

December 05, 2024
 PTA Meeting Minutes
 7:00pm



Carpenter Elementary School PTA

Board of Directors Meeting Agenda

05 DECEMBER 2024 / 07:00 PM / Location Wegmans Morrisville + Virtual Google Meeting

CALL TO ORDER + WELCOME 07:00 - 07:05 PM Christina Putz

ATTENDEES / ROLL CALL

17 Voting Members on BoD (2/3 = 11.3 votes) - considering approved vote for inclusion of Cultural Arts Committee Chair
 80% Quorum = 13.6 Voting Members

BoD (Voting) Member	Role	Attendance Status	BoD (Voting) Member	Role	Attendance Status
Christina Putz	President	In person	Cathy Hallam	Member at Large (1)	virtual
Natalie Ortiz	Treasurer	In person	Birju Patel	Member at Large (2)	virtual
Mia Bashir	Secretary	In person	Anil Daswani	Member at Large (3)	Not present
Claris Singh	VP Development	virtual	Kirsten Mease	Audit Committee Chair	Not present
Jess Sebbo	VP Membership	virtual	Emily Perkins	Reflections Committee Chair	Not present
Leslie Cramer	VP Communications	virtual	Jennifer Burge	Nominating Committee Chair	virtual
Mary Cisowski	VP Volunteers + Hospitality	Not present	Chirag Patel	Advocacy Committee Chair	In person
Ms. Collins	Admin Representative	In person	Adelle Smith	Cultural Arts Committee Chair	In person
			Ms. Cavola	Educator	virtual

BoD (Voting) Member	Role	Attendance Status	BoD (Voting) Member	Role	Attendance Status
				Representative	
Additional PTA Member Attendees:					

Call to order at 7:20pm

APPROVAL OF LAST MEETING MINUTES 07:05 - 07:10 PM Christina Putz

REVIEW + APPROVAL OF LAST MEETING MINUTES

Last Meeting: 11/14/2024 Minutes attached/provided for review and pending approval

VOTE: Approval of Last Meeting Minutes?

Yes: (NN%)

No: N (NN%)

REPORTS OF OFFICERS 07:10 - 07:50 PM Principal + Officers

PRINCIPAL’S REPORT - Kim Collins (5 MINS)

- Pep Rallies continue to energize and recognize our students (next ones will be 12/5 (earlier today 12/5 + 12/13): Includes recognition via “Ambassadors” Program (~18 students for each quarter from 4th + 5th grade + “Chameleon’s Tail for School Spirit (Fridays) and will present Cary “A”-Achieving Awards (Collaboration on 9/6 + 9/13, R - Respectful will be next)... following Pep Rally with Cheer/Spirit Team Support is planned for March
- Spelling Bee - School-wide spelling bee will be held on December 6th. **PTA ordered trophy, and certificates are in print. County-wide spelling bee will be held between 2/4-13th, seeking a school volunteer site**
- **Looks like the County-wide spelling bee will be held at West Cary MS on February 12th.**
- **Interviewed excellent candidate for receptionist. Hoping she will be able to start in mid-January.**
- **Did Hot Cocoa and Story Time yesterday with Track 1 and some Track 3. Will do the rest of students next Wednesday.**
- **January will be the target timing, after 1/12 (David Ortiz to be involved)** ESL Night in the Community - This will be invite-only event targeting our ESL Families. We have confirmed that we can hold it at East Cary Middle School. Our CES Academic team is trying to decide when to hold it. Admin is just going to have to make a decision.

- Tails have been repaired and classrooms that will recognized with standing up if their class has received the chameleon's tail

Pep rally today 12/05/24. Achievement awards announced today at rally. Spelling bee is set for tomorrow. County-wide spelling bee set for 02/13. We have a great candidate for receptionist. Hot cocoa 1 of 2 completed.

PRESIDENT'S REPORT - Christina Putz (5 MINS)

