

NCSA PTO
Board Meeting
Tuesday, May 27, 2025
Meeting Agenda

Meeting Name	Facilitator			Note Taker
NCSA Board Meeting	Tanya Jerome			Kaylin Spell
Date	Start Time	End Time	Total Time	Location
May 27, 2025	5:30PM	9:10PM	3 hrs 20 min	NCSA Media center
Board Members Present:				
Admin: Mr. Helm	Teacher Reps: Brandy Donahue	Board Members: - Tanya Jerome - Sandy Pickard - Justin Mays - Kaylin Spell - Quanesha Duncan - Crissy Fraser - Jennifer Lathrop	- Aris Coney - Beth Bailey - Kayla Harris - Tara Gill - Candance Morley - Bri Kelly - Keisha Anderson	

DISCUSSION

Topic Discussed	Main Points
General Business Tanya Jerome Sandy Pickard	- Meeting Called to Order - Attendance Taken - Verbal roll call - Purpose of NCSA PTO - Oath and Code of Conduct - Swearing in new officers - Kaylin Spell - Quanesha Duncan - Jennifer Lathrop - Beth Bailey - Candance Morley - Shanequea Goring turned down the secretary position, board appointed Kaylin Spell - Tabatha Rowe gave her notice, board appointed Beth Bailey - Attendance - Board Members may only miss 3 meetings/school year - Approval of Last Month's Meeting Minutes - Approved: Aris Coney - Seconded: Bri Kelly - Teacher/Staff representatives for 2025-2026
Treasurer Justin Mays	Account Balances

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NCSA PTO Account Report - 05/01/2025 to 05/16/2025

May 2025	Checking	Savings	Paypal	Square
Beginning of Month Balance	\$ 33,602.14	\$ 81,336.67	\$ 147.37	\$ -
Deposits	\$ 179.32	\$ -	\$ -	\$ -
Payments/Withdrawals	\$ (7,009.95)	\$ -	\$ (36.99)	\$ -
Fees	\$ -	\$ -	\$ -	\$ -
Chargeback/Refunds	\$ -	\$ -	\$ -	\$ -
End of the Month Balance	\$ 26,771.51	\$ 81,336.67	\$ 110.38	\$ -
Total End of Month	\$ 108,218.56			

Action Item: Justin to give a breakdown of how STEAM funds are allocated

- 25-26 STEAM Funding (NEW)
 - 50% STEAM
 - 50% Outdoor
- 24-25 STEAM Funding (OLD)
 - 70% STEAM
 - 30% Clubs/Sports

- Fundraiser Funding totals:

Funds	Budgeted	Actual	Balance
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

Teacher Requests:

- Amount remaining: \$0.00
- Reconciliation:
- New School Year Budget - **approved**
- first: Tara Gill
- second: Kayla Harris
budget for Fall Festival: \$12,000 and anything over will be voted on
- Justin to fix Safe. Safe may need new batteries. Money collected must be placed in our safe not with NCSA office staff. May need to update password.
-

Funding Requests

- Devrin Robinson - 2 sets of 70 books (Holes and Bridge to Terabithia **tabled for now due to new ELA requirements**)

