

PPE PTA Board Meeting MINUTES 3/20/26

Attendance: Jessica Shook, Jen O'Brien, Suzanne Pomperoy, Katie Caggia, Isabelle Heineman, Allynne Thackson, Casey O'Leary, Valerie DiGangi (phone), Kristina Hu (phone), Maria Marrufo

START TIME: 8:51AM

1) OLD BUSINESS

- Approval of Minutes from February 20, 2026 Jessica Shook
- Suzanne Pomperoy motioned to approved minutes – Jackie seconded motion

2) PRESIDENT'S REPORT

Jessica Shook

- **Fifth Grade**
 - o Moving up ceremony will be Friday, June 26th @ 10am, with a Picnic and signing party the day before, June 25th
 - o Casey drafted Letter (attached) that will be sent to parents - this will cover food/drinks, Tshirt, and the bench purchase for donation ☐ **do we have a bench provider?**
- **Spirit Wear (DID NOT REPORT)**
 - o Staff T-shirts
- **Reflections (DID NOT REPORT)**
 - o Art Teacher as co-chair
- **2026-2027 Recruitment Plan**
 - o Rising Kindergarten Parents ☐ Katie will be hosting a "Popsicles with the Principal" event in May/June for any incoming Kinder families

3) PRINCIPAL'S REPORT

Katie Caggia

- New Staff Changes: Mrs. Javier (IA), posted new positions
- Attended job fair on 3/14 – great finds
- Enrollment for next year is @ 524; gained 4 students + 20 students pending (Pre-enrolled online but haven't completed their paperwork)
- Lots of recognition this month; reflections + Yearly Spot Light Student: 3rd grade and up, a student that shows strength, persistence, grit, in spite of a medical condition/hardship or out of the norm for most kids
- Send Newsletter updates to CHARLES next week (March 24th) – KATIE WILL BE OUT NEXT WEEK TUES – THURS
- Valerie to send Katie the Fall Book Fair dates
- Shade Structure for playground update: company Katie spoke with will give 10K for one structure as long as PTA can MATCH – we can also utilize an 8K grant from dermatology group. We need two shade structures for two playgrounds

4) TREASURER'S REPORT

Jen O'Brien

Budget Amendment Suggestions:

Kids on the Run: Current = \$800; Recommended \$1600

- o Spring Shirts = \$692.11
- o Equipment (hurdles, lanyards, ladder, cones, etc) = \$165

Teacher Hospitality: Current = \$1000; Recommended = \$1815 (\$1500 + \$315 donations)

Cardinal Cupboard: Current = \$0; Recommended = \$280 + teacher food donations

Book Fair: Current = \$300; Recommended = \$550

- o Stickers, bookmarks = \$50

- o "Share the Fair" = \$40
 - o Teacher Preview & Sunshine Breakfast = \$80
- Field Day: Current = \$0; Recommended = \$200 (Snacks for volunteers)
- Supplies (ie. Water cooler, printing): Current = \$500; Recommended = \$1000
- o 200 Car magnets for next year = \$400

Total additions: \$2,345

Teacher Innovations: Current = \$1000; Recommending = \$0

Teacher Grants: Current = \$1500; Recommending = \$500

Allows for 1 additional Visiting Author this Spring

Total Reductions: \$2,000

- o Jen advised these are JUST suggestions. Nothing has been finalized yet.
- o Suzanne advised that committees should focus on these numbers and come back with WHAT YOU NEED if you're unhappy with these numbers
- o The reason for reductions is to account for a portion of \$\$ to be available for us to host the first Teacher event in the Fall. Spirit Nights only bring in so much \$\$
- o Jen to create a line item for "Cultural Events" so that it's not mixed up with Teacher Grants. This would cover our Fall/Spring visiting authors
- o We need to develop a better process for Teacher Grants and create an application process for teachers who reach out – set up objectives/rules so we can grant appropriately – do we need this \$\$ for the remainder of the year? Do teachers need our grant money?
- o Should we set up a Grant committee?
- o It is not recommended to 0 out the teacher grants budget as to not hurt the relationship with the school – Suzanne volunteered to find another way to reduce the budget by \$2,000
- o We need to update our standing rules to include donations, so that every time a financial request comes in, we do not have to vote on changing the budget
- o Jackie to send an email to room parents to join the PTA Virtual meeting so we can have enough representation to approve budget – WE NEED 20 PEOPLE
- o **We did not vote on anything today** – Jen to follow up with an email regarding three scenarios for the board to vote on, virtually on the evening of 3/24 prior to our General meeting on Wed 3/25

****It was noted during the budget amendment discussion today that voting in the minutes at the October 2025 board meeting, were not clear. The October meeting was originally intended to support the November 13th general meeting budget amendment request. However, due to lack of quorum, the budget amendment request was moved to the January general meeting. The board recognizes the miss on the formality and has taken action to include discussion and a clear, formal vote for the proposed amendments at this meeting and moving forward****

