

Minutes
CCA–CFA PTO Meeting
Meeting Date: Thursday, March 5, 2020 @ 6:30 PM
Meeting Location: Media Center

Attendees:

Administration - Joe Caraher, Hannah Cobb

PTO Board - Anna Hargett, Alyssa Anderson, Janet Bryan, Laura Loftin, Lisa Thompson,
Joan Hice, Jen Willard, Heather Habeeb, Olivia Weyant, Erin Parsons,
LeeAnn Leonard, Crystal Osborne, Ashley Hayes, Lisa Belland, Christina Blake

General PTO Members - Ariane Hunt, Robn Sorrells, Rhonda Tuggle, Susan McWhite,
Kendra Schwitter, Bruce Belland, Viktoriya Stafford, Karen Apple, Paula Hargrove,
Lisa Walker, Danny Cobb

- I. **Call to Order @ 6:30 PM by Anna Hargett**
- II. **Motion by Janet Bryan, 2nd by LeeAnn Leonard** to approve Proposed Agenda with spelling correction to Andrea Vaughn's name
Motion passed unanimously
- III. **Motion by Janet Bryan, 2nd by Jen Willard** to approve the Minutes from the meeting on 02/13/2020
Motion passed unanimously
- IV. **Icebreaker**
- V. **Officer's Reports**
 - President/Vice President
 - Open positions for the 2020/2021 school year are Secretary, Fundraising Chair, Apparel Chair/s, Athletic Chair, Library Chair, Lunch Co-Chair, Staff Appreciation Co-Chair
 - Need Nominating Committee
 - Volunteers - Jessica Lysse, Andrea Vaughn + 1-3 more
 - Treasurer
 - P&L Report
- VI. **New Business**
 1. **Motion by Laura Loftin, 2nd by Christina Blake** to approve a club grant in the amount of \$216.00 requested for equipment needs for the Fit Club (formerly Run Club) for Grades 2-5 with Ms. Beard & Ms. Sineni as teacher sponsors
Motion passed unanimously

2. **Motion by Christina Blake, 2nd by Heather Habeeb** to approve \$45,000 gift to the school to spend as administration deems appropriate from options including:
 - a. Sound Panels
 - b. Water Bottle Filling Stations
 - c. Literacy Professional Development for Staff
 - d. Chromebooks 2nd - 5th grade***Motion passes 25 in favor, 3 opposed***
3. **Motion from Apparel Committee** (see attached Meeting Minutes) - Add "All sales are final to all Spiritwear sales next year."
Motion passed unanimously
4. **Motion by Ashley Hayes, 2nd by Paula Hargrove** to table the motion from the Apparel Committee (see attached Meeting Minutes) - To only require the logo on Official Uniform Days on a red polo. All other days K-8 students could wear a non-embroidered red, black, white, or gray polo.
Motion passed unanimously

VII. Old Business

1. Update on First Lego League Team - Teacher Sponsor obtained- Tracey Marshall-Becker
2. Update on Garden Club Grant request - Crystal Osborne (Staff Appreciation Chair) and Kira Harenreader + parents attended Guilford County Farm Bureau meeting last week to present proposal and entire \$2200 request was approved.
3. Update on Diversity, Equity & Inclusion Club - Interest meeting was postponed due to weather and new date is TBA.
4. Plans for the remaining PTO meetings this year
April: Budget Meeting
May: PTO Elections

VIII. Committee Chair Updates (see below)

- APPAREL: Ashley Hayes & Anna Magrini ccaptoapparel@gmail.com
- ATHLETIC: OPEN
- CHARACTER ED: Jen Willard & Joan Hice ccaptochared@gmail.com
- COMMUNITY BUILDING: LeeAnn Leonard & Olivia Weyant
captocommunity@gmail.com
- DANCE: Jenna Grant & Erin Parsons ccaptodance@gmail.com
- HOSPITALITY: Blair Flowers ccaptohospitality@gmail.com
- FUNDRAISING: Stephanie Allred ccaptofundraising@gmail.com
- LIBRARY: Christina Blake captolibrary@gmail.com

- LUNCH: Lisa Belland ccaptolunch@gmail.com
- SOCIAL: Heather Habeeb & Kelly Heritage ccaptosoc@gmail.com
 - HS SOCIAL: Ashley Rudd & Dona McCorquodale
ccaptohssocial@gmail.com
- STAFF APPRECIATION: Crystal Osbourne & Anna Smith ccaptoapprec@gmail.com

Committee Reports Submitted for the Record

APPAREL:

- Committee meeting: TBA
- Upcoming Event: Spirit Wear Sale - Friday, March 20, 2020
- Spirit Wear Sales - 3rd Friday of each month 2:30-3:45 PM in the PTO Parent Room.
- Lands End offers limited apparel items & approved plaid option. www.landsend.com
- Outerwear and polo shirts on the NEW Carolina Sports website,
<https://carolinasports.myshopify.com/>

ATHLETIC:

- Athletic Chair Position Open

CHARACTER EDUCATION:

- Committee meeting: Monday, March 9th @ 6:30 PM in the Library
- March Dollar Jean Day: Cardinals Helping Cardinals
- We are continuing to issue a challenge to the student body to raise at least \$500 each Dollar Jean day this year.