Communications/Volunteers

Bri Kelly

- Website migration from Duda update **likely going to SquareSpace**

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	● Action item: Bri to send out breakdown of transition between platforms ● Will update Google calendar to go on website once PTO dates are confirmed. ● Volunteer SignUp requests for 2025-2026 year - Google Form!
Social Media Keisha Anderson skip	● PTO board members, please help Keisha with photos, if you are at a school event/activity/fundraiser please try and take photos for her to use on the NCSA Social Media. ● Keisha/Quanesha please work out a plan for PIE recognition throughout the school year. ● I'd like to set up a free gmail acct for social media requests rather than using my personal. Ideally, it would be great if we could purchase the gmail suite for our domain. ○ Justin setup getsocial@ncsapto.com for Keisha
Fundraising Kayla Harris Tara Gill Candance Morley	● Uniform Sale #1: Where: NCSA Cafeteria July 26th ○ Who could let us in the school for collection, setup and sale days? ○ Check with Nurse Vicki to see what she can use for stock. ○ Drop off Wed. 07/23 10A-12P ○ Drop off Thurs. 07/24 5-7P ○ Uniform sale set up: Fri. 07/25 4-7P ○ Uniform sale: Sat. 07/26 - 11am-1pm ■ Who can help: ■ Drop off 07/23: Tara ■ Drop off 07/24: Sandy ■ Uniform Setup: Candance ■ Uniform Setup: Beth ■ Uniform Sale: Bri ■ Uniform Sale: Justin ■ Uniform Sale: Aris ● Uniform Sale #2: Where: NCSA Cafeteria ○ Drop off Wed. 09/03 7-9A ○ Drop off Thurs. 09/04 7-9A ○ Uniform sale set up: Friday, 09/03 4-7P ○ Uniform sale: Sat. 09/06 - 11am-1pm ■ Who can help: ■ Drop off 09/03: Tara and Quanesha ■ Drop off 09/04: Tanya ■ Uniform Setup: Kayla ■ Uniform Setup: Quanesha ■ Uniform Sale: Justin

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- Uniform Sale: Candace
- Uniform Sale: Tanya

- **Open House:** July 31. 4-7pm

Would it be possible for PTO to be located in the media center with the class rosters again? This was great to bring us lots of traffic. Would really appreciate this consideration again. **schedule for PTO members on open night**

- PTO to have tshirt samples for sizing
- Help parents with Eagle Flight for Funds purchases/questions
- Spirit Wear links to order.
- Promote Mascot Auditions at Open House (Maybe in 8th grade rooms?)
- Bri to make one pager on info for parents
- **Eagle Flight for Funds** (tech fee \$5, family donation \$20, spirit snack for the year \$10, & 3 For \$10 free dress day).
- **FREE Dress Days:**
 - Report Card (first 9 weeks) - October: Thurs. 10/23
 - Report Card (second 9 weeks) - January: Thurs. 01/08
 - Report Card (third 9 weeks) - March: Thurs. 03/19
- **Spirit Days** (shirt + snack):
 - Aug 29: snack + last year's NCSA spirit wear or plain
 - Sept 26: snack + last year's NCSA spirit wear or plain
 - Oct 24: snack + NCSA approved spirit wear
 - Would normally be Oct. 31, but will Admin approve halloween costumes for that day?
 - Nov 21: snack + NCSA approved spirit wear
 - Dec 19: snack + NCSA approved spirit wear
 - Jan 30: snack + NCSA approved spirit wear
 - Feb 27: snack + NCSA approved spirit wear
 - Mar 27: snack + NCSA approved spirit wear
 - Apr 24: snack + NCSA approved spirit wear
 - May 15: NCSA approved spirit wear (**popsicle after field day**)
 - Early Release Days (Spirit Wear Tshirts)
 - Aug. 22: ½ day - spirit wear day
 - Sept 19: ½ day - spirit wear day
 - Feb. 6: ½ day - spirit wear day
 - March 20: ½ day - spirit wear day
- **Spirit Nights:** Free fundraisers via our restaurant/event partnerships.

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- Existing partnerships are Zaxby's (limited to 2 spirit nights/semester), El Chapparo, Frio Rolled Ice cream, Amici, Stevi B's, and Boost.
- Be mindful of the following:
 - If we do Boost, we need to have 3 different spirit nights to cater to the different age groups: K - 2. 3 - 5. 6 - 8.
 - Chick-fil-A requires that you use the location closest to the school.
 - When talking with the potential locations, be sure to let them know we have a school enrollment of about 1,300 students
 - consider BarOscar for Parent Date night for spirit night
 - add spirit night on curriculum night
- August:
- September:
- October:
- November:
- December:
- January:
- February:
- March:
- April:
- May:

