

October 3, 2024

PTA Meeting Minutes  
7:45am



Carpenter Elementary School PTA

# Board of Directors Meeting Agenda

03 OCTOBER 2024 / 07:00 PM / 104 Maude Court, Cary, NC + Virtual Google Meeting

**CALL TO ORDER + WELCOME**

**07:00 - 07:05 PM**

**Christina Putz**

## ATTENDEES / ROLL CALL

17 Voting Members on BoD ( $\frac{2}{3}$  = 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)         | absent                              |
| Mia Bashir          | Secretary         | In person         | Anil Daswani        | Member at Large (3)         | virtual                             |
| Claris Singh        | VP Development    | virtual           | Kirsten Mease       | Audit Committee Chair       | Absent<br>(Excused, out of country) |
| Jess Sebbo          | VP Membership     | virtual           | Emily Perkins       | Reflections Committee Chair | virtual                             |
| Leslie Cramer       | VP Communications | virtual           | Jennifer Burge      | Nominating Committee Chair  | absent                              |

| BoD (Voting) Member   | Role                        | Attendance Status                              | BoD (Voting) Member | Role                     | Attendance Status |
|---|-----------------------------|--|---------------------|--------------------------|-------------------|
| Mary Cisowski   | VP Volunteers + Hospitality | virtual  | Chirag Patel        | Advocacy Committee Chair | Absent            |
| Ms. Collins   | Admin Representative        | Absent<br>(Excused, Principal of Year Banquet) | Ms. Cavola          | Educator Representative  | absent            |
| Additional PTA Member Attendees: Angela Bernard,, Adelle Smith, Christopher Daniels |                             |  |                     |                          |                   |

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

**REVIEW + APPROVAL OF LAST MEETING MINUTES**

Call to order: 7:09pm. Leslie – 1st, Natalie 2nd

Last Meeting: 09/05/2024 Minutes attached/provided for review and pending approval

**VOTE: Approval of Last Meeting Minutes? Mia 1st, Natalie 2nd**

Yes: N (NN%)  
100% approved

No: N (NN%)  
0

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

**PRINCIPAL’S REPORT - Kim Collins (5 MINS) - PROVIDED IN ADVANCE, UNABLE TO PARTICIPATE LIVE**

- Pep Rallies off to a fantastic start (held on 9/6 + 9/13): Includes recognition via New Initiatives: “Ambassadors” Program (~18 students for each quarter from 4th + 5th grade + launched “Chameleon’s Tail for School Spirit (Fridays) as well as presented Cary “C” Awards (Collaboration on 9/6 + 9/13, A - Achieving will be next)
- Spelling Bee - Classroom-level Spelling Bees were conducted for Tracks 2,3,4 and the Track 1 Classroom Spelling Bees will be held on 10/17; classroom winners will receive the spelling bee study list on 10/23 via email. School-wide spelling bee is held on December 6th.
- **TBC** 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.

- All of the new classroom signs have been put up in the hallways thanks to Booster money from the spring. They look fantastic! Thank you!
- Our Carpenter Spirit Fridays are going well, and students get very excited over winning the Chameleon's Tail!

Leslie will take photos of the new signs and post on FB.

#### PRESIDENT'S REPORT - Christina Putz (5 MINS)

- National PTA School of Excellence Application submitted, working through initial steps - Need to launch an "Excellence Team/Lead" and conduct PTA Surveys and/or Listening Sessions in November (submit learnings by December 1st to move on in program)
- Proposed Programming Calendar is nearly finalized and was shared in the updated letter from PTA President to all school community + families on 10/6: [PTA President's Welcome 2024-2025-School Community V2 \(1\).pdf](#)
- 60 min Agenda/Meeting Prep call for BoD members to finalize Agenda/Topics/Timing planned for Sunday evening before BoD/GMMs going forward, beginning on 11/3
- **EVITE: Tomorrow, Friday, 10/4 - Gratitude Gathering:** Cathy/Jennifer/Ms. C + all our VIP volunteers :) let's be sure to pass along to those active/moved on to middle school (currently 10 confirmed) any food allergies/aversions to consider?
- THANK YOU!!! To Mia's new CARY Chameleon Persona ;) she was the STAR of the pep rallies on 9/6 + 9/13, be sure to check out the pics + videos
- New PTA Logo + Banner in Action!
- Launched Advocacy Committee with Chirag Patel Chair + Pam Markley & Anil Daswani, 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](#)
- 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](#)