- **Spirit Nights**

Tuesday, 3/24 2pm-7pm - Alpaca

Wednesday, 4/8 4pm-8pm – Carrabba's

Tuesday, 4/28 4pm-7pm – Fratelli's

Wednesday, 5/13 6pm-8pm – Mama Birds

- **Yearbooks**

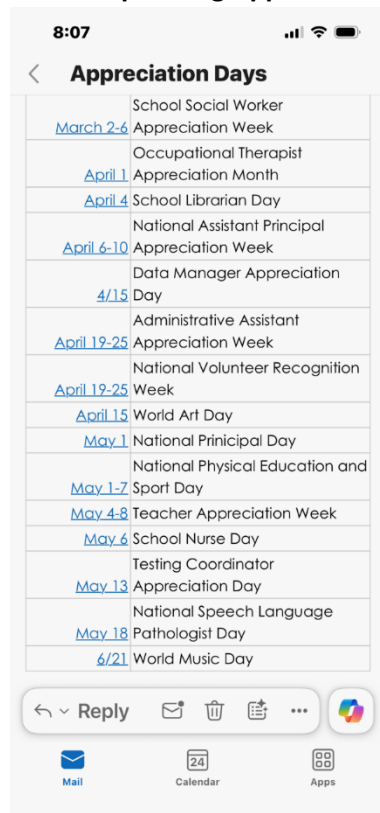
Deadline for ordering is 4/3. 116 sold to date. Don't wait to order your yearbook!

5) VP – COMMUNICATIONS REPORT

Casey O’Leary

DID NOT REPORT

- **Newsletter Feedback**
 - Openings are low (18-20%)
 - Bounce backs from emails
- **Field Day**
 - PTA has purchased the water cooler & will provide snacks
 - Diane has requested help with registration
- **Board Communication Clarity**
- **Multi-Channel Communication**
 - Facebook Posts
 - Mid-month reminder email to those that don’t use social media
 - Grade level Facebook groups?
- **Upcoming Appreciation Day Suggestions:** \$25 gift cards for each



Teacher Appreciation Week Suggestions:

Daily Theme Ideas (easy to organize)

- Monday – “You’re the Write Stuff” : Notes from students/families, handmade cards, or a note station in the lounge.
- Tuesday – “Snack Attack” : Stock the lounge with grab-and-go snacks, drinks, and coffee.
- Wednesday – “Recharge Day” : Trail mix bar, smoothie station, or small self-care items (chapstick, tea, lotion).
- Thursday – “Favorite Things” : Use teacher preference lists to give small personalized gifts.

More Unique Ideas (no food-focused events)

- “Golden Ticket” drawings – small perks like leave 30 min early, jeans day, preferred parking
- Classroom Supply Refresh – restock basics (markers, tissues, sticky notes)
- Gratitude Video – compile short clips from students/families
- Mystery Appreciation Drops – surprise items delivered throughout the day
- Kindness Cart – rolls around with drinks, supplies, or small treats

Friday – “Finish Strong Friday” Ideas

Option 1: Dessert Bar / Sweet Treats

- Cupcakes, cookies, brownies, or an ice cream bar
- Easy to coordinate and feels celebratory going into the weekend

Option 2: Coffee Cart or Drink Bar

- Iced coffee, lemonade, soda, sparkling water
- Add fun extras like flavored syrups or creamers

Option 4: “Take It Home” Gifts

- Small bundles teachers can take home (snacks, self-care items, drinks)
- Practical and appreciated

This must be included in all emails regarding Teacher Appreciation Donations:

To keep things inclusive and simple for all families, we encourage individual student participation. Please do not send money for group gifts—thoughtful notes and small gestures from each child mean so much

6) VP – FUNDRAISING REPORT

Kristina Hu

DID NOT REPORT

7) SECRETARY REPORT

Jackie Horwitz

DID NOT REPORT

- Upcoming open weekends to paint Spirit Rock: 3/21, 4/11, 4/18, 5/9, 5/16, 6/6
- Collecting contact info for rock painters to include in future confirmation emails
- Please continue to have all material that needs to be presented @ our board meetings by the **WEDNESDAY BEFORE!**
- Rising 1st Grader & incoming Kindergarten Parent outreach

8) COMMITTEE UPDATES:

• Book Fair

Valerie DiGangi

- o Has kicked off! Valerie currently @ fair running the desk for Teacher Preview Day
- o Schedule is posted on the library doors + it has been sent out
- o Parent volunteers are continuing to come through
- o Valerie will fill in where needed – expect her to be there everyday when she can – encourages PTA to also fill in any open spots on the SUG
- o Teachers have been offered to round up their purchases, or donate to “Share the Fair” – for those students who are using the “Share the Fair” option, there is a button on the register to account for their payment
- o Share the Fair items include bookmarks, stickers and book buddies. **This specific remark was not included in original minutes and was asked to be added in on 3/26. Original mention of “share the fair” items included in 1/16/26 minutes. Book buddies were decided upon on 3/13 at 2:15pm via text message.**

