

Carpenter Elementary School PTA

Board of Directors Meeting Minutes



16 JANUARY 2025 / 07:45 AM / CES Media Center + Virtual Google Meeting

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

ATTENDEES / ROLL CALL

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	Not present OOT	Birju Patel	Member at Large (2)	virtual
Mia Bashir	Secretary	In person	Anil Daswani	Member at Large (3)	Not present
Claris Singh	VP Development	Not present	Kirsten Mease	Audit Committee Chair	Not present
Jess Sebbo	VP Membership	virtual	Emily Perkins	Reflections Committee Chair	Unable to attend
Leslie Cramer	VP Communications	virtual	Jennifer Burge	Nominating Committee Chair	virtual
Mary Cisowski	VP Volunteers + Hospitality	Not present	Chirag Patel	Advocacy Committee Chair	Not present
Ms. Collins	Admin Representative	In person	Adelle Smith	Cultural Arts Committee Chair	In person
			Ms. Cavola	Educator Representative	Ms. Coffey in person

Additional PTA Member Attendees:

BoD (Voting Member)	Role	Attendance Status	BoD (Voting Member)	Role	Attendance Status

Call meeting to order at 7:55am

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

Last Meeting: 12/05/2024 Minutes attached/provided for review and pending approval

VOTE: Approval of Last Meeting Minutes?

Yes: (NN%) 100%

No: N (NN%) 0%

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 (last ones were held on 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) presented 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. **Tails have been repaired and classrooms recognized with standing up if their class has received the chameleon’s tail**
- Spelling Bee - County-wide spelling bee will be held at West Cary MS on February 13th. **Need to confirm small donation: Request is for \$10... do not think all schools can support financially, suggestion \$50, to be coordinated with Natalie or Christie will be paid via our cc’s**
- 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. Communication underway with the East Cary principal for use of their facility for January 22nd or 23rd for this math-focused night for the Hispanic community. Spanish honor society is planning to help at the event. We decided on Thursday, Jan 23.
- **Our new receptionist starts on Tuesday! We are very excited. Her name is April DeLeon. I would like for David Ortiz to text in the What’s App group once she starts that we now have a Spanish speaker answering the phone again 😊 Will call her “Ms. April” (Mia will prepare the Spiritwear Welcome Swag Bag).**
- Cary “Honor a Teacher” nominations have been posted in the Principal Message and sent to teachers, minimal effort (video) and winner receives \$1,500 to spend on themselves, and get dinner at Prestonwood for all nominee teachers and Principal + (1-2 Asst. Principals)

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 and Ms. Collins and I drafted and submitted our summary of results and proposed plan/goals for the NPTA review. Will schedule

working session for our team and any interested PTA community members to focus on the next step and how we secure our NPTA School of Excellence recognition + publicize through our completion of the program.

- Programming Calendar is being regularly updated and is being shared in Ms. Collins' weekly message
- Advocacy Committee with Chirag Patel Chair, continues to meet 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>
- We received the \$1500 PTA grant that we applied for the Technology Speaker Event and the funds have been direct deposited to our account. On March 14 we'll host a school event for technology readiness: PTA Connected: Ready, Tech, Go! While we did not receive the technology support package, we understood it was a long shot and expect to be able to provide the technical capabilities needed through the grant and our existing technical resources. Learn more about the programming @ [Grants & Awards Opportunities - Run Your PTA](#) Will consider Spanish translation services (David?) as part of the Technology Speaker session as our non-english speaking community's primary language is predominantly spanish. For the others, we will continue to pursue natural/connections vs. Whatsapp groups and formalized 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**
- Cheddar-Up Site remains enabled for 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).
- Room Parents alignment is still underway and backfill for VP Hospitality still in progress
- **Confirm key meeting/coordination dates/timing + participants for the following or another working session/workshop day?**
 - International Night: Christina/Mr. Miller/others? - MM/DD timing (info meeting with interested parents later this AM)
 - VP Hospitality Role + Room Parents: Christina/Mia/others? - MM/DD timing?
 - PTA Membership: Christina/Jess/others? - MM/DD timing?
 - Art Reflections for 2024-2025: Christina/Emily/Claris/others? - MM/DD timing?
 - Go-forward Communication Approach: Christina/Leslie/others? MM/DD timing?
 - Camp Chameleon: Christina/Claris/Nick/others? - MM/DD timing?
 - Charitable Chameleons: Christina/Ms. Collins/Mia?/others? - MM/DD timing?
 - Fifth Grade Committee Goal/Targets + Planning: Christina/Cathy?/others? - MM/DD timing?
 - Science Expo: Christina/Leslie/others? - MM/DD timing?
 - School of Excellence -

Friday, Jan 24th is set for the Board to meet and plan and strategize on the afore-mentioned bullet points.

