



February 21, 2024 / 10:30 AM / [Google Meet](#), [Google Meet 2](#)

ATTENDEES (marked in purple)

Administration: Katie Caggia (Principal), Wesley Clark (Assistant Principal)

Board Members: Sarah Moore (President), Kristina Killian (Treasurer), Katie Riccitiello (Secretary), Miranda Arnold (VP of Community Outreach), Joy Brunson-Nsubuga (VP of Family Engagement), John Walker (Advocacy Chair), Erin Delehanty (Audit Chair), Radhika Mathur (Nominating Chair), Stacey Johnson (Member-at-Large), Kim Moomy (Member-at-Large), Lora Rogers (Member-at-Large), Rachel Fiske

AGENDA

Introductions & Check-in

- 1-17-24 [Minutes Review & Approval](#) - Katie Riccitiello
Katie Riccitiello called for a vote to approve minutes. Lora Rogers seconded and the budget was unanimously approved.

Updates & Reviews:

- PTA Happenings - Sarah Moore
 - DEI presentation at our January General Meeting
 - Picket Fence Project Residency
 - 4th Grade Writing Residency
 - Red Robin Spirit Night
 - This event happened on a teacher work day and it was a great success! 2nd most successful! We should consider this when scheduling future spirit nights.
- Admin Update - Ms. Caggia/Mr. Clark
 - No changes to staff
 - Celebrations: Melissa Cook - our IA of the Year, top 10 in WCPSS; Counselors, Bus Drivers, and Rock, Paper Scissors was a huge hit! Staff really enjoyed that and appreciated the gift card paid for by the PTA.
 - Walkers will start the use of the new crosswalk; lots of confusion still out there about which intersections to use. The Principal's Message should include these details.

- Van Loop in the rear of the school: CCK, Chorus, First in Fitness , YMCA should be the only students/parents using that drop-off location in the morning.. No one other than CCK parents or vans should use that in the afternoon. If there are weather concerns: parents need to come through the front carpool loop; even without a carpool tag (staff can look up carpool numbers and dismiss as normal). Parents are urged to call the front office to notify the school of the dismissal change. Teachers and students will be notified with enough time. If you need a carpool tag, please call the office to make that request.
- Campus Beautification: Do we have another date? Caggia would like to order more mulch. Possible date for early March. Will verify and send confirmed date to Caggia asap.
- Financial Report - Kristina Killian
 - Spirit Night: \$175
 - Cultural Arts: lunch for artist
 - Family Eng: Bus Driver App, Valentines for Staff
 - Awards: ToY Banquet, PD for AES
 - Collecting money for 5th grade shirts; still need 4 more shirts
 - General income v. expenses: Income: 69,900; expenses: 66,225. Still have things to pay for.
 - Current bank balance: \$44,299.82

Important Upcoming Dates

- 2023-2024 [Calendar](#) - Sarah Moore
 - 2/26-3/1 - All for Books Coin Drive
 - 3/1 - Movie Night
 - 3/1 - 3/8 - Spring Book Fair with Scholastic
 - 3/5 - Donut NV Food Truck and Book Fair open 10-12
 - Staff is not required to be at work this day so we need to advertise this as much as possible
 - 3/20 - PTA Board Meeting
 - 3/20 - PTA General Meeting
 - 3/25-3/29 - Spring Break
 - 4/9 - Cougars Got Talent
 - Date is confirmed
 - 5/2 - Spring Fling

New Business

- Book Fair - Miranda Arnold
 - Sign-up for teachers will go out 2/22
 - E-Wallet and how to make a wish list will also go home to parents
 - Each staff will get a coupon to purchase books
 - Scholastic will require sales tax and teachers are aware of this. Will have to work with students to account for that.
 - Teachers will have wish lists displayed at the fair
 - Opening Night; students need an adult to shop
 - Books will arrive 2/22, Set up on the 28th

- Movie Night - Kristina Killian
 - 26 teachers/staff will attend to help
 - We need about 5 board members; 3 cashiers at book fair and 2 at the food credit card machines
 - Teachers will be at payment stations taking cash
 - 2-4 teachers at sign-in table for movie consent
 - 2 teachers in quiet room
 - 2 teachers at front of book fair; students need a parent to shop
 - Extra teachers for crowd control, in the gym
 - Ms. Shea agreed with this set-up and thinks this is
 - Movie will also play in quiet room
 - Pizza & chips will be for sale; no pre-sale (Romeo's pizza) Need someone to pickup pizzas & ice for jugs. Need someone to grab chips at Costco. Kim can pick up pizzas.
 - Water & lemonade for free
 - \$2/slice, \$12/whole pie, \$1/chips
 - Movie viewing license will cost \$325; \$175 more than previous years. Since this is the case, is movie night something we want to do again? Is there something else that would provide a family experience and try something different?

- 3/20 General Meeting - Sarah Moore
 - Reschedule to 3/19 or 3/21?
 - Will not reschedule; meeting will be held 3/20
 - Agenda
 - Business & BINGO; team building, fun, family-friendly event. No childcare needed, but will need more food.

- PTA Board Structure - Sarah Moore
- Nominating Committee - Radhika Mathur
 - Vacant positions: (8 total) treasurer, family engagement, 2 members-at-large, nominating, advocacy, audit, communications
 - We need an org chart!
 - Communications; a new open position: social media, friday bulletin, must attend board meetings
 - Kristen Burke - new treasurer
 - Advertise all positions; starting next bulletin, start collecting interests
 - Nominating committee: Katie, Kristina, Carissa, Radhika and Kim
- Sun Shade Survey Results - Sarah Moore
 - Sarah [reviewed results from survey](#)
 - Bring it to the March meeting for a vote to make it a budget line item
 - Clark: based on conversations he's had, he got the impression that when the idea was presented to the PTA, they were not expecting the entire playground to be covered. His opinion: It's a lot of money to benefit only a small portion of the school. He reached out to another school and they had it done for cheaper. Mr. Clark said he tried to get the James Street playground modified to be used instead but the school would be responsible for this cost. He said he would look more into this option and get back to us.
 - Possible option: put it in the budget, see how much is raised and potentially do a smaller shade or whatever the money raised could afford. We would label this line item as "playground support fund" so that it was fluid enough that people would know what it's for but not necessarily to be used for shade
 - *(Added After Meeting) Sarah Moore reached out to Katie Caggia for clarification and direction on how to proceed. Response:*
 - *Modifying the James Street playground is a secondary issue that shouldn't be considered in lieu of a sun shade*
 - *Per the survey results, she agrees we should move forward with a vote to create a budget line item*
 - *She suggested a "special playground project" title for the budget line*
 - *She felt like Pre-K to 1st grade is half the school and the structure is an investment for future students.*

- Spring Fling - Trello Board
 - May 2nd
 - No one has stepped up to chair this committee so Sarah will update Trello Board with needed task items that we will all have to take turns handling.
 - One food truck already; Jam Soft-Serve
 - Apex skip-its are not available; we'll try Super Skippers for performance
 - Do we want to have a theme or no theme?
 - Announce theme for Run Fun
 - Voting on Spirit Wear and Song of the Year
 - Carissa will reach out to the Mayor and Bach to Rock
 - Do we want to sell Spirit Wear? We could potentially have spirit wear already available for purchase. Cougar or Mayor could reveal the new design.

Time of Adjournment

12:06pm