● **Fall Festival: 11/08**

- Fall festival is an "All hands on deck" event. All Board members should plan to be available for the day, and possibly the Friday before the event.
- Each Board member will lead a subcommittee.
- Committees will be:
 - Vendors :Candace and Quenesha
 - Community partners/on-stage entertainment: Tanya and Aris
 - Raffle baskets (Hospitality):Crissy and Jenifer
 - Activities - Beth, kayla
 - Admissions - Justin, Bri
 - Volunteers Keisha and Tara
 - Setup/clean up: Kaylin and Jennifer
 - Concessions: Volunteer Lynn Schram
- FF Committee meetings: 08/____, 09/____, 10/____

● **Very Merry Snack Mart:** Fridays in December? **5th and 12th**

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	• - Jennifer list of items for gifts for Mart (non candy) • Boosterthon: 02/19-02/27 Fun run: 02/27 ○ Elementary - fun run MS - color run ○ Lip Sync from last year was a HUGE success, highly recommend doing that again this year. • Movie night : 03/06 • Possible fundraiser ideas for this year: ○ Game night ○ Pizza bingo - look into doing one during the 2025-2026 school year. ○ Build a mascot night ○ Trivia night ○ Ladies tea ○ School Dance- elementary and middle separately? ○ Uno tournament ○ Winter wonderland ○ Paint night/craft night ○ Penny wars ○ Fill the calendar ○ Guardian kickball ○ Cooking with your student ○ Wreath making • Tara will update and finalize NCSA little efforts fundraising opportunities for Bri to upload to the NCSA website.
Hospitality Crissy Fraser Jennifer Lathrop	• Post-Planning luncheon was Great. Lunch was brought in by PTO from Zaxbys. • New teacher gifts. We need the sizes for any new staff and will order polos from TAW for the start of the school year. Will need Angie/Helm to help with new hires. • Room Parent sign-up sheets. ○ Update last year's sign up sheets and get them over to each HR for Open House. • Teacher's favorite things list - The completed sheets need to be emailed to all staff asking if they'd like to update their lists (sizes, last names, etc.). New staff MUST fill one out. ○ Helm can you please send Tanya, Crissy and Jennifer a copy of the staff list. • Open House Luncheon (11:30 or 12pm?): Date: Helm suggested Open House or day after We will plan for 125 staff. Generally always a grab-and-go lunch. Try to stay within a budget of \$1300. Tanya can create a Google Form through the PTO email to get the orders from the staff and create labels to use on the meals so there is no confusion. Luncheon to 11:30 or 12 to give faculty time to get settled. Crissy and Jennifer to get pricing for options

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- **July 21st: Sandy to meet with new teachers @ 9am to review what PTO offers**
- **Room Parent Orientation Meeting:** Date TBD, but it needs to happen within a week or two after the first day and after teachers turn in the room parents' names. We can offer light refreshments instead of catered food. Crissy and Jennifer will be in charge of the information packets this year. We can tweak last year's canva [file](#). Additional information will be added to the file this year to walk room parents through the process using examples, email and other useful tools.
- **Fall Snack for staff** Date: 11/01
 - Apple Bar
- **Teacher Tailgate:** Fri. 9/12
- **Winter Staff Snack: 12/16** Last year, we did the Traveling Tom's coffee truck. Committee will decide what they will do this year.
- **Holiday break fun week for staff:** 12/15 - 12/19
 - Did trivia via google form and gift cards last year.
- **SOUPer Bowl:** 2/4
 -
- **Teacher Appreciation Week:**
 - Proposed dates: April 13-17 or week after
 - We plan something for each day of the week. Usually breakfast on Monday, A hydration station/popcorn bar or something similar one day, two meals and then the last day is usually a gift from PTO.
 - We also ask for donations from the community to have door prizes for staff. We had enough prizes this year for each staff member to get a prize.
- **Post-Planning Luncheon:** May 22 - Retirement this coming year, so something a little nicer than a boxed lunch.
- **Health and Wellness Day -**
 - Dates: 11/01 Same date as apple bar
 - Carmichael's Drug Store came and did flu shots for any staff member that wanted one, they just needed to provide their insurance information.
 - We also had donations from Bo-Iron a homeopathic company for some flu and cold medicine and a donation from Brightmoor and we made up little baggies.
 - We also had assorted teas available.