TREASURER'S REPORT - Natalie Ortiz (5 MINS) - offline update communicated by Christina/Cathy as needed

- Budget Update  January 2025 Treasurer Report.pdf Does not include \$5,200 from Charitable Chameleons that we haven't transferred to bank account yet.
- Teacher Grant requests being fulfilled, as of 1/13/25 we have fulfilled 19 out of 22 requests and will continue orders next week with the estimate of around 40 requests will be made. (Cathy provide live update as needed during our meeting). Requests should be received by 5/1/2025.
- Need to finalize a thank you letter including tax record information for those that donated to the Holiday Assistance Drive once back next week and will **reference CheddarUp auto-receipt for Tax reimbursement thank you information with thank you for gift card drive.**

- Finished getting financial info sent to Apex Leadership for fundraising event
- Will reach out to Cliff to follow up for invoice.

SECRETARY'S REPORT - Mia Bashir (5 MINS)

- As of Jan 11, we still have 146 members. Christina to meet with Jess to strategize after doing some analysis on previous members in order to grow.
- 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> - will print a few copies for the outstanding forms that still need to be signed by some members.

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

- Triangle Chess Club is set for the end of January
- Mobilization of Committees underway with limited engagement from volunteers beyond chairs (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
- TEK Club Program offers an interesting business opportunity for teachers (pending meeting with Ms. Collins + PTA Leaders) **Create Quick Sign-up survey for people to learn more and then schedule overview**
 - 6 weeks - \$160/student
 - 12-14 students \$700; 15-19 students \$800; 20 students (full club) \$900
- Art Reflections Program is underway, clarify approach if student relocates (e.g. County-wide contest underway?)
- Run Club Dates (Spring) need to be review for approval with Ms. Collins - advertising for sign-ups to commence upon approved schedule (+ transition or program lead.... Status update on Adam Short's backfill?)... expected to be March/April through end of May

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
- Christie needs to shared instagram details with Leslie and she will update with other FB/Website updates
- **Provided Science Expo Update** - Planning underway with food trucks, date is set for 2/20. Thinking about doing raffle prizes for each of the entries. Think about if it's a button, lanyard or ribbon - tchotchke to signify participation in the Science Expo. kacollins@wcpss.net to confirm with Reedy Creek with the robot demos
- Need to share details, flyer - stress how simple and fun to participate

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.
- Had successful holiday meal for staff on 12/6 and Jess and Christina coordinated gifts for admins
- To be updated... Christina to manage Room Parents to get it activated, targeting for January launch upon T4 return

COMMITTEE REPORTS

08:35 - 08:45 AM

Committee Chair(s)

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

- Distributed all of the 2nd pre-sale spiritwear orders before the holidays and reached out to track 1 (since they were tracked out at the time) to coordinate any orders needed as gifts. Other items were distributed to the classrooms once Track 1 tracked back in
- **Revisit the idea of conducting a spiritwear drive for older spiritwear to give to students who need them.**

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

- First assembly is Sankofa featuring The Beast on January 31st. I need one or two volunteers to help throughout the day.
 - Are we still ok with trailer parking in the bus loop?

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

- **Apex Leadership Update**
 - We will have a lot of posts for social media leading up to and throughout the event. Kyle sent a social media guide. Leslie to schedule sends and include pics/videos that Adelle sends