- **DEI/At Large**

Isabel Heineman

- Cardinal Cupboard Updates
 - Still trying to figure out the best way to distribute snacks since students are now asking to swap their snacks for better snacks in the basket
 - Some teachers go through their baskets quickly, some don't – teachers know which students NEED snacks, but the program is open to ALL as to not signal anyone out
 - Looking for a better way to retrieve/distribute the number of snacks needed each Friday. There is not enough time for parent volunteers to get this done between 8-8:45; Can we utilize Student helpers? – Katie will be soliciting students from classrooms with empty baskets to bring them down to the cart outside the PTA room on Thursdays
 - The hope is that this will develop into a student run club ☐ "Cardinal Club"
 - Feedback Survey to be sent out regarding phase 1
 - Backpack buddies partnership to assist students over summer/track outs – Isabel to look into
- School Improvement Updates:
 - Mrs. Graham would like to have a popcorn machine @ Movie Night to support those students who cannot purchase from Food Trucks ☐ looking for a machine and a volunteer
 - Fall Literacy Night is a STEAM theme & Spring Literacy Night is MULTICULTURAL – PTA will play a part in this – Jen requested to ask if they need funding from us

- **Hospitality**

Maria Marrufo

- **March – "Lucky to Have Our Staff"**
Lunch scheduled for March 27 with Carrabba's, 11-1:30pm in Teacher's Lounge – Casey & Maria will be volunteering and Maria confirmed they are set on volunteers
Here is the SUG for additional snacks and drinks to share with your friends:
<https://www.signupgenius.com/go/10C0F45AAA822A2FFCF8-62170275-snacks>
- **April – "Spring Refresh"** Sunshine Cart on April 17
- **May – "Sunshine & Smiles"** Sunshine Cart on May 8
- **June – "Cheers to a Great Year"** End-of-year lunch on June 5 ☐ TBD on what type of event this will be. May coincide with Teacher Appreciation Week...
- Maria confirmed Break rooms have been re-stocked

- **Kids on the Run**

Alynn Thackson

- Shirts have been ordered
- Session 1 is in week 2 of the season and going well so far
- 10x10 Canopy tent stored in the PTA office – donated by volunteer parent
- **Alynn to send over 2026-2027 dates to Jessica to add to magnet**

- **Reflections**

Emily Kendrick

- Second and final Reflections recognition celebration complete
- Not sure if we will have an exhibit this spring- recommend it for a future year when we have higher participation – could maybe display in the art room?
- The recognition event sparked great interest – students want to do this next year!
- Will run the recognition slide show during Movie Night on Thursday March 26th

Next General PTA Meeting: Wednesday, March 25th (Virtual)

Next Board Meeting: Friday, April 17th (In Person)

PTA Retreat: Friday, May 1st

OTHER IMPORTANT UPCOMING 2026 DATES:

MARCH:

- **Scholastic Spring Book Fair:** Friday, March 20th – Thursday, April 2nd
- **Teacher Book Fair Shop Date:** Friday, March 20th
- **Track 2 & 4 Book Fair Shop Dates:** Monday, March 23rd - Friday, March 27th
- **Spirit Night @ Alpaca:** Tuesday, March 24th
- **“Lucky to Have Our Staff” Teacher Luncheon:** March 25th
- **Family Movie Night (with Family Engagement committee):** Thursday, March 26th
- **Sunshine & Stories (Book Fair Morning Event):** Tuesday, March 31st

APRIL:

- **Track 1 & 3 Bookfair Shop Dates:** Monday, March 30th - Thursday, April 2nd
- **Deadline to order Yearbooks:** Friday, April 3rd
- **HOLIDAY – NO SCHOOL: FRIDAY, APRIL 3RD**
- **Field Day (Tracks 2 & 3):** Wednesday, April 15th
- **Sunshine Cart (Spring Refresh):** Friday, April 17th
- **TEACHER WORK DAY- NO SCHOOL: MONDAY, APRIL 20TH**
- **Kids on the Run Session 2 Kicks Off:** April 22nd
- **Field Day (Tracks 1 & 4):** Friday, April 24th
- **Spirit Night @ Fratelli’s:** Tuesday, April 28th

MAY:

- **Teacher Appreciation Week:** May 4-8th
- **Spirit Night @ Mama Birds:** Wednesday, May 13th
- **HOLIDAY- NO SCHOOL: MONDAY, MAY 25TH**

JUNE:

- **Spirit Weekend @ Treasure Quest Mining:** June 5th or 6th
- **Fifth Grade Picnic and Signing Party:** Thursday, June 25th
- **Fifth Grade Moving Up Ceremony:** Friday, June 26th

END TIME: 10:45AM



5th Grade Cardinals Moving Up Celebration



Our 5th grade Cardinals are getting ready to soar! Join us as we celebrate this special milestone.



Date: March 26



Time: 10:00 AM



Duration: Approximately 45 minutes



Celebration Includes:

- **Pizza**
- **Cupcake**
- **Class Gift**
- **Commemorative T-Shirt**



Cost: \$15 per student - please provide cash by: April 30th

Please send in payment along with your child's t-shirt size.