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Programs/Improvements: Aris Coney Beth Bailey	● Scholarship: Aris and Tabatha attended the honors nights at each of the three high schools and presented the following students with a check for \$500. Jaylen Fannin, Abby Malcom, Kaitlyn Williams. ○ Vote on Scholarship increase. ○ Events associated with scholarship ■ Local Scholarship Vendor Breakfast ● Date: TBD - previously held on 8/15 ■ “Funding Your Future” Night ● Date: TBD - previously held on 10/15/24 ■ NCS Local Scholarship Webinar ● Date TBD - previously held 1/30/24 ■ Alcovy, Newton, Eastside Senior Awards Night ● Dates - TBD ○ Scholarship Selection Committee - for 2025, we’d like to create a scholarship committee that will be responsible for creating the scholarship rubric, reviewing applications, and selection of recipients (or do we need to present recommendations for larger PTO vote?). ■ President - Tanya Jerome ■ Programs - Aris Coney ■ Helm ■ Crissy ■ Kayla ● Destination High School - Previously held 9/24/24 ○ What support is needed from the PTO Programs team? ○ Proposed Date(s): Helm to circle back ■ September? ■ January? ○ Considerations ■ Flow/Schedule of events ■ Printed Programs/Passports ■ Speakers (Engagement, Presentation Prep, etc.) ● STEM Institute ● CTAE Program ● ROTC ● AP/Dual Enrollment ● ALANHS ○ Feedback from 2024 ■ Additional Destination High School nights instead of one event ■ Add general information/speakers from the base high schools (maybe the 9th grade counselors, department heads, or students from the high schools) to help describe required
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- elective classes and options, extracurricular clubs, sports
- Better crowd control/disbursement

- **Career Day:** September 26, 2025
 - What would Admin like PTO's participation to be in Career Day this year?
 - **Aris to start reaching out to potential points of contact**
- **Cleaning Days:**
 - Should we expand the scope to more than just cleaning? E.g. classroom/teacher requests, deliveries, etc.
 - Supplies needed
 - Trashbags
 - Window cleaner
 - Dry Swiffer pads
 - Swiffer dusters
 - Proposed Dates:
 - August: 08/23
 - September: 09/27
 - October: none
 - November: 11/15
 - December: 12/13
 - January: 01/24
 - February: 02/28
 - March: 03/28
 - April: 04/25
- **Student of the Month (SOTM):** Snacks, water, goodie bags, and volunteers are needed. Committee members need to solicit donations for the bags. In the past, we've had movie discount coupons, restaurant coupons/freebies (McDonald's, Stevie B's, etc.).
 - Is the Programs team coordinating with the PIE chair this year to get donations for bags?
 - **Members to reach out for supporters**
- There are 48 homerooms, so we will award 48 students each month.
 - Dates:
 - August SOTM - ceremony Sept. 2
 - September SOTM - ceremony Oct. 7
 - October SOTM - ceremony Nov. 11
 - November SOTM - ceremony Dec. 2
 - December SOTM - ceremony Jan. 13
 - January SOTM - ceremony Feb. 3
 - February SOTM - ceremony Mar. 3

