

**NCSA PTO
Board Meeting
Thursday, September 7, 2023
Meeting Minutes**

Meeting Name	Facilitator			Note Taker
NCTS Board Meeting:	Michelle Jenkins			Shondra Greene-Harris
Date	Start Time	End Time	Total Time	Location
9/7/23	5:40PM	8:45	3:05	NCSA Media Center
Board Members Present:				
Admin: • Dr. Brunson • Dr. Fish • Mrs. Whitehead	Teacher Reps: • Mrs. Poynter • Mrs. Donahue • Mrs. Parker • Mrs. E. Rogers • Mrs. Felsberg • Ms. A. Smith	Board Members: • Kari Cady-Powers • Kim Turpin • Michelle Jenkins • Tanya Jerome • Shondra Greene-Harris	• Irma Romero • Mary Sedyame • Kristy Kelly (Via Zoom) • Beth Bailey • Melissa Fincher • Crystal Griffeth • Kayla Harris • Whitney Wilson	

DISCUSSION

Topic Discussed	Main Points
General Business Michelle Jenkins Tanya Jerome	• Meeting Called to Order • Attendance Taken • Approval of Last Month's Meeting Minutes - o Approved: Tanya Jerome - o Seconded: Melissa Fincher
Treasurer Kari Cady-Powers	• Account Balances - o Savings: \$65,489.01 - o Checking: \$49,152.65 - o Paypal: \$0.00 • Teacher Requests: - o 2022-2023 Teacher request for Webb is still pending; awaiting quad drums (on back order) • Insurance/Taxes - o Working with CPA to get this year's taxes filed and the 50c3 status updated for this year's status/taxes. • Reconciliation - o FY22-23: Will happen once invoiced from Music & Arts sends final invoice for Mrs. Webb's drums. - o FY23-24: Reconciled up to August 2023 • Other Updates: - o Need approval to purchase a safe for PTO and where to store it. Decision made: We have to unbolt our old safe. We can try to do this when we get the sound system.

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	- o Will work on the approval from NCSO for the raffle baskets at the Fall Festival • Eagle Flight for Funds Raised: - o \$7,700 - spirit snacks - o \$6,500 - 3 for \$10 free dress - o \$4,065 - technology fee donation - o \$9,665 - family donation • Teacher Funding Requests for Mrs. Rogers and Kirkham have all been ordered and cleared.
Communications/Volunteers Kim Turpin	• Trunk or Treat - we can get 75 cars with at least 4 hours of volunteer time. Possibly a Sunday afternoon. We need to be mindful of the fall break. October 22 is the tentative date from 3 - 5 with participants arriving by 2 pm. They can arrive earlier, if necessary, to set up but no more than 5 hours will be granted. Kim will spearhead and Irma will help. Kim requested \$100 to purchase candy for the PTO table. We will need help with parking. Maybe we can do trunk or treat on the field. Use the front parking and the bus lane. 5 hours will be given for the volunteers. • We can get PIE to donate candy. • Updated Teacher Favorite Things - still a few to add • Added Vendor Fee and Application to website
Fundraising Crystal Griffeth Melissa Fincher Kayla Harris	• Brunson has to request the name change • Publix Partners- Update: Melissa sent an email about getting our name changed in their system. She is awaiting a response. Fall Festival- • The 1st meeting went well. Attendees were very interested in helping. • Next meeting is 9-18-23 at 5pm, and subcommittees will be formed. • Action Item: All of the previous flyers (pto concessions, raffle baskets, etc.) need to be updated. • Please help edit the google doc on the specifics of each FF area. (Link: https://docs.google.com/document/d/1JJnGvoDEtdmFuCvNw9Z3u28evQx-qNi0f5Qn-e1n7zs/edit?usp=sharing) To Do for FF: • Melissa-Emailed Dozier for the Book Bus- Awaiting a driver before confirmation. No problem foreseen. • Melissa-Emailed Lambert for the STEM bus- She has us on the schedule. • Crystal-Fire & Police- unsure if Crystal got them on the books. • Kayla-City of Covington & Snapping Shoals bucket truck-waiting to hear back from both places. Will follow up. Action Item: Beth will check to see if she has a direct contact.

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Action Item: Kayla will reach out to Ga Power.

Action Item: Ms. Donahue will reach out to the City of Covington.

- All vendors need to be present by 9:30.

Action Item: Kari suggested that we check with Alan Martin and Dara Johnson for firetrucks.

- McNair has reserved our date on their books

Action Item: We need to contact McNair to identify what we want them to bring and what the cost would be. They are now Carousel. We have them on the books. We need to specify what we want so we can get an estimate. Ask if they can pull up our old invoice from 2019 to see what games we had. Kari will also check.

