

PTA Board Meeting Minutes – 12/19/25

Attendance: Jessica Shook, Jen O’Brien, Allynne Thackson, Casey O’ Leary, Isabel Heineman, Suzanne Pomperoy, Kristina Hu, Jackie Horwitz, Valerie DiGangi, Laurie Bell, Katie Caggia, Amanda Colon (Virtual), Emily Kendrick (Virtual), Shawna Watkins, Maria Marrufo

SPONSORSHIP VP REPORT

Kristina Hu

We’ve made close to \$1000 in sponsorship donations

OLD BUSINESS

Approval of Minutes – November 21, 2025

Jessica Shook

JACKIE MOTIONS TO APPROVE MINUTES

PRESIDENT’S REPORT

Jessica Shook

- Congratulations on all that’s been accomplished in 2025, our inaugural year!
- PTA Committee Rules; **everything must be approved by the board** BEFORE actions are taken; if you want/need to do something time sensitive prior to the next meeting, then please reach out to Jessica to discuss. If there is a request to change any aspect of an approved activity, then the changes need to be with the board PRIOR to moving forward.
- PTA drop offs must be done before or after school hours to lessen disruption to teachers. Any exceptions need to be approved by myself, Katie or Charles
- Spirit Rock; Price increase to \$35 for larger rock – approve?
 - MOTION TO APPROVE PRICE INCREASE TO \$35: Laurie Bell 1st motion to approve, Casey O Leary 2nd motion to approve
- What do we want to do with the smaller rock?
 - MOTION TO APPROVE TO MAKE THE SMALL ROCK A “SCHOOL TOOL:” Casey O’ Leary 1st motion to approve, Isabel Heineman 2nd motion to approve
- Next Spirit Wear Sale – February/March
- 5th Grade Committee Follow Up: Sent an email sent out to 5th grade teachers to relay to parents. Casey has proposed a more designed plan to direct the 5th grade parents to follow. Casey to share list with Katie, Katie will approve of events, and then Katie will send out to parents to recruit help to plan
- Brittany has resigned as Member at Large
- Next General PTA Meeting will be Wed, January 21st:
 - Partner with YMCA and/or Gym Teacher to entertain any kiddos
 - Speaker Ideas: Wake County Family Engagement lady Maria (Isabel recommended – Jessica will follow up)
 - 5:30 -6:15pm: Allow parents to walk through the Winter Wonderland to see their child’s work (up until Jan 30th) and vote on best design
 - 6:30 -7pm: Meeting
 - Should we include a recognition of Reflection winners @ the meeting?
 - Should we include Virtual?

- 2026 Goal: 10 more signups for PTA, 5th Grade Committee, Yearbook (Katie has a name from Apex Friendship – Jen has been working on Strawbridge on creating) and 2 members at large

PRINCIPAL'S REPORT

Katie Caggia

- Staff Changes; Mrs. Hoover has resigned. Hired Nikki Tyner to replace her starting Jan 5th
- Ms. Maloney BT1 nominated
- Charles got married December 7th
- Chorus performance was great – 15 students in chorus
- SCHOOL NEED: Fill in the hole behind the rock with dirt
- Winter Wonderland project is beyond the scope we anticipated – please use donated supplies and only trained staff can use the art machine
- Please bring in PTA Paper for future printing
- Encourage the use of MailChimp

TREASURER'S REPORT

Jen O'Brien

- \$9,400 in account right now
- Fall Spirit Nights were a success! Solid Rock Warrior & Red Robin; \$150 from each
- Upcoming Spring Spirit Nights: Mad Splatter, Mama Birds, Fratelli's, Solid Rock Warrior – Dates TBD

COMMUNICATION VP REPORT

Casey O'Leary

- **Centralized Task List (Google Drive)**
Create and maintain a shared task list in Google Drive to keep everyone informed on responsibilities, progress, and current needs by position. This will improve transparency, clarify communication, and help everyone understand where we are and what support is needed.
- **Volunteer Support**
When volunteers or assistance are needed:
 - o Events should be shared with dates as far in advance as possible.
 - o A SignUpGenius should be created early and distributed through the test chain, email, Facebook, or all channels as appropriate.
 - o SignUps should be resent closer to events to help ease the burden on committee members and increase participation.
- **"What Is PTA?" Initiative**
Launch an informational initiative explaining what the PTA is, what it does, and how families can get involved, with the goal of increasing engagement and participation.
 - o *Additional insight:* We have heard frequent feedback about favorite events at other schools that families would love to have here. Many did not realize those events were PTA-run, and once they learned, expressed strong interest in getting involved and helping make similar events happen.
 - o **SEND HOME FLYER IN FRIDAY FOLDER- JACKIE TO INCLUDE IN EMAIL TO ROOM PARENTS**
- **Fundraising Proposal: Fun Run – Apex Leadership Co.**
Request board approval to move forward with Apex Leadership Co. for a Fun Run fundraiser next fall, with the goal of having one major fundraiser for the year and being done
 - **PROPOSAL DENIED BY JESSICA/KATIE** – instructed Casey to reach out to Apex Leadership to get more information and come back with a better understanding of how much money they keep vs. we keep