COMMUNITY BUILDING:

- Committee meeting: TBA
- Upcoming Event: Spring Movie Night - Friday, April 17th

DANCE:

- Committee meeting: TBA
- Upcoming Events
 - Junior/Senior Prom Saturday, May 16th

FUNDRAISING:

- Committee meeting: TBA

UPDATES

- 2019 Nest Egg Annual Fund Update: Red envelopes, donations and pledges currently total \$53,535.20 with 37% of families participating
- Many families increased their impact by taking advantage of recurring monthly gifts through our online giving platform-QGIV.
- No special spring fundraiser this year so please encourage grandparents, aunts, uncles, friends and neighbors to make tax-deductible donations to the Annual Fund
<https://www.cardinalpto.com/donate-today>

HOSPITALITY:

- Committee meeting: TBA

LIBRARY:

- Committee meeting: TBA
- No Spring Book Fair this year

LUNCH:

- Committee meeting: TBA - Will post info in Sunday notes once a date is finalized.

UPDATES:

- April menu opened today, March 5th and will close on March 15th.
- Lunch orders continue to be strong each month with approximately \$5K profits .

SOCIAL:

- Committee meeting: TBA
- HS Social meeting: TBA

UPDATE:

- Successful Event - Featherhead Showdown 2/28/2020 -- We collected 840 lbs of food for Backpack Beginnings

STAFF APPRECIATION:

- Committee meeting: TBA
- Successful Staff Appreciation Week Monday, February 24 - Friday, February 28

UPDATES:

- Staff birthdays are being recognized monthly at a morning assembly. Each staff member is presented with a gift card with a treat bag & balloons.
- All the "staff favorite sheets" were uploaded to an album on the PTO Facebook page for parents to view as well linked on the NEW PTO website
<https://www.cardinalpto.com/pto-committees>.

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IX. Public Comments - None

- X. **Motion to adjourn meeting 7:25 PM by Janet Bryan 2nd by LeeAnn Leonard**
Motion passed unanimously

Apparel Committee Meeting

2/16/20 1:00pm-3:00pm Panera Bread

Present: Ashley Hayes (co-chair), Anna Magrini (co-chair), Paula Hargrove, Karen Apple, Anna Hargett, Alyssa Anderson

Uniforms: Ashley Hayes made a motion to only have the logo on Official Uniform Days on a red polo. All other days students could wear a non-embroidered red, black, white, or gray polo. Seconded by Anna Magrini.

Discussion: 1) It would be cheaper financially for families. 2) would help reduce confusion on official uniform days. 3) Had challenges with the vendor this year with getting orders. 4) Send a survey to parents to get feedback on the idea. 5) Possibly go to online ordering with Dean next year and continue to use Land's End. Stop using Carolina Sports. Would be good to look at options for next year. 6) Would need new apparel policy and approved vendors if approved by the board to move forward with it. 7) Kids wear hoodies most days covering up the polos.

Vote: Voted unanimously to approve the motion. No opposed.

Dress Code: Needs to be addressed and adhered to. Many violation seen. Clarification needed for parents.

Next Year's Spiritwear Plans: Plan to go strictly to online ordering. Will open ordering windows and then close and order by batches. A refund/exchange policy would be necessary. Will consider a no refund/exchange policy with all orders final. Will need to add a checkbox on the online ordering screen to acknowledge that you have read and understand the policy. Will need to communicate to parents early about the policy being put into place. We have had an excessive amount of returns/exchanges this year. This policy would be put into effect for the 2020-21 school year. 2-3 top selling items would be picked to keep a small inventory of for new families. Will need to clarify with Dean on the ordering process. Online ordering will make it easier for families to order when convenient for them. PTO would get paid prior to ordering.

Motion made by Paula Hargrove to add the policy that "All sales are final" to the online ordering. Seconded by Karen Apple. Committee voted unanimously that the policy would be that "All sales are final."

Budget: Currently showing a \$13000 inventory. Will have the biggest profit made so far by spirit wear sales if sales continue as projected. It was discussed that next year's budget needs to be itemized for apparel. It should be broken down into inventory orders and pre-paid orders.

Pre-paid orders consist of 3 seasons of athletic wear, freshmen and senior shirts, club shirts and individual sports team specialty orders. These items are pre-paid before ordered and we make a little profit off of it. The orders affect the inventory budget and push it over.

Apparel Committee Openings for Next Year: Anna and Ashley are stepping down as committee chairs. Karen and Paula are stepping down from Spiritwear. This is due to family and job obligations. Currently, Ashley and Anna handle the uniform side of things and Karen and Paula handle the spiritwear side. Word needs to be put out soon so the incoming chairs can be trained on how the committee operates, orders and chooses designs, etc. Karen and Paula would love to have someone to step in and do the last sales with us to prepare for next year and have an easy transition.

Feb. Sale: Need to change the date from Feb 21 to Feb 28. With the Featherhead being on the 28th, we decided to sell during the event.