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	■ March SOTM - ceremony April 14 ■ April SOTM - ceremony May. 5 ● STEM Bus: We need to get on the calendar early for multiple dates. We should try to get 3 days in a row since we are limited to a certain number of kids at a time as well as 15 mins/class. ○ Date Chunk 1: ○ Date Chunk 2: ● Lights at Legion: Dates:12/6 through TBD Will we participate in this event again this year? Last year this was not spearheaded by Programs ○ Last year it was suggested that we have an ornament competition per grade to encourage more participation. PTO would offer some low-cost prizes to the winning homeroom for each grade. If we do the competition, we will need to come up with the criteria and possibly get PIEs and volunteers to be judges for the contest. ○ We need to speak with Art early on to see if they are on board so that they can incorporate the ornament creation into their lessons. ● Science Day: We need to set a date with Emory during the week of (TBD). This event will be hosted for middle school students. Laura Gafnea is our contact. ● Earth Day: We need to confirm a date with Emory on or close to Tues, April 22. This event will be hosted for elementary school students only. Laura Gafnea is our contact. ○ Will this interfere with testing in 2026? ● Presentation for Elem/Middle School Anti-Bullying ● Program Ideas ○ BMX presentation ○ Anti-bullying ○ Military Day (Veterans Day program) ○ Girls Rule (Women's Month - March) ○ Dairy Cow
Partners in Education Quanesha Duncan	● Please reach out to our PIEs for donations (office-type supplies, pens, notepads, highlighters, etc.) for the pre-planning luncheon. In particular, United Bank will donate calendar planners and giant desk calendars. Danica has already placed this year's order for us. ● Tanya to send master list of PIEs to Quanesha