- National PTA School of Excellence program underway, seeking - Would love to find/identify "Excellence Team/Lead" to run point. PTA Surveys collected. "Speak up for every child" is the theme. We received the \$1500 grant that we applied for. March 14 we'll host a school event for technology readiness.
- Programming Calendar is being regularly updated and is being shared in Ms. Collins' weekly message
- Advocacy Committee with Chirag Patel Chair, will be meeting weekly to finalize 2024-2025 Approach centered around the 2023-2025 Advocacy Priorities: Support for NCPTA Family Engagement Programs, Mental Health & Wellness, School Nutrition, School Funding. Review the Priorities and supporting information @ <https://ncpta.org/wp-content/uploads/2024/06/AdvocacyPriorities.pdf>
- Submitted our National PTA Grant Funding Application for multiple programs awards (max of \$1,500 awarded for use in specific STEAM programming) funds to be used to expand Technology Speaker event tentatively scheduled for January 2025 and possibly Science Fair/Expo/Career Day to include complimentary food & beverage, multi-language supports, etc.. Prioritized top three choices: PTA Connected: Ready, Tech, Go!, PTA Connected: The Smart Talk, STEM + Families Propelling our World. Learn more about the programming @ [Grants & Awards Opportunities - Run Your PTA](#) – Should know the outcome mid-November so any day now ;) **consider translation services as part of the Technology Speaker session. Language is predominantly spanish, the others, we also need to focus on speak English so will pursue natural/connections vs. Whatsapp groups and family connections**
- Created centralized file to track PTA-relevant data for our school community, will look for Mia (Secretary) to manage updates together with relevant VPs (e.g., Membership, Volunteers/Hospitality etc.): [Carpenter Elementary PTA Engagement Tracking](#) **reference if you room/student counts**
- Established Cheddar-Up Site to enable collections (e.g., Charitable Chameleons + Annual Appeal) with lower fees + easier navigation; consider downloading the mobile app...it's really easy to navigate. Would like to consider how/what else (e.g., spiritwear, we can simplify and maximize profit, via the site). **We are planning to do a video explaining the raffle and Charitable Chameleons. There will be a live google meet for the raffle winner.**
- Room Parents is still in the works.

TREASURER'S REPORT - Natalie Ortiz (5 MINS)

- Budget Update [December 2024 Treasurer Report.pdf](#) Does not include \$840 from Charitable Chameleons that we haven't transferred to bank account yet
- NCPTA Dues are paid to date with 146 members (\$766.50 in dues paid)
- Book Fair Made us \$3000 in cash to the library and ~\$800 in Scholastic Dollars
- BOY Grant Money available ~\$6000 (Holding \$1000 in reserve for unexpected items needed such as recess equipment replacements). Need to check final number of teachers/staff signed up with PTA. Cathy can help with google sheet to send out!
- Still planning to get together with Mia to discuss a thank you letter including tax record information for those that donated to the Holiday Assistance Drive. **Reference CheddarUp auto-receipt for Tax reimbursement thank you information with thank you for gift card drive.**

SECRETARY'S REPORT - Mia Bashir (5 MINS)

- As **of December 4th**, we have **146** members
- No new updates
- Status Update for Compliance Documents being signed/recorded: Conflict of Interest Policy (NCPTA Ethical Conduct and Conflict of Interest Agreement) <https://ncpta.org/wp-content/uploads/2024/08/2024-2025-NCPTA-Ethical-Conduct-and-Conflict-of-Interest-Agreement.pdf>

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

- **Chess Club is set for the end of Jan**
- Mobilization of Committees underway (Camp Chameleon, Reflections, etc.) cadence for connects still to be determined
- Mad Science: Two consecutive 6-week clubs to cover four tracks starting in October
 - No need for an instructor on site during club
- Triangle Chess club available in January - **this is underway and signups started**
- TEK Club Program offers an interesting business opportunity for teachers (pending meeting with Ms. Collins + PTA Leaders)
 - 6 weeks - \$160/student
 - 12-14 students \$700; 15-19 students \$800; 20 students (full club) \$900
- Art Reflections Program is underway
- Hurricane Helene Relief Effort - In Partnership with Ms. Geiszler begins October 7th
- Run Club Dates (Fall + Spring) under review for approval with Ms. Collins but anticipated first session of the year will be next week, 10/11 - advertising for sign-ups to commence upon approved schedule

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

- Engagement Drive - wrap before Thanksgiving? **End date 11/22, Jess/Christie to connect on details for closing this out**
- Create a Winter themed Membership Drive (January) **consider doing some sort of in-person competition with a reward**
- Continue to fulfill swag packets for all new members that sign up
- Current report of PTA communication opt-in: [PTA Comms Opt Ins](#)
- Current report of PTA Membership / Class List: [For PTA CES 2024-2025 Class Lists & Registration Document](#)
- We need to personally invite families to join the PTA and opt-in to communications (e.g., perhaps ghost-written email/text can be shared out that we can personalize?)

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

- Share proposed Communication Strategy (discuss website, status/update approach and/or move to new platform) - platform decision (e.g., using new platform such as Wix etc. paused for now)
- Meeting Minutes accessibility is now part of website
- Added calendar invites for BoDs to PTA Calendar, confirm everyone is seeing meetings/events now
- Need to schedule a working session to "refresh/update" PTA website (e.g., main page, navigation, etc.)
- Next steps pending Engagement Sign-ups for Constant Contact for Email and Text Communications at with 700 contacts, our fee would be \$84/month to send 4 texts and unlimited emails per month.

