



Chatham School of Science & Engineering
PTA General Meeting Minutes
Thursday, September 22, 2022, 7:00 - 8:00 p.m. Via Zoom

Attendees	<p>Emily Martine, Evy Taylor, Becca Moss, Bobby Dixon, Ann Bullock, Meghan Bulmash, Heather Suarez, Liz Prochaazka, Gina Pietryga, Angela Vanore, Anna Blackwell, Tahani Farah, Danielle Splendore, Lana Farah, Stephanie Patten, Lily Taylor, Kellan Bulmash</p> <p>Quorum established.</p>
Call to Order Evy Taylor	<p>The meeting was called to order at 7:05 p.m.</p>
Role of PTA Funding Bobby Dixon Principal	<p>School funding is per pupil, and CSSE has a small student population, so PTA funding is an important supplement to enrich the educational experience of students.</p> <p>Mr. Dixon expressed gratitude that over the past two years, the PTA has become a functional, organized team. He thanked the new board members for stepping up and encouraged parents to volunteer for the PTA thrift shop to continue to earn money for CSSE.</p>
Presentation of Slate of Officers Evy Taylor President	<p>Evy Taylor presented the slate of nominees for the 2022-23 PTA Executive Board, and they introduced themselves</p> <ul style="list-style-type: none"> ● President: Danielle Splendore ● Vice President, Meghan Bulmash ● Secretary: Becca Moss ● Treasurer: Gina Pietryga
Introduction of Remaining Board Members Evy Taylor	<p>Evy Taylor introduced the remaining PTA board members</p> <ul style="list-style-type: none"> ● Tahani Farah and Evy Taylor: College Class Representatives ● Lisa Watt and Liz Prochazka: Audit Review Committee Chairs ● Evy Taylor and Heather Suarez: Thrift Shop Supervisors ● Angela Vanore: Faculty/Staff Representative ● Bobby Dixon: Principal (ex officio, voting member) ● Emily Martine: VP Emerita <p>Remaining board members will be elected by PTA officers at first board</p>

	meeting.
Volunteer Opportunities for Parents & Students Emily Martine Vice-President	<p>Parent Volunteer Opportunities</p> <ul style="list-style-type: none"> • Staff Appreciation Chair(s) and Helpers: Plan events, deliver items to school OR facilitate catering. Not many parents have availability to drive to Siler City during the workday to set up events, so may consider coordinating catering, or taking turns planning monthly events. • 1st and 2nd Year Parent Representatives: Attend PTA Board meetings once per month via Zoom, help plan student events. If class reps are unable to attend board meetings, we would still welcome their help. • Prom Committee Chair(s): Plan the CSSE prom, organize volunteers. We already have some people willing to serve on prom committee. • Audit Review Committee: Time commitment approximately 3 hours total in July/August. No financial expertise needed. • Thrift Shop Volunteers: Work 2-3 hours evenings & weekends • “Ad Hoc” Volunteers: Sign up and we will email you when a need arises. <p>Student Volunteer/Involvement Opportunities</p> <ul style="list-style-type: none"> • Students encouraged to join the PTA (\$7) • Volunteer at PTA Thrift Shop, main source of revenue for the PTA. • Help plan student events, including prom. • The PTA always welcomes student input on how we can best support their education and well-being.
Adoption of Budget Emily Martine	<p>All PTA members were sent a copy of the proposed budget prior to the meeting and encouraged to ask questions.</p> <p>Emily Martine presented the budget and explained all budget categories.</p> <p>Impact of delayed expense processing on this year’s budget:</p> <ul style="list-style-type: none"> • PTA fiscal year runs from July 1 to June 30. • Last year, partially due to a Covid outbreak right at the end of the school year, and partially due to the treasurer’s work and travel schedule, some expenses were submitted after June 30, and others were submitted on time but processed late. • Any expenses processed after June 30th have to go into this year’s budget. • Budget line item amounts have been adjusted to account for the delayed expenses from last year. For example, if a teacher has \$300 this year in department discretionary funds, and \$80 from last year was processed after June 30, the budget for this year will show \$380. • The most significant delayed expenses are from prom, \$5,271 plus

another approximately \$1k that still needs to be sorted out. PTA may be able to get \$1,791 back from the district, because they offered to pay additional expenses incurred as a result of their canceling the first prom due to a tornado watch.