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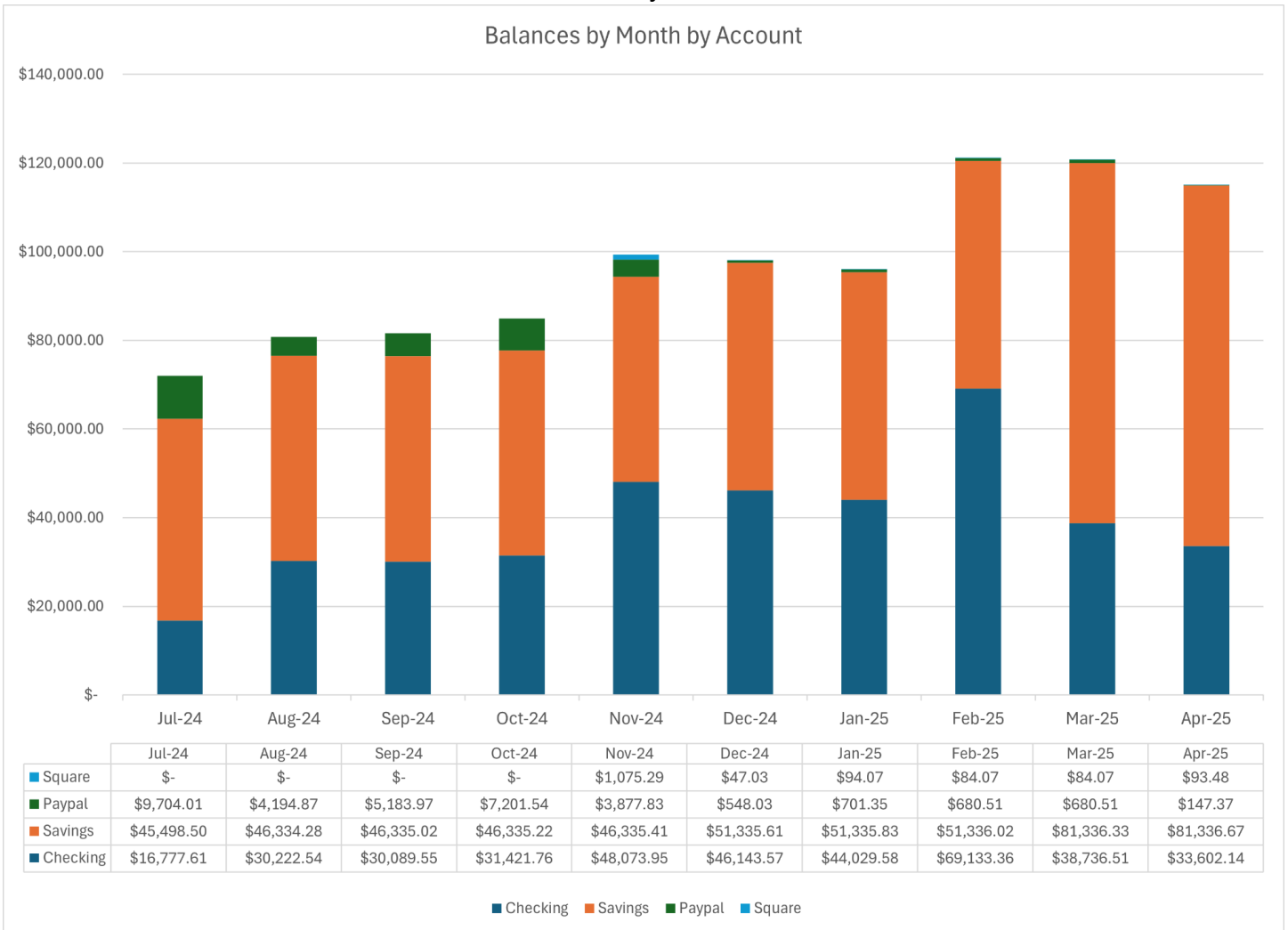
	• Clean up Partners in Ed list. Check with all Partners to see if they'd like to continue being a partner. • Helm gave us all of the PIE certificates, we could deliver them as this would give Quanesha a chance to meet these folks and start to create relationships.
Staff Liaison TBA	•
Unfinished Business	• New Staff Orientation: see above for date ○ Sandy will attend and give new staff an overview of what PTO does, provide information about teacher funding, and working on their welcome gifts. • New parent/Family Orientation: date: ○ Will we offer a new parent orientation? Not all new parents are Kindergarten parents, so we may need a new parent orientation. • Kindergarten Round Up: date: • Curriculum Night: Dates TBD. ○ How many days will curriculum night be • Trunk or Treat: 10/25 5:30-7:30 ○ add water to sell • Mascot auditions (Grade 8 only) - We will advertise audition dates during Open House and with 8th grade teachers.
New Business	•
Principal Remarks:	• Awaiting to see what other schools are in our cohort. • shooting for 3 year mark for STEAM certification • small changes such as project based school work but still teaching standards • changes to application ○ behavior expectations ○ volunteer hours now 15 hours ○ grade entry requirements adjusted to 75 and milestone still 3 or 4 ○ continuation requirement 2 grades can be 75-80
Next PTO Board Meeting	• Thursday, July 10 at 5:30pm via zoom
Calendar/Upcoming Dates	• 07/23 - Uniform Drop off at NCSA: 10 am -12 noon (_____ and 2 parent volunteers) • 07/24 Uniform Drop off at NCSA: 5 -7 pm (_____ and 2 parent volunteers) • 07/25 - Uniform sale set up: 4 - 7 pm • (_____ and _____ + 15 parent volunteers) • 07/26 - Uniform sale: 11am-1pm