- **Art Reflections is posted on FB, and the website**
- **Need to shared instagram details with Leslie and she will update with other FB/Website updates**

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

- Staff Favorites Questionnaire available/to be circulated by Room Parents
- [Room Parent flyer](#) + Room Parent approach launched on 9/12 with electronic sign-up currently underway
- Current Room Parent Interest: [Room Parent Interest Form \(Responses\)](#)
- Will be working on Staff Birthdays/Special Day + Week Recognition with Cathy Hallam for the time being until Room Parent Program is operational
- Year-round Staff Snacks responsibility being coordinated with help from Pam Markley (consideration for shift via room parents for grade level assignments of "snack type") We need to discuss a snack drive soon.
- Pam Markley and Natalie (Cathy assisting too) planning holiday meal for teachers on 12/6 when tracks change over, date discussed with Ms. Collins
- Pam and I have Ms. Ana's contact info as she expressed a desire to join PTA to assist with these types of events.
- **- To be updated... Christina to manage Room Parents to get it activated, ideally before Thanksgiving (to coordinate this weekend)**

COMMITTEE REPORTS

07:50 - 08:00 PM

Committee Chair(s)

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

- At the 10/24 Fall Fest, we sold out of many sizes of youth hoodies and just completed our second pre-sale with an order placed on 12/02/24. We expect to distribute the orders before track out. Total sales was \$765 with potential profit at \$232 + (we fulfilled some of the orders from our current inventory - 3 youth Tt-shirts and 1 youth hoodie). We are out of adult T-shirts and youth hoodies in the more common sizes, so we will need to discuss another potential reorder for inventory. We still haven't received any invoices but I've been told many time that Cliff is working on them.
- **Need to add in budget 1 hoodie sponsored to a student - write off**
- **Spiritwear drive for older spiritwear to give to students who need them**

HOLIDAY ASSISTANCE COMMITTEE'S REPORT - Mia Bashir (2 MINS)

- Gift card drive was completed and gift cards distributed. We raised \$1350.27 (after giveback fees) in monetary donations as well as \$500 in gift cards donated by Food Lion and \$225 in donated gift cards. Each student (there were 25 identified with a possibility of a few additional) received \$75 worth of gift cards (\$25 each from Target, Walmart and Food Lion).

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

- First assembly is Sankofa featuring The Beast on January 31st. I'll be asking for a couple of volunteers next month.

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

- **Apex Leadership Update** - Met with Michael on Tuesday. He sent a recap email with several points for us to discuss and confirm with him. Discuss now or set up a meeting next week?
 - Key discussion point is “why.” We need to clarify our fundraising goal.
- Michael will create a text thread where he will send out fundraising updates, program updates, photos, etc. during the program. All executive board members will get the updates.
- Goal for fundraiser is set for \$30K.

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

- We had a total of 90+ submissions! **Multiple issues with online platform, want to simplify, film only got (1) submission, dance only (4) submissions... Mr. Hann really loves the idea of a box where students deliver their submission in person.**
- School-level winners have been announced and submitted to Wake County
- Gallery is up outside of Mr. Hann’s room, installed before Book Fair Family Night
- Participation ribbons will be given to each student & trophies to school-level winners,
- **Mr. Hann shared that the students view this as his competition.**
- **Difficulty for the program to move content to slideshow (6 hours)**
- **Schedule only reflections only meeting at later date**

UNFINISHED BUSINESS

08:00 - 08:03 PM

Christina Putz

RECESS BINS + WISH LIST ITEMS PURCHASE UPDATE (2023-2024 FUNDRAISED SCHOOL GRANT) (Cathy Hallam / Jennifer Burge)

- Recess equipment wish list items, shed, and deck boxes were assembled and have been enjoyed during recess this past month - THANK YOU TO ALL THE ASSEMBLY VOLUNTEERS!
- Discussed with Ms. Collins adding an additional gate to the existing Pre-K playground fence
- Confirm timing for when we can consider this effort “complete”
- Updates:
 - Bulk of recess items have been purchased.
 - Would like to hold back any funds remaining after school grants are purchased to add to our reserve fund for replacements/repairs.
 - Natalie and I discussed a committee to maintain deck boxes (i.e. checking for any items that need repair or basketballs, etc. that need air).
 - We discussed having the student ambassadors take care of checking status of bin contents
 - Make inventory list of all the items in each bin to have a visual of what’s inside.
 - Potentially create/have lead under “Camp Chameleon”
 - Need about 20 blank inserts for flags. We may consider applying vinyl next time vs. etching.
 - Looking ahead to next year, we may want to consider including “recess equipment restock” as part of school grants.
 - Need to circle back with Ms. Collins regarding process/purchase/installation of additional gate for Pre-K playground fence.