SECRETARY REPORT

Jackie Horwitz

- Taking the lead on cleaning up the PTA Room; we need Bins/Boxes for committee materials + shelving? Jackie will start organizing in January when we return from break
- Jackie to volunteer to become PTA liaison to connect with Room Parents – will email parents to introduce myself and be a source of communication for anything PTA related.
- Jackie to Volunteer to also be a PTA board member liaison to connect with general PTA – they need more communication to feel involved before we ask for their help!

COMMITTEE UPDATES/OTHER:

BOOK FAIR

Valerie DiGangi

- 2026 Spring Scholastic: Friday 3/20 - Thursday 4/2
- Space theme decorations donated to us by AFES PTA
- 2026 Fall Literati: Tuesday 9/8- Friday 9/18 – They will create the theme for us

DEI/AT LARGE

Isabel Heineman

- **“Winter Wonderland Family Walk”** will take place @ the General PTA meeting in January- families can review each piece + vote for winner – PTA will announce winner after the meeting – Isabel will purchase a Trophy for winning hallway – do we offer a PJ Day in February?
- **Cardinal Cupboard:** Apex Friendship PTA has donated the baskets and volunteered to send volunteers if we need any. Casey will be labeling the baskets for each teacher; Alynne will be putting together the feminine hygiene baskets.
- **Fall Author Visit:** Closing out invoice with Jen, 16 books sold and PTA bought the remaining 19, which were distributed throughout the older grade classrooms & library- Thank you note to be sent once we are paid
- Quail Ridge will be reaching out to Isabel and Librarian with Spring Authors to host @ PPE next

REFLECTIONS

Emily Kendrick

- **Results**
 - All PPES participants were notified of status on November 25; PPE had a total of **19 PARTICIPANTS**
 - Wake PTA notified participants who advanced to the state level on 12/12 + runner-up status or honorable mention. The following students advanced:
 - Winner – Asrithyel Sathiyaseelan – Primary – Literature – “I belong to the Earth”
 - Winner – Ellie O’leary – Accessible Arts – Visual Arts – “Art of my Bunny”
 - Winner – Shivaani Sudhakar – Accessible Arts – Visual Arts – “I belong”
 - Runner Up – Caroline Young – Intermediate – Literature – “Crown”
 - Honorable Mention – Siya Shrivastava – Intermediate – Visual Arts – “Together We Belong”
- Waiting to hear from NC PTA on when their results will come back- March/April.

- **Recognition Plan**

- Proposed plan currently with Principal Caggia; either going to hold in March/April - **WE WANT TO DISPLAY ALL 19 PPE PARTICIPANTS ARTWORK**

HOSPITALITY

Maria Marrufo

- Carrabba's Fall Lunch was very successful! Maria only had to provide desserts, decorations & drinks – Carabbas provided everything else
- We've now in partnership with the Teacher Association to move forward with the "the Sunshine Cart" – PTA will provide the donations
 - January = Hot Cocoa Cart
- For lunches in March & June (Dates TBD), we will utilize \$250 in the givebacks account (hospitality specific)- Maria working with Katie on Spring lunch dates

ADJOURNMENT – 10:22AM

IMPORTANT UPCOMING 2026 DATES:

Next Board Meeting: Fri, January 16, 2026, 8:30AM

General PTA Meeting: Wednesday, January 21, 2026, in conjunction with Winter Wonderland Contest and Walk Through, 5:30 -7pm

Cardinal Cupboard launch: January 2026

Scholastic Spring Book Fair: Friday, March 20th – Thursday, April 2nd

Teacher Luncheon: March TBD

Reflections Exhibit: TBD – Spring

Field Day (with Mrs. Hunter): April 17th and April 24th

Teacher Luncheon: June- TBD

Literati Fall Book Fair: Tues September 8th - Friday, September 18th