popcorn the past 2 years.
 - Ideas/logistics on doing a clap-out?? (Natalie) What about no mess streamers for each kid? They stay attached for easy clean up but still go in the air. \$15 for 25. We discussed having those for the teachers only to use when the 5th graders have the procession. Ms. Collins will think about logistics of "clap-out" and let us know.
 - (Mia and Natalie)-Mia fixed the grad boxes and Natalie will do balloons. Need to figure out how to do backdrop for hallway at entrance as that was a hit last year for photos but it's too difficult to get it to stay taped to the wall. Any way we could get a strip of cork board put there before then?

We discussed using the existing bulletin board and having a backdrop hang down to the ground.

Financial Affairs (Janet)

- **Boosterthon** (Cathy/Jennifer/Adelle/Cora) - Our final profit (without corporate matching) is \$21,054! Plus \$6,220 in corporate matching eligible funds.
 - (Carrie) Who is ordering the equipment? Will maintaining the equipment be the responsibility of the school or the PTA? (And other misc questions from my email on 4/23.). We discussed just getting outdoor storage bins as the best option. Ms. Cavola mentioned having some indoor items as well for indoor recess when it's raining.
- **GoPlaySave Fundraiser** (Jennifer) - Holly with GoPlaySave wants to know if she can put us down for 8/14/24 - 9/20/24 for our fundraiser for next school year? Are we doing GoPlaySave or Attractions or do we want to cut out this fundraiser? We will wait to decide on whether to follow through with one option or the other or not at all. Leaning towards Attractions if we do go that route.

Community Affairs (Natalie)

- **Staff Luncheons** (Natalie) : done for the year but I heard there might be one done for the end of the year? Is this Clopening? In the past, we've done a breakfast when we reopen. We selected July 2 for lunch for all the teachers during Clopening.
- **Teacher Appreciation Week(s)** (Mia & Natalie) : Successful week for Tracks 1,2, and 4. Track 3 smaller version this week.

Advocacy Report (Jamie) :

New Business :

- Campus Clean-Up day prior to 5th grade celebrations to weed beds in front of the school. Possible dates: 5/16, 5/21 or 5/23 8:45 - 10:30am. We decided on 5/21.
- Water fountain (Carrie): chip has been replaced in the 2/3 hallway so the refill station is working again. We are down to our last replacement chip. I got some of the history from Amy but where are the details saved?? Was anyone around when this project was done? We discussed reaching out to ASM per Ms. Collins to put in work order. We need to ensure that a provider can replace sensors and filters as needed.
- Question about the Kids Heart Challenge: is it a fundraiser for the school? Does every elementary school in Wake County do this program? Vast majority of elementary schools do this. We don't usually raise much.

- Does the board typically attend the Wake County PTA general meeting? It's being held 5/29 and includes dinner as well as break out sessions. We talked about going as a group.

Next meeting: Tuesday, June 18 @ 7:45am (if needed)

Move to Adjourn : Carrie, Jenn 2nds

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