

November 14, 2024  
 PTA Meeting Minutes  
 7:45am



Carpenter Elementary School PTA

# Board of Directors Meeting Agenda

14 NOVEMBER 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) - 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)	In Person
Natalie Ortiz	Treasurer	In Person	Birju Patel	Member at Large (2)	Absent
Mia Bashir	Secretary	Out of town	Anil Daswani	Member at Large (3)	Absent
Claris Singh	VP Development	In Person	Kirsten Mease	Audit Committee Chair	Absent
Jess Sebbo	VP Membership	Virtual	Emily Perkins	Reflections Committee Chair	Virtual
Leslie Cramer	VP Communications	Virtual	Jennifer Burge	Nominating Committee Chair	Virtual
Mary Cisowski	VP Volunteers + Hospitality		Chirag Patel	Advocacy Committee Chair	Absent
Ms. Collins	Admin Representative	In Person	Adelle Smith	Cultural Arts Committee Chair	In Person
			Ms. Cavola	Educator Representative	In-Person

BoD (Voting) Member	Role	Attendance Status	BoD (Voting) Member	Role	Attendance Status
					Ms. Deeb (Proxy Cavola is OOO)
Additional PTA Member Attendees:					

CHRISTINA calls to order @ 7:50am

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

Last Meeting: 10/03/2024 Minutes attached/provided for review and pending approval

Motion to approve - Natalie, 2nd from Jess

VOTE: Approval of Last Meeting Minutes?

Yes: 8 (NN%)

No: N (NN%)

REPORTS OF OFFICERS	07:55 - 08:35 AM	Principal + Officers
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PRINCIPAL'S REPORT - Kim Collins (5 MINS)

- Pep Rallies continue to energize and recognize our students (next ones will be 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)
- Spelling Bee - School-wide spelling bee is 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
- 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

## 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 will be collected this November (submit learnings by December 1st to move on in the program). Please consider sharing link/inviting others to complete it, it's anonymous and we have both English + Spanish Language surveys available (thank you David, Claris, + Natalie for your efforts with the translations!)
- 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).

## TREASURER'S REPORT - Natalie Ortiz (5 MINS)

- Budget Update [Treasurer Report Nov 2024.pdf](#) **Does not include \$335 for Charitable Chameleons to-date**
- B.O.Y. Grants Availability/Process/Status - Boosterthon recess equipment purchasing is pretty much complete. We have about \$5696 to work with for teacher grants (minus what we need to estimate for the pre-K gate as well as a reserve around \$500 to cover lost or damaged equipment this year) and Cathy will help share her previous google document and how she recorded wishlists/purchases. **Will create as a next year budget line item and target the gate for fundraising goal in Spring Fundraiser**
- Ms. Collins sent email to teachers/staff about PTA membership in order to access funds for grants and and we saw a jump in new memberships with only just a few teachers remaining (**Mr. Coffey, Mr. Raley, Coach Perry,**)
- Attended NCPTA BOY training. Just double checking to make sure all of our required board members are compliant (officers, audit chairs, nominating chairs, and advocacy chairs) with only 2 dates left to attend a seminar.
- NCPTA Dues are paid to date with 141 members (\$740.25 in dues paid)
- 990 was submitted (considerations for tax CPA in future?) **Share with Craig Putz, he's a CPA**
- Sales Tax refunds were submitted and we have received reimbursement
- I will be in contact with Kirsten and Angela to go over some monthly reconciliations (after book fair ends next week).

- I am going 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)

- 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>
- As of **November 13th**, we have **141** members

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

- **Claris is feeling is underwater, will debrief and we need to collaborate/delegate among for upcoming ½ year... @Christie to coordinate timing for us all to connect.**
- **Confirm if we can get Chess Club (3:45-5pm, on Thursdays, 12-wk program) 9 weeks for 40 students @Natalie to create**
- 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
- 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](#)
- Currently have **141** members as of 11/14/24 (prior year-end we had 167 members, 48 teachers/staff + 119 parents/guardians/family members)
- **90** PTA Members are Carpenter Families
- **51** PTA Members are Faculty/Staff Members - potentially incentivize teachers.
- 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 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

08:35 - 08:45 AM

Committee Chair(s)

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

- We sold over \$600 in spiritwear at the 10/24 Fall Fest - we sold out of many sizes of youth hoodies and we’ve just started a second pre-sale which will run through 12/01 with the expectation that we can distribute them before the holiday break. **Confirmed that DiCicco's order concern was addressed. Consider pink shirt for student pre-order. Will transition store/items to Cheddar Up but not currently charging on Givebacks**

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

- Gift card drive started towards the end of Oct and to initially run through Nov 3, then extended to Nov 15. Reached out to LeGrand about distributing gift cards to Track 2 families before they track out and then to continue the drive in order to raise additional funds for remaining tracks. Second distribution to take place before Nov 22. **Christina to share the the purchased cards to add to collection**

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

- Nothing new to report at this time

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

- **Apex Leadership Update** - Meeting with Michael on Tuesday, December 3rd @ 9:30am
- **Need to identify what we are fundraising for Academic Enrichment Grants + Campus Improvement**

## 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 physical turn into a box in his room.**
- 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, awaiting delivery of these from PTA store (expected delivery 11/18). Mr. Hann can either distribute to students individually and/or we can do some sort of recognition at a future pep rally **Emily to give trophies and ribbons to trophies**
- **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

08:45 - 08:48 AM

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

08:48 - 08:58 AM

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
- Over \$7000+ in sales before last night’s family night (Last year’s total sales were ~\$13,000) **family night was a bit slower than last year**

- Budget income line item for Bookfair is not actually cash, it's a "credit" to purchase

**YEARBOOK COMMITTEE IS FORMING - Ms. Cavola is interested in doing the yearbook, need find other teachers**

- 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](mailto:president@carpenterpta.net) if interested.
- Christina was able to update yearbook email to be able to access prior years information as well as use for login for TreeRing.
- Natalie has looked at TreeRing pricing levels and will start the push to form a committee right after book fair ends next week.

**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?)

<b>ANNOUNCEMENTS</b>	<b>08:58 - 09:00 AM</b>	<b>Christina Putz</b>
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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](mailto: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](mailto: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>



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: 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: <a href="#">CES PTA Meeting Minutes BoD_20240905</a>
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: <a href="#">Engagement Programming Calendar.png</a>
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 <a href="#">2024-2025 CES PTA Strategic Planning Content for Review/Input</a>  Link to Google sheet for question/clarification input <a href="#">CES Faculty Questions+Answers for PTA Board_2024-2025</a>
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) <a href="#">2024-2025 CES PTA Curriculum Night PTA Slides_T1+T2_20240801</a>
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: <a href="#">Curriculum Night 2024</a>
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., <b>current version of Draft programming calendar</b> )	Link to shared STRATEGIC PLANNING workbook: <a href="#">CES PTA 2024-2025 Planning</a>
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: <a href="#">2024-2025 CES PTA Op Model_vDraft</a>
Proposed Communications Strategy	Strategy / Approach (Draft) Prepared by VP Communications	Link to draft Communications Strategy: <a href="#">VP of Comms Strategy+Plan 2024</a>

SUPPORTING / REFERENCE MATERIAL(s)	DESCRIPTION	LOCATION
<b>Proposed Membership Strategy</b>	Strategy / Approach (Draft) Prepared by VP Membership	Link to draft Membership Strategy: <a href="#">2024/2025 MEMBERSHIP STRATEGY - DRAFT</a>
<b>Current Budget Report</b>	Current Budget Report (As of 10/3/2024)	Link to Current Budget Report LINK TO BE ADDED