- if available or otherwise use the Apex content
- **1/31 & 2/14** send out Principal newsletter info and FAQ - sending end of week prior to the pep rallies
- Are we set with the schedule? Teacher huddle tracks 1 & 2 on February 3 at 8:00 am in Media Center, Teacher huddle tracks 3 & 4 on February 17 at 8:00 am in Media Center.
- Remix Glow Party
 - Fitness glow in the dark dance party
 - 26-36 fitness moves
 - Donate per fitness move or flat donation
- **Tracks 1 & 2 February 3-14**
 - Remix Glow Party Thursday, February 13 (Volunteers needed to count exercise moves, 3 or 4 volunteers for each group - how do I get access to volunteer list and sign-up genius?)
 - 9:30 am K & 1st
 - 10:30 am 2nd & 3rd
 - 11:30 am 4th & 5th
- **Tracks 3 & 4 February 17-28**
 - Remix Glow Party Thursday, February 27 (Volunteers needed)
 - 9:30 am K & 1st
 - 10:30 am 2nd & 3rd
 - 11:30 am 4th & 5th
- Christie to create PTA email account for Adelle to use with sign-up genius and communications planning

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

- **1/13/25 Update:** Wake County has announced the winners and honorees at the county level. Uma Bhawe received an Honorable Mention for her visual arts submission. Unfortunately, none of our student's submissions moved on to represent our district at the NC state PTA level (only one winner from each category moves on). Uma will still be invited to the Wake County awards ceremony in April. I reached out to her mother to let her know.
- This should close out our responsibilities for 2023-2024 Reflections!

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. (Christie confirmed back-side is blank so an option to flip and use vinyl as interim plan)
 - 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 the process /purchase/installation of additional gate for Pre-K playground fence.
 - Needs to go through Wake County request/process, Ms. Collins to provide status update - will submit by 1/20
- Closing this out with funding transfer to next budget 2025-2026 planning/allocation

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 - per meeting planning as discussed in President's message

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, now closed; raised \$5,200 in funding, short of target goal but LOTS of lessons learned to bring it back as an improved program for 2025-2026 school year!
- With primarily offline/virtual the videos REALLY helped spurn interest
- Contributing means you help our PTA fund the following, show bulleted list and specify what is at risk if we don't hit targets was important key messaging - need to be even more precise/targeted with the list (vs. budget allocation) next year
- Scheduling meeting to coordinate logistics for events/awards: calendar invites, reminder emails, supply orders/donation coordination

SPONSORSHIP PROGRAM

- Paused to allocate capacity and primary focus on Charitable Chameleons (will add as a collection on our CheddarUp site)

YEARBOOK COMMITTEE IS FORMING -

- Committee currently consists of Mia, Mrs. Cavola, Ms. Langeback, Ms. Coffey and Natalie (open to anyone else interested!)

- Plan to meet virtually in the next couple weeks to divide tasks
- Need to obtain rosters and Strawbridge photo access from Ms. Collins
- We are currently collecting photographs from events and storing them centrally on google drive.
- 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 **(UPDATE ON THIS: NEED TO SELECT WINNER SOON FROM THE 18 BOOKS SOLD, LIVE DRAWING? - Great idea on the live drawing, will confirm details with Ms. C + Natalie, do as recorded drawing and potentially a task for H.H. while principal for the day.**

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?)
- Ms. C is coordinating with Alston Ridge on timing of 5th grade moving up ceremonies. For Track 1 will be on the last day, just later in the day for us. May 29th @ 11am
- For Tracks 2,3,&4 - On June 26th doing AMS offsite 9-11am. For ours - Tracks 2, 3, & 4 on 6/25 coordinate as (2) ceremonies: 9am Track 2 & 3 and 12:30pm for Track 4 (accommodates car pool timing)

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 JANUARY/FEB/MARCH Events – **CHRISTINA TO UPDATE BEFORE SHARE OUT**

Thursday, 1/23 - 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:

Motion to adjourn from Ms. Collins

2nd by Leslie

Adjourning @ 9:33am

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_20240...
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... Link to Google sheet for question/clarification input CES Faculty Questions+Answers for PT...
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 ...
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

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

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 Representative	virtual
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](#)
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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
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- 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.
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- **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

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_20240...
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... Link to Google sheet for question/clarification input CES Faculty Questions+Answers for PT...

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

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 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**

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


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 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**

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<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
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- 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)
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- 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

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 - 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 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?)

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 **09:00 AM** **Christina Putz**

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: CES PTA Meeting Minutes_BoD_20240...

SUPPORTING / REFERENCE MATERIAL(s)	DESCRIPTION	LOCATION
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... Link to Google sheet for question/clarification input 📄 CES Faculty Questions+Answers for PT...
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 ...
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 -...
Current Budget Report	Current Budget Report (As of 10/3/2024)	Link to Current Budget Report LINK TO BE ADDED

