

Minutes



AES PTA General Meeting Minutes

Date: Thursday, October 23, 2025

[Virtual Video Link](#)

Dial In Number: +1 530-395-0947 PIN: 957 097 167#

[MEETING RECORDING](#)

Start Time: 5:35 PM EST

End Time: 6:02 PM EST

[Presentation Slides](#)

ATTENDEES

The meeting was open to all PTA members, both general and board. The key members listed below were invited via calendar invitation. Checked names indicate attendance for all or part of the meeting in person or virtual.

School Administration:

- | | |
|---|--|
| ☒ Kristin Small (Principal) | ☒ Katie Carr (Staff Liaison) |
| ☒ Morgan. Fisher (Principal Intern) | ☐ Wesley Clark (Vice Principal) |

PTA Board Members:

- | | |
|--|---|