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	• (_____, _____ and _____ 8 parent volunteers) 07/XX - Pre-Planning Luncheon for staff: • 07/31 - Open House: 5 pm -7 pm • 08/04 - First Day of School • 08/08 - Back to School Bash - Middle School • 08/21 - Picture Day • 08/22 - Early Release Day
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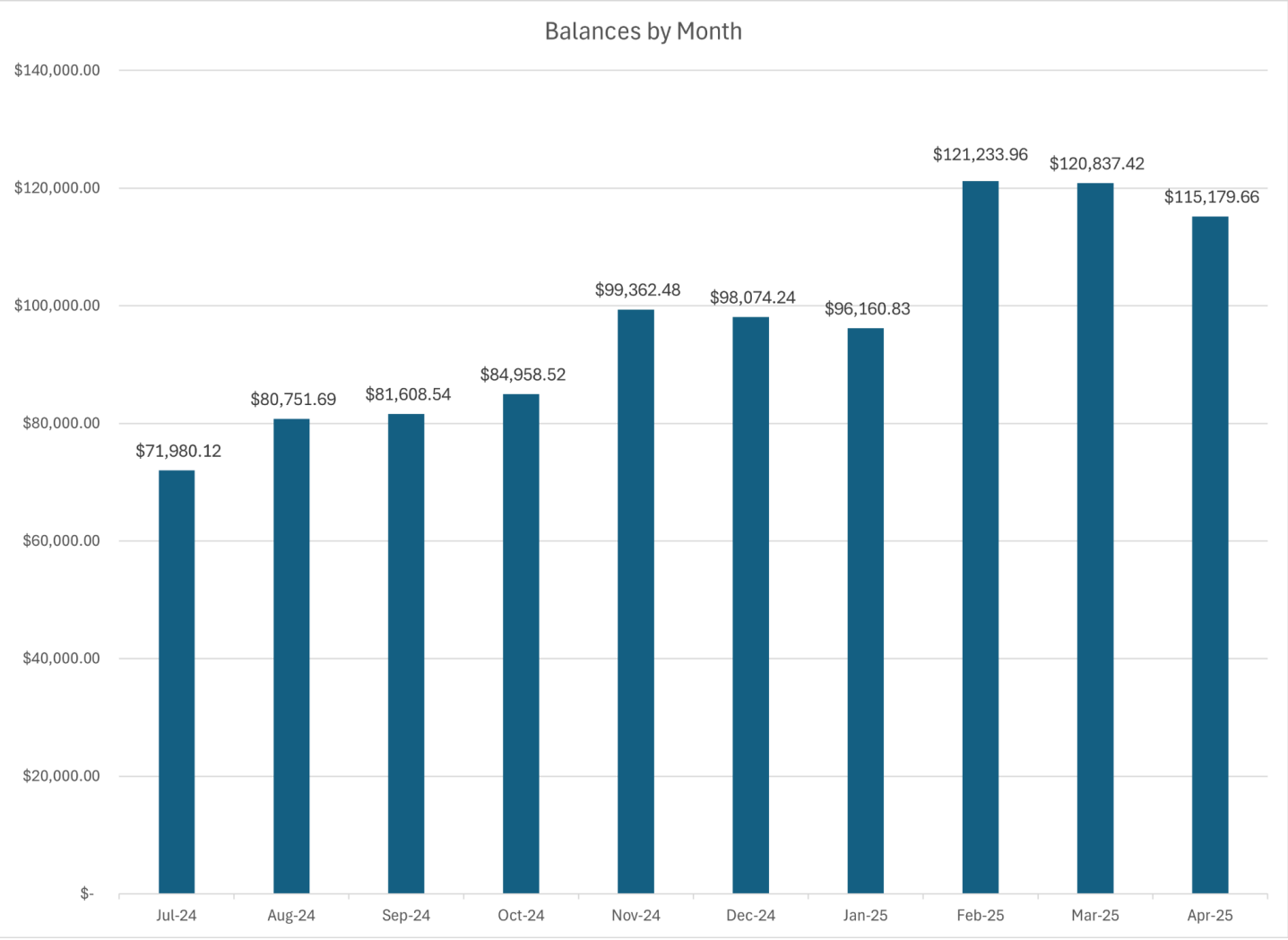
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Account Totals - By Month/Account



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Account Totals - By Month



Budget Update

NCSA PTO Budget - Updated May 16th, 2025			
Fundraising (Profit)	PROPOSED		
	2024-2025 Budget	Gross Profit	Net Profit
Technology Fee Donation (EFFF)	(\$ 4,000.00)	(\$ 4,225.00)	(\$ 4,225.00)
Spirit Snacks (EFFF)	(\$ 7,000.00)	(\$ 7,980.00)	(\$ 5,491.41)