

NCSA PTO Board Meeting Thursday, May 1, 2025

	○ Secretary: Shawnequea Goring ○ Fundraising: Candance Morley + Kayla Harris ○ Partner In Ed: Quanesha Anderson ○ Hospitality: Jennifer Lathrop ● Approval of Last Month's Meeting Minutes ○ Moved: Tabatha ○ Seconded: Bri																																																
Treasurer Justin Mays	● Account Balances NCSA PTO Account Report - 04/01/2025 to 04/30/2025 <table><tr><th>April 2025</th><th>Checking</th><th>Savings</th><th>Paypal (Old)</th><th>Paypal (Nonprofit)</th><th>Square</th></tr><tr><td>Beginning of Month Balance</td><td>\$ 38,736.51</td><td>\$ 81,336.33</td><td>\$ 470.00</td><td>\$ 210.51</td><td>\$ 93.48</td></tr><tr><td>Deposits</td><td>\$ 818.91</td><td>\$ 0.34</td><td>\$ -</td><td>\$ -</td><td>\$ -</td></tr><tr><td>Payments/Withdrawals</td><td>\$ (5,953.28)</td><td>\$ -</td><td>\$ (470.00)</td><td>\$ (63.14)</td><td>\$ (93.48)</td></tr><tr><td>Fees</td><td>\$ -</td><td>\$ -</td><td>\$ -</td><td>\$ -</td><td>\$ -</td></tr><tr><td>Chargeback/Refunds</td><td>\$ -</td><td>\$ -</td><td>\$ -</td><td>\$ -</td><td>\$ -</td></tr><tr><td>End of the Month Balance</td><td>\$ 33,602.14</td><td>\$ 81,336.67</td><td>\$ -</td><td>\$ 147.37</td><td>\$ -</td></tr><tr><td>Total End of Month</td><td>\$ 115,086.18</td><td></td><td></td><td></td><td></td></tr></table> ● Fundraiser Funding total: Fundraising Funds breakdown... ■ NEW STEAM Funding from 2025 (Boosterthon): \$31,182.48 Funds will be split 50/50 with outdoor furnishings ■ STEAM funding from 2024 remaining: \$22,951.30 ■ Maker Space funding remaining: \$7,375.64 ■ Robotics funding remaining: \$1,894.95 ● Teacher Requests: ○ Amount remaining: \$1,556.44 ■ Includes pending amounts from April 2025 requests: ● GVATA Conference - \$550 ● Georgia AG Experience - \$750	April 2025	Checking	Savings	Paypal (Old)	Paypal (Nonprofit)	Square	Beginning of Month Balance	\$ 38,736.51	\$ 81,336.33	\$ 470.00	\$ 210.51	\$ 93.48	Deposits	\$ 818.91	\$ 0.34	\$ -	\$ -	\$ -	Payments/Withdrawals	\$ (5,953.28)	\$ -	\$ (470.00)	\$ (63.14)	\$ (93.48)	Fees	\$ -	\$ -	\$ -	\$ -	\$ -	Chargeback/Refunds	\$ -	\$ -	\$ -	\$ -	\$ -	End of the Month Balance	\$ 33,602.14	\$ 81,336.67	\$ -	\$ 147.37	\$ -	Total End of Month	\$ 115,086.18				
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Funding Requests	● 1. Katie Sauls - iPads for EIP students Moved: Whitney Seconded: Tabatha Approved by majority vote <i>Funding Source: Teacher Funding</i> ● 2. Coach Mike - Field Day Fun Denied: Costs were too high for equipment that had to be returned. The Board felt a more appropriate use of funds would be for equipment that can be reused for subsequent years. ● 3. Coach Joyce/Mike - Divider (\$2583) Moved: Shondra Seconded: Kayla																																																