- Natalie to inquire from an expert to get input about possible solutions/vendors
 - Christina checked with School parent/Contractor and received guidance on option to ask our HOA who had this priced out about a year ago... could be done in parallel, for the budgeting process to
- **Close out this with funding transfer to next budget.**

NEW BUSINESS

08:03 - 08:13 PM

Christina Putz

CONSIDER VOTE TO SIMPLIFY REFLECTIONS PROGRAMMING AT CARPENTER ELEMENTARY

- With consideration for the complexity and volunteer committee status as well as the past interest/participation of our school students. It is proposed to simplify the Reflections program (in compliance with NCPTA + NPTA guidelines) as follows:
 1. Each student may submit (1) entry into our program, total. If multiple entries are received, only the first one will be considered for the contest
 2. Student will submit/turn in the artwork to the office (will not be hosted/collected online)
 3. The following categories will be a part of the CES program within the 2025-2026 theme: "I Belong!": Accessible Arts + Literature, Photography, and Visual Arts

Pause on this, to be refined

VOTE: Refine Carpenter Elementary Reflections Program for 2025 as specified?

- Yes: N (NN%)
- No: N (NN%)

CHARITABLE CHAMELEONS

- Launched virtual on November 10th + in-person during Book Fair Family Night
- Lots of interest in Pokemon Swag + "Principal for a Day"
- Need to publicize and seek to use this as an initial motivation for our room parents
- **"Contributing means you help our PTA fund the following, show bulleted list and specify what is at risk if we don't hit targets"**

SPONSORSHIP PROGRAM

- Paused to allocate capacity and primary focus on Charitable Chameleons (will add as a collection on our CheddarUp site)
- Will pursue Businesses in parallel to Charitable Chameleons end of Calendar Year/tax benefit appeal

BOOK FAIR (Jennifer Burge & Natalie Ortiz)

- In process (last day is November 18th) with 3 days to go.
- Last event Donuts with Grown-Ups is tomorrow morning
- We performed just about the same as we did last year. \$800 scholastic dollars for Ms. Alston to use and \$3000 for books/supplies/equipment that she cannot get through Scholastic.
- **Budget income line item for Bookfair is not actually cash, it's a "credit" to purchase**

YEARBOOK COMMITTEE IS FORMING - Ms. Cavola, Ms. Langeback and Ms. Coffey all volunteered to help with yearbook!

- We are currently collecting photographs from events and storing them centrally but we need volunteers and a team/committee lead to organize the effort for our school's Yearbook, contact president@carpenterpta.net if interested.
- Yearbook deadline 4/27/2025 to be received by 5/19/2025. Track 1 signing party is last week of May. Cost will be \$22.00 plus tax which includes more pages than we have ever had. Our profit on each is \$3.31
- Going to push the recognition ads \$20 for ¼ page \$40 for ½ page

FIFTH GRADE COMMITTEE IS FORMING

- We will convene the 5th grade room parents + solicit other volunteers to support
- Christina to make flyer and coordinate as part of the room parent mobilization (Please let me know if you are interested in supporting/helping or even leading?)

ANNOUNCEMENTS	08:13 - 08:15 PM	Christina Putz
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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 NOVEMBER/DECEMBER Events – CHRISTINA TO UPDATE BEFORE SHARE OUT**
 11/1-18: Book Fair
 Friday, 11/15: Donuts with Grown-ups
 11/10-30th: Charitable Chameleons Campaign
TBC ESL Night in the Community - This will be invite-only event targeting our ESL Families
- **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	08:15 PM	Christina Putz
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CLOSING / ADJOURNMENT REMARKS: Motion to adjourn at 8:30pm. 1. Adelle 2. Chirag

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: 09/5/2024 Minutes	Copy of 9/5/ 2024 BoD Meeting Minutes for Review/Approval (Appended to this Agenda)	Copy provided in this Agenda, follows this table. LINK TO 9/5/2024 BoD Meeting Minutes: CES PTA Meeting Minutes_BoD_20240905
Proposed Programming Calendar	Canva Page/Image Version of Proposed/Draft PTA Calendar as of 10/3/2024	LINK to Proposed PTA Programming Calendar as of 10/3/2024: Engagement Programming Calendar.png
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 Curriculum Nights, posting on socials and emailed to families via Ms. Collins' weekly Message	Link to PTA President Welcome Letter to Carpenter Elementary School Community (Families) 2024-2025 CES PTA Curriculum Night PTA Slides_T1+T2_20240801
Curriculum Night (T3 + T4) PTA Slides	Slides that were added to Ms. Collins' presentation during Curriculum Night for T3+T4	Link to PTA Welcome + Basic Overview Slides: Curriculum Night 2024
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

SUPPORTING / REFERENCE MATERIAL(s)	DESCRIPTION	LOCATION
Current Budget Report	Current Budget Report (As of 10/3/2024)	Link to Current Budget Report LINK TO BE ADDED