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

- Budget Update [Treasurer Report Oct 2024.pdf](#)
- 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. Speaking with Cathy, we think we may need to hold back some funds in reserve (I would suggest around \$500) for recess equipment maintenance/replacement.
- Discuss approach for staff grant eligibility dependent upon active PTA membership. Received support from Ms. Collins. Align on approach for messaging (e.g., Ms. Wood, Music Teacher, note most "specials" teachers are not PTA members, Ms. Alston and Ms. Corona have signed up) Ms. Wood has access to about \$800 from the teacher grant from last year, need to look back through president's email exchanges for exact amount. This would come from a \$2000 reserve we have. We have also been asked to purchase about 4 document cameras that are roughly \$180 each as well that could come from this reserve.

- We now have a purchasing account with Target to get the 5% discount. We still have an Amazon account as well and 2 purchasing cards.
- NCPTA Dues are due by October 15th. Will do this through givebacks, right now dues are \$661.50 for 126 members
- 990 Tax Form due October 15th
- Sales Tax refunds also due Oct. 15th
- Teachers and staff celebrated Mr. Eric custodian.

#### SECRETARY'S REPORT - Mia Bashir (5 MINS)

- Printed new Bylaws (effective 09/01/24)
- Refining + circulating contact sheet: [24-25 Board Contact Sheet - "Who does what?"](#) Janet, Pam, Andrea and future Room Parents potentially.
- 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>
- **REMINDER: Officers/BoDs/Voting Members are expected to complete the beginning of the Year Leadership Training: Registration Required for the upcoming dates: Saturday, 10/5 10am-12pm or Friday, 10/11 10am-12pm or Tuesday, 10/15 10am-12pm To attend, you must register at [bit.ly/FallLeadershipTrainingNCPTA](http://bit.ly/FallLeadershipTrainingNCPTA). You will receive the Zoom link after you register.**
- Updated membership list, we currently have 126 members as of 9/30/24 (prior year-end we had 167 members, 48 teachers/staff + 119 parents/guardians/family members).

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

- 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 is currently running (ends 10/11)
- 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 126 members as of 10/3/24 (prior year-end we had 167 members, 48 teachers/staff + 119 parents/guardians/family members)
- 79 PTA Members are Carpenter Families
- 47 PTA Members are Faculty/Staff Members - potentially incentivize teachers.
- ~20 members (14 families) have joined since 9/12 membership drive efforts

- 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.

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

- Volunteers + Hospitality Strategy + Approach being refined
- 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
- Confirm status of recognition for custodian (Mr. Eric? Birthday/custodian week this week) (from Ms. Collins- yes- we took care of him VERY WELL).
- 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")
- Pam Markley and Natalie planning soup and salad meal for teachers on 10/18 when tracks change over, date discussed with Ms. Collins

### COMMITTEE REPORTS

07:50 - 08:00 PM

Committee Chair(s)

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

- Pre-sale went well. All orders have been distributed with the exception of a few items that didn't arrive.
- We'll sell additional spirit wear at Fall Fest on new date: October 24th

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

- Submitted request for gift cards early this year to ensure receipt. Food Lion sent 20-\$25 gift cards (\$500) to help support our chameleon families who need it. These gift cards were received and given to Ms. LeGrand for keeping until distribution.
- Drive for additional donations set for December but we typically do this before the holiday season for distribution. Plan?

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

- The writer's residency (Poet Michael Beadle working with 4th grade classes), he said it has been a great experience this year.
- I have contracts ready for signatures for both of the assemblies

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

- **Apex Leadership Update** - Nothing new to report. They will reach out as we get closer to the event.
- **Coupon Book (GoPlaySave) Update - Jennifer** - Fundraiser ended a few weeks ago and our profit was \$1,760. That's about half of what it was last year so GoPlaySave suggested sending books home with every student next year if we decide to do it again.