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	Approved by majority vote <i>Funding Source: General Fund</i> 4. Vines/Becker - Phonemic Curriculum (\$615.60) Moved: Bri Seconded: Whitney Approved by majority vote <i>Funding Source: Teacher Funding (\$548.62) & General Fund (\$66.98)</i> 5. Mary Becker - printer ink Denied - Board is moving away from funding ink.
Communications/Volunteers Bri Kelly	- April 2025 e-newsletter stats: 63.2% open rate (we average 65.8%) which is a great percentage. We have approximately 830 recipients of the newsletter, so this shows they are engaged in what's going on. - Top clicks: PTO Board candidate vote link and volunteer SignUp links. - Website - Justin and Bri are narrowing down the options for a new platform. They hope to have a report at the May 27th meeting. - There will be no more newsletters for this school year. - Family lunches will resume beginning May 13 and will end May 20. Mr. Helm also plans to continue the family lunch opportunities for next school year. Action Item: Bri will reopen the signup.
Social Media Keisha Anderson	Keisha asked for the year-end events so that she can add them to the calendar. Mr. Helm provided the dates below: 7th grade awards day: May 13 @ 9 am - Field day: 14 - 16 (all day) 6th grade awards day: May 19 @ 8:30 am in the auditorium 5th grade awards day: May 19 @ 6 pm in the gym; doors open at 5:15 3rd grade awards day - May 20 @ 9 am in the auditorium 8th grade awards day: May 20 @ 6 pm; also the Freshman flight at 12 noon on the same day. Students will walk through with the 8th grade drumline and parents; 6th and 7th graders will cheer them on from the outside and the 8th graders will walk through the halls for the other grades to see and cheer for them; Parents can check their kids out after the "parade" with no penalty. - K awards: May 21 in sets of 3 due to the seat limitation of 388 in the auditorium. One set will go at 8:30 and the other at 10 am. Action Item: Mr. Helm will provide the list of which teachers are assigned to the different times. 1st and 2nd grade awards day: May 22 in their respective classrooms

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	• 4th grade awards: May 22 @ 8:30 am in the auditorium
Fundraising Kayla Harris Julie Waggoner Tara Gill	• This year has been a huge success for fundraising thanks to the board, parents, and everyone involved. We had a lot of fun and raised a considerable amount of money to help with the school's needs. • (TG) Playground quote updates: ○ New Quotes from GameTime (Dominica Recreation Products) ■ Hip Shade: 52x40 = \$66,833.55 • posts in grass • large rectangle shade ■ 2 Sails/4 posts = ~27x36 = \$56,790.25 • posts within playground footprint • two triangular shades ○ Existing Quotes from Kompan ■ Hip Shade 50x60 = \$76,203.85 • posts in grass • large rectangle shade • The committee still has more research to do to determine which is the better option, beyond the actual cost. They are comparing the following: ○ Weather resistance ○ Maintenance/upkeep ○ Which best meets the County's needs/restrictions ○ All materials provided ○ Installation included ○ Warranty • Action Item: Mr. Helm will figure out how we proceed with proposing the structure to the district for approval. • We may need to go through Mr. Rains and then Mr. Barr and ensure that we are following all of the proper protocol. We will present one option, but show that we considered 3 other options. • We also need to confirm if the district will want us to have all of the money before the structure is approved. It may take a few years to raise the full amount, and of course, the quotes will expire by then. • We have several grant options from one of the vendors. Keisha is a grant writer. and she will review to see if there are any we can apply for. We know that the county will probably not fund the structure since no other elementary school has a similar structure..

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	• We made \$100 from Spirit Night at Amici's last month. • Spirit Night at Frio's was very slow, probably due to testing. We only brought in \$44.32, which was 10% of sales.
Hospitality Irma Romero Crissy Fraser	• Teacher Appreciation was a HUGE SUCCESS! • Thank you to the following sponsors who helped with food and/or prizes to be raffled off each day for staff: ◦ Lily + Sparrow, Texas Roadhouse- Athens, Ace Hardware-Social Circle , Amici's - Town Center, Applebee's, Atlanta Pizza & Gyro, Baby Cakes-Porterdale, BakerSpace, Beaver Manufacturing, Biddys- Brown Bridge Rd., Bread and Butter Bakery, Chilis - Covington, City Pharmacy, Covington Ford, Covington News, Critters outdoor pizza, Curvy Market, Dairy Queen, Georgia Ophthalmologists, Ginn Auto Group, HM Family Dental, Home Depot, Jenkins Family, Jessiecakes, Jim n Nicks - Town center, LongHorn Steakhouse, LR Burger - Monroe, Mayfield Ace Hardware, Ms. Sally's, Musulyn's International Restaurant, Newton Co. Arts Association, Nitro 2 Go-Covington, Olive Garden, Oxford College, NCSA PTO, Rudyboos, Rush Tees, Snapping Shoals, Spectacular Eye, Tin Plate-Social Circle, Woven Boutique, Yogurt Mountain • Post Planning luncheon: Zaxby's 1320 + tax. Choice of grilled or signature sandwich or 4 tenders. Boxes come with chips, cookies and zax sauce. Zaxby's is aware of sesame and gluten allergies. One Vegetarian option also included. Mr. Helm would like for the meals to be delivered by 11 am. We may have to set up in the Media Center b/c the mural in the cafeteria is getting re-painted. Action Item: Tanya and Irma will get a form created to get the orders from the faculty/staff. • Potential Staff "Kickoff to Summer" with a soda and snack combo to help move the rest of the soda out of the PTO room.
Programs/Improvements: Aris Coney Tabatha Rowe	• 2025 NCSA PTO Scholarship Information ◦ High School Senior Awards Programs ■ Alcovy 5/14 @ 6pm • Recipient: Isaiah Edmondson (27.16) ■ Newton 5/15 @ 6pm • Recipient: Jaylen Fannin (27.92) ■ Eastside 5/16 @ 6pm • Recipient: Abby Malcolm (25.92) ◦ (1) check in the amount of \$500 will be presented to one recipient from each high school ■ Request/Proposal - Increase to \$750 to \$1000 for the 25-26 school year