- Michelle contacted Steve Huf regarding a stage and large speakers. In order to make this work, we HAVE to get the sound system from the NCTS building. It has to be disconnected and brought over. He will check with Scott Raines to let him in and bring it. It also needs software updates. We will discuss the cost at the meeting. But, for now, he has us reserved and on the calendar. The cost is \$4K. We don't know where the actual setup will be. We will know closer to Nov. 4. He did request to be as close to the building as possible for power in the courtyard. We won't have a map until most of the construction is done.

- Huf played music. The stage was used for dance, karate performances, pie eating contest.

Action Item: Michelle will contact Kids in Step to perform and Covington Ballet.

Action Item: Melissa will contact MBS. Kari suggested a class with the Y.

- The vendor application & fee forms have been updated.

Action Item: Review the forms to see if additional changes are needed. We need to specify that vendors provide their own tables and allow an area on the form for them to list any special requests (access to electricity).

- We need a volunteer station to direct parents to their location. We are doing wristbands, pre-sales (online only). Tickets for PTO concessions and raffle can be purchased onsite.

Michelle reminded us that this is a huge event, and everyone needs to be committed to work that date. It's a lot of work.

Action Item: We need to work on a schedule so that we can all get a chance to spend with our own kids.

Action Item: We need a map of where everything will be.

Instead of having the balloon lady at the fall festival, it was decided that we will save her for Movie night when there is less going on.

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	All vendors should be outside. No one should be inside. The only activity going on inside should be the haunted hallway and restrooms. October 15 is the deadline for vendors. Action Item: Kim needs the forms for donations.
Hospitality Mary Sedyame Irma Romero	- Room Parent information updated but waiting on Vines new homeroom. . - The committee is getting updated contacts. - Apple Bar 9/22(utilizing hospitality team) Michelle is putting a flyer together to promote for donations then we will need to set up on Sign Up Genius. The apple bar will be available all day long for the staff. We will setup as soon as car rider is over. - The hospitality team has been notified to collect and serve the day of the event. There are 11 members on the team.
Programs/Improvements: Kristy Kelly Beth Bailey	- A list of the needed Cleaning Day supplies was sent to Kari. - Quote for cleaner requested as we will need more for the year - Jordan Farrow is the volunteer bagging goodies for SOM.We believe all supplies have been ordered. Action Item: We need to confirm if Jordan will bring the SOM supplies on the day of the event or if she can place them in the PTO room. - SOTM black table cloths are at Michelle's house and she will bring those to PTO room. - SOM for September was scheduled for 29th, but we are not on board for that date because we don't have a location to hold the event.. - SOM magnets had to be re-ordered. Also, there are about 1,000 magnets that we may purchase at a really good deal due to a printing error. - Need a cleaning day for the outside.It should be on the same day as the regular cleanup so we don't have to coordinate 2 volunteer dates. We will need access to the big trash cans. - Only one volunteer PER Family on Cleaning Day to allow for more parents to earn hours. Parents can not double hours.. - The August Cleaning Day was a success. All volunteers except for 1 person signed in. Action Item: Remind volunteers not to use spray on TV/screen monitors. - Was asked why 2 volunteers can't receive 4 hours for their child? - Several parents have asked about hours received for online Parent Connect Programs. This offer will not be continued. - Mark Wilborn - AMC - Sharing info from last year. No reply on SOM Free Popcorn cards.

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	● Action Item: The Movie Contract made with Leticia back in spring 2023 for a private showing in the 192-seat theater from 5:45-9pm needs to be reviewed. The contract will also provide a group discount for kids snack pack for each guest. Estimated total is \$1895.45. ● Ms.Kirkham will work with Megan Hulan from Emory on an Elementary AG program for volunteer students. Ms. Kirkham will let us know how we can help. ● Date for Emory Science Program TBD (last week in Nov.) ● Earth Day Event - date TBD - April 22 EarthDay - Emory Students ● Career Day - date TBD in May - work with Counselors/Teachers
Partners in Education Whitney Wilson	● Oxford College is OFFICIALLY a PIE! ● We still have not received any response from Vineyard Miller McDonalds or Tractor Supply. ● We are waiting to schedule a date to meet with Jared Rutberg from Kwik Change Automotive Complete to officially sign the PIE certificates. Once signed, they will be our newest PIE. ● Michelle has had multiple conversations via email and over the phone with folks from Steel Co. Buildings. They are interested in becoming a PIE with NCSA. It will likely be the week of 9/11/23 for final discussions and when we will receive their PIE applications. ● Archer Aviation has reached out to NCSA with interest in becoming a PIE. Dr. Brunson will be scheduling some time to meet with their VP of Manufacturing for an overview of our school and our STEAM programs first. More to come soon on this! Dr. Brunson is scheduling a showcase. ● Action Item: Reach out to the Wendy's contact that Dr. Brunson sent to PTO to see if they would like to become a PIE. ● Edgar Law Firm can no longer be a PIE. Mrs. Edgar is now a judge in Newton County and her law practice has become much smaller. ● Michelle will meet with Whitney to get her ready for her PIE position. ● Action Item: The new PIE logos need to be updated on the PTO website.
Unfinished Business	● PTO Safe -The school system did not retrieve our safe when they retrieved the school's safes.We need to figure out how we can get ours from the old building. We hope we do not have to purchase a new one. We also need to know where our safe would be placed in the new building. ● We MUST get the sound system for the old building. Steve Huf will be contacting Scott Raines about retrieving our sound system from the Ficquett building. We will need it for the Fall Festival, and it can be used if needed in the cafeteria