Changes from last year's budget:

- In 2020 and 2021, PTA was not sure what kinds of student events and field trips would be able to take place due to Covid, so these budget categories were low, but have been increased this year.
- Department Discretionary Funds - \$300 added for library.
- \$1,100 added for student planners
- \$3,000 for field trips, TBD.
- Student programs & celebrations, approx \$5,000 - \$6,000 remaining for this year after prom expenses processed. PTA will also take in money for prom ticket sales, approx \$1,500 - \$2,000.
- Health and wellness budget increased to \$1,000 to provide feminine hygiene products in CSSE bathrooms.
- \$2,500 for PR and community building. T-shirts for students, \$1,739.19, and school needs a new, better quality mascot, approx \$500 - \$600.
- Staff appreciation budget increased to \$4,000 for this year to account for the facts that food costs have increased and we will be relying more heavily on catering this year. (Last year we had a volunteer who made a lot of homemade items.)

A motion to approve the budget was made by Angela Vanore.
The motion was seconded by Becca Moss

Discussion:

- Evy Taylor explained the thrift shop formula. 40% of PTA thrift shop net profits are divided evenly among the 19 member schools. The remaining 60% is divided proportionally based on percentage of total hours worked by each school July 1 - June 30th. CSSE PTA will receive thrift shop check on Monday, September 26th.
- Ms. Vanore mentioned that several teachers have already submitted club grant requests and asked for clarification on whether the students had to work thrift shop hours to earn money for clubs. Emily Marine explained that last year, clubs had to submit grant requests AND work thrift shop hours, but this year, the clubs just need to work the hours and PTA will keep track of their thrift shop awards. Need incentives for students and their families to work thrift shop hours. Some clubs have money left over from last year. Evy and Emily will sort this out tomorrow and communicate with Mr. Dixon.
- Ms. Vanore mentioned that at another school, teachers were required to run evening workgroups to get their discretionary funds from the PTA. Emily Martine explained that the PTA is trying to avoid making teachers work thrift shop hours, and asking the

	<p>families to take on this responsibility, but that PTA would greatly appreciate anything staff could do to encourage students to volunteer.</p> <p>Per NCPTA policy, PTA members voted during the meeting via Google form. The motion passed unanimously.</p>
Election of Officers Emily Martine	<p>There were no nominations from the floor.</p> <p>A motion to approve the proposed slate of officers was made by Evy Taylor.</p> <p>The motion was seconded by Tahani Farah.</p> <p>There was no discussion.</p> <p>Per NCPTA virtual meeting policy, PTA members voted via a Google form. The motion passed unanimously.</p>
Announcements and Q&A	<p>PTA website and contact information were shared.</p> <p>Heather Suarez asked if she could volunteer or run a work group at the Siler City thrift shop on Saturdays during robotics. Emily Martine said there are usually not workgroups on Saturdays, but Heather could talk to the store manager about volunteering. Mr. Dixon pointed out that the distribution center is at the Siler City location and always needs help.</p> <p>Danielle said that she and some board members have already started brainstorming some ideas to motivate and incentivize students and families to work at the thrift shop, and inquired about whether whole board should be included in these discussions, and whether a vote was needed. Emily: vote is needed for anything involving spending money. Evy: very important to give all board members an opportunity to participate in the discussion.</p> <p>Mr. Dixon reminded everyone that if PTA would like to put something in the Octopus Ink newsletter, he needs to have it by 9:00 a.m. Friday mornings, preferably by Thursday afternoons.</p>
Board Meeting Times	<p>Emily Martine shared the board meeting availability spreadsheet and encouraged all board members to update their availability within the next 24 hours so that PTA can determine a time to meet once a month via Zoom. There does not seem to be an ideal time for everyone, but so far it looks like evenings will be best for most people.</p>
Adjournment	<p>The meeting was adjourned at 8:07 p.m.</p>