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	○ (1) Award Certificate will be presented to one recipient from each high school ○ Future Considerations ■ Evaluation Tutorials for PTO ■ Increase amount ■ Allow more time for evaluations as two weeks may not have been enough; Winners need to be identified in time to be included in the honors programs at the various high schools ■ Consider making recommendation letters required if they will be used to evaluate applications ■ Subcommittee for evaluating the applications ■ If the same system is used, the committee needs to find a better way to redact the information ● 25-26 Planning Items - We look forward to collaborating with Admin to support the implementation/planning of new programs ○ Anti-Bullying Program ■ Buddy Curry for middle school ○ NCCA Stem Bus ○ Student of the Month - any improvements? ○ Cleaning Days - looking for improvements to make them more engaging; possibly include other services like helping with folders or any other teachers' needs ○ Science Day - Middle School ○ Earth Day - Pinecone Bird Feeders (K-2) ○ Earth Day - School Food Waste (3-5) ○ Grade 8 Ceremony ● Aris asked for clarity on what expenses should fall under the <i>Improvements</i> portion of the Programs budget. ○ "Cleaning" falls under improvements. "Programs" are always student-focused.
Partners in Education Whitney Wilson	● Action Item: Whitney and Quanesha will work together on an introductory letter for PIEs to notify them of the new chairperson. ● Action Item: Whitney will review the list of PIEs and send an email to those who haven't participated in any functions in 2 years and ask if they'd like to continue being a PIE. We want the information to be current when we plan to move our content to a new web hosting site, ● PIE recognition breakfast will be held at the Career Academy on Tuesday, May 7. ● A special thanks to Lily and Sparrow, Spectacular Eye Care, Oxford College at Emory, HM Family Dental and Mayfield Ace Hardware for their donations during Teacher Appreciation Week.

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	• United Bank will donate calendars for Pre-Planning in July. • Whitney advised Quanesha to start asking PIEs in June for Student of the Month donations to ensure that we have all of the gifts from all PIEs in time for the first awards program. This allows time to send reminders and to see what else may be needed. We will need donations for approximately 400 students.
Staff Liaison Jaime Felix	•
Unfinished Business	• Nominations for open PTO positions were held and our new PTO board members will be ○ Secretary: Shawnequea Goring ○ Fundraising: Candance Morley + Kayla Harris ○ Partner In Ed: Quanesha Anderson ○ Hospitality: Jennifer Lathrop ○ We used an electronic format and had 199 votes!
New Business	• Grade 8 Awards Ceremony - Programs involvement for 2025-2026 ○ Tanya suggested having a rose ceremony for the students. PTO would purchase 108 (9 dozen roses) for students to hand out to their VIP. Estimated cost: Kroger \$1/rose + tax. However, more affordable options may exist. No vote needed since the funds are coming from the Programs committee budget. ○ Boutonnieres for speakers/staff on "stage" ○ Floral arrangement donated from Sherwood ○ Programs - Tanya will create the program. Lonnie at LDI has agreed to donate 300 printed copies. ○ Formal invitations will be sent via email ○ Welcome posters on either side of entrances with or without balloons ○ Create arrow signs to direct families to sit on the correct side of the gym. • Grade 8 farewell parade will be May 20 at noon. Parents and guests are invited. PTO created flyer/send out via room parents next year • Helm will look into the Kindergarten walk • Kindergarten Round up - New Dates: Not yet, but desire is in May ○ PTO presentation ○ Questions new parents may have ■ Volunteer hours ■ Car rider line ■ Behaviour requirements ■ Safety procedures