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

- Underway, submittal deadline is 10/15
- 27 submissions so far
- Mr. Hann is promoting in art class. Each student who submits an entry can pick a piece of candy and also be entered into a raffle for Pokemon swag. Principal Collins has included it in her weekly message and teachers have also sent out pushes to parents through Talking Points. In addition, flyers went home to each student.
- Judges will be Principal Collins and two local artists

**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

**CONSIDER VOTE TO ADD CULTURAL AFFAIRS COMMITTEE AS BoDs STANDING COMMITTEE**

- With consideration for the year-long planning and budgetary considerations we have for Cultural Affairs programming; the thought behind creation of a standing committee will provide greater opportunity to provide for succession planning. Adelle Smith would remain as nominated chair.

**VOTE: Addition of Cultural Affairs as Standing Committee, with Adelle Smith remaining as Chair?**

Motion for approval: 1st: Mia, 2nd: Natalie

- Yes: N (NN%) 100% in favor
- Emily, Leslie, Natalie, Claris, Cathy, Christina,
- No: N (NN%) 0%

**CHARITABLE CHAMELEONS**

- Drafted approach together with Claris yet still need to document digitally to share most easily (targeted completion by Sunday, October 6th)
- Met with Mr. Hann regarding Art offerings and timeline and he is very keen
- Postponed to align with in-person events: Fall Festival + Fall Movie Night

**SPONSORSHIP PROGRAM**

- Paused to allocate capacity and primary focus on Charitable Chameleons
- Will pursue Businesses in parallel to Charitable Chameleons “gift basket/giveaways” solicitations in-person (any interested helpers?)

**FALL FESTIVAL (Natalie Ortiz)**

- Rescheduled OUTDOOR planned date for Thursday, October 24th, back-up is indoor layout as drafted (THANK YOU for that quick work)
- Discuss REVISED Fall Festival Documents: [Volunteer Sign-Ups](#) [Fall Festival Budget 2024](#)

**BOOK FAIR (Jennifer Burge & Natalie Ortiz)**

- Book fair is November 1 - November 15 (quickly approaching): trucks to probably arrive the week of halloween.
- I'll be meeting with Ms. Alston soon to put together the schedule and send out a sign up genius for volunteers
- Natalie will be working on decorations (need to decide on theme)
- I would love to have someone that is willing to help plan family night and donuts with grownups (needs signage to limit 1 donut per person). We would need a few food trucks for family night along with some fun, budget friendly activities to do in the cafeteria that night.
- Do we want to do raffle baskets this year? The kids love it and it helps us raise money for All for Books but I'm open to other ideas.

- Are we good with selling candy and stickers again to raise money for All for Books? yes

## ANNOUNCEMENTS

08:13 - 08:15 PM

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](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)

### YEARBOOK COMMITTEE IS FORMING

- 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.

### 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 OCTOBER Events**
  - 10/7-11: Hurricane Helene Relief Drive in partnership with Operation AirDrop
  - Tuesday, 10/15: NCPTA Art Reflections Submissions Collected/Due
  - Thursday, 10/24: Fall Festival
  - 10/24-31st: Charitable Chameleons Campaign
  - Friday, 10/25: Family Movie Night on the Lawn - this will be advertised & settling refreshments.
  - 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

### CLOSING / ADJOURNMENT REMARKS

Motion to adjourn: 1st Mia., 2nd Natalie @ 9:21pm



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  |
|--|---|---|
| <b>Last BoD Meeting: 09/5/2024 Minutes</b>                                 | 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>  |
| <b>Proposed Programming Calendar</b>                                       | 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>  |
| <b>Teacher/Faculty PTA Progress Update Slides</b>                          | 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><br><br>Link to Google sheet for question/clarification input <a href="#">CES Faculty Questions+Answers for PTA Board 2024-2025</a> |
| <b>PTA Welcome Letter - School Community / Families</b>                    | 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>   |
| <b>Curriculum Night (T3 + T4) PTA Slides</b>                               | 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>  |
| <b>CES PTA 2024-2025 Planning Workbook (RESTRICTED TO BoDs only)</b>       | Documentation of strategic planning and approach for the 2024-2025 school year. Access granted to BoD members only.<br><br>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>  |
| <b>CES PTA Op Model: Roles + Responsibilities (1) Tab for each Officer</b> | 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>   |
| <b>Proposed Communications Strategy</b>                                    | Strategy / Approach (Draft) Prepared by VP Communications   | Link to draft Communications Strategy: <a href="#">VP of Comms Strategy+Plan 2024</a>   |
| <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>  |

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