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	as well for future events like SOTM if the auditorium is not ready.
New Business	• Losing a Kindergarten classroom and adding a 4th grade class. • We are moving forward with spirit shirts. • Curriculum Nights were planned for 9/26/23 (K-5) & 9/28/23 (6-8) Ideally, this would be a good time to introduce all Board members to the parents if everyone can be there. PTO will be one of the three sessions for parents to attend. The time will be 5:30-7:10. The board requested to get one of the active panels in the cafeteria for a presentation. Action Item: Kari will create a graphic to show where the money raised by PTO goes. Action Item: Dr. Brunson will get the NEW Curriculum Night dates to us Action Item: Plan among ourselves to be there both nights to introduce ourselves to the parents. • Due to construction, we are unable to have the SOTM ceremonies. We are awaiting an ETA on when we can have the first one. • We are violating code by giving money to Stonek. We need someone from the Board to collect the money for spirit snacks. We will specify a day that PTO will be on campus to receive cash for raffle baskets. • New entrance carpets and/or a school logo for the floor at the entrance? When NCTS opened, the original PTO paid for the nice entrance carpets with the school name and logo on them. Perhaps a possibility? Or even a large school logo on the floor. MES has a large hornet that looks really nice.
Funding Requests:	Teacher Funding Requests were reviewed on the instructional panel \$9,700 is the budget. The committee reviewed and voted on 11 funding requests. 1. Mueller - Quizizz reimbursement - passed 2. Alexander - Quizizz Pro reimbursement - passed 3. Giddens - isolation space & interactive sketchbooks This request was tabled until further info is received about the specific items that have been donated to Ms. Giddens. Also, the requests for the storage bins had not been cleared with the HR teachers, so we need more clarification on what's been discussed with the other teachers. 4. Coach Joyce/Twardos - Gym Dividers and dry erase partition - The vote was "no" for all 3. 5. Hodge - Basketball equipment & misc. Quotes from Amazon were provided. Michelle looked up some prices from Epic Sports, which were less expensive.

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	First aid kits will be donated by Crystal's Girl Scouts troop. Cool packs are being donated by Piedmont Newton. Michelle has submitted grants to Academy and Dicks sporting goods stores. If awarded, some funds can be used to purchase some of the requested items. The committee agreed that jerseys and warm ups should be a part of the participants' dues, so those items will not be funded by PTO. The committee agreed to purchase the other items up to a maximum value of \$400. 6. Kirkham - Reimbursement for Adopt a Cow Kits and Ag Career poster pack - passed 7. Carter - printer (school system approved) - passed 8. Kirkham - Purchase of a mill grinder. Passed, and will be purchased with STEAM approved funds. 9. Corbett-Mullen - Soccer equipment & misc. passed 10. Lori Smith - printer (school system approved) passed 11. Katie Sauls for 2nd grade - Passed, and will be purchased with STEAM approved funds When ordering the basketball and soccer equipment, we will try to order all items together in order to save on shipping costs.
Principal Remarks:	
Dr. Brunson	
Next PTO Board Meeting	October 5, 2023 @ 5:30 in the NCSA Media Center It was confirmed that this date will not conflict with the Talent Showcase.
Calendar/Upcoming Dates:	September 9, 2023 Uniform Sale at NCSA September 12, 2023 from 3:00-7:00 Spirit Day/Night at Frio Rolled Ice Cream September 15, 2023 Early Release September 22, 2023 - Apple Bar for staff from NCSA Hospitality September 26, 2023 5:30-7:10 K-5 Curriculum Night (will change) September 28, 2023 5:30-7:10 6-8 Curriculum Night (will change) September 29, 2023 Spirit Day September 30, 2023 Cleaning Day October 19, 2023 Reports Cards Issued and First FREE DRESS PASS DAY \$6500. October 5, 2023 Talent Showcase - There is a tentatively scheduled PTO school-wide meeting. However, to fulfill our obligation, we will participate during the parent sessions at both Curriculum Nights. We need dates for the 2 for \$10 for the remaining free dress day. There will be no more shirts sales, but hoodie sales will continue through October.

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	Action Item: Dr. Brunson will send an email to the parents affected by the homeroom change and let them know about the spirit shirt changes. Action Item: Kim will add to the signup sheet to bring your own gloves if volunteering for outside. We will purchase contractor bags. We need to make sure the dumpster is open, and we also need to confirm its location.
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