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	■ Spirit ■ Bus stops ■ Curriculum ● Volunteer hours for next year. Any changes to the current format? ● Action Item: Whitney will reach out to Heather regarding the apples. ● Action Item: Mr. Helm will provide a list of new teachers ● Jennifer mentioned that 5th-grade parents wanted to have something memorable for the students. They are not able to have the 5th-grade dance due to scheduling conflicts. The awards ceremony will be in the gym and probably won't have any decorations. Candance volunteered to donate balloon arches if the 8th-grade floor decorations would be removed after that event. A 5th grade parade was also considered which would allow the student to walk through the halls similar to the 8th-grade parade. Mr. Helm suggested that if it's done, the only possible date would be May 19.
Principal Remarks:	● Mr. Helm would like to do a Kindergarten Roundup to orient parents and the new kindergartners to the school. PTO would also speak briefly to share some of the parental involvement expectations, spirit wear, spirit snacks, etc. ● We have new positions posted for another assistant principal and another counselor ● Some shifts in the grades or subjects that teachers offer may be made due to class sizes
Next PTO Board Meeting	● Tuesday, May 27 at 5:30 pm in the Media Center
Calendar/Upcoming Dates	● 05/16 - Spirit Wear Day ● 05/22 - Early Release/Last Day of School. Final Report Cards ● 05/27 - Post-planning luncheon for staff

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NCSA PTO Budget Update - April 2025			
	PROPOSED 2024-2025 Budget	Actual Funds (YTD)	Remaining Funds
Fundraising (Profit)			
Technology Fee Donation (EFFF)	\$ 4,000.00	\$ 4,225.00	\$ -
Spirit Snacks (EFFF)	\$ 7,000.00	\$ 7,980.00	\$ 5,491.41
Family Donation (EFFF)	\$ 10,000.00	\$ 9,900.00	\$ 9,900.00
Fall Festival Profit	\$ 5,000.00	\$ 8,899.62	\$ 8,899.62
Spring Event Profit (ex. Movie Night/Spring Fling)	\$ -	\$ (2,073.17)	\$ -
Booster Run		\$ 30,879.71	\$ 30,879.71
3 for 10 Free Dress / 2 for 10 Free Dress	\$ 4,000.00	\$ 7,397.69	\$ 7,397.69
Spirit Nights	\$ 1,000.00	\$ 950.00	\$ 950.00
Partners In Education			
Total Fundraising Profit	\$ 31,000.00	\$ 68,158.85	
Apparel & Accessory Sales			
Hoodie			
Magnets		\$ 194.77	\$ 194.77
Merry Mart		\$ 4,572.18	\$ 4,572.18
BoosterGear Profit	\$ 1,000.00	\$ 8,396.35	\$ 8,396.35
Uniform Sale	\$ 2,000.00	\$ 1,750.05	\$ 1,601.22
Total Profit from Sales	\$ 3,000.00	\$ 14,913.35	
Total Fundraising & Sales Profits	\$ 34,000.00	\$ 83,072.20	
Expenses			
Administrative			
Bank Charges	\$ 100.00	\$ 50.50	\$ 49.50
Supplies	\$ 400.00	\$ 263.41	\$ 136.59
Subscriptions	\$ 500.00	\$ 485.00	\$ 15.00
Insurance	\$ 600.00	\$ 600.00	
CPA	\$ 300.00	\$ -	\$ 300.00
Discretionary Funds	\$ 600.00	\$ 592.54	\$ 7.46
PayPal / Square Fees	\$ 3,000.00	\$ 1,724.79	\$ 1,275.21
Total Administrative Expenses	\$ 5,500.00	\$ 3,716.24	
Standing Committees			
Communications	\$ 500.00	\$ -	\$ 500.00
Programs	\$ 1,000.00	\$ 898.05	\$ 101.95
Improvements	\$ 1,500.00	\$ -	\$ 1,500.00
Hospitality	\$ 6,000.00	\$ 6,746.77	\$ (746.77)
Partners In Education	\$ 500.00	\$ -	\$ 500.00
Total Standing Committees Expenses	\$ 9,500.00	\$ 7,644.82	
Total Expenses	\$ 15,000.00	\$ 11,361.06	
Restricted Funds			
Agriculture Funds	\$ 142.50	\$ -	\$ 142.50
5% to Savings	\$ 1,700.00	\$ 35,835.00	
General Funds (by vote)	\$ 10,000.00	\$ -	\$ 10,000.00
Teacher Funding Requests	\$ 10,000.00	\$ 8,443.56	\$ 1,556.44
STEAM Funding	\$ 27,933.88	\$ 4,982.58	\$ 22,951.30
NEW STEAM Funding (2025-2026)		\$ 31,182.48	\$ 31,182.48
MakerSpace Funding	\$ 8,520.30	\$ 1,144.76	\$ 7,375.54
Robotics Funding	\$ 3,514.95	\$ 1,620.00	\$ 1,894.95
Emergency Fund	\$ 1,000.00	\$ -	\$ 1,000.00
Total Restricted Funds	\$ 62,811.63	\$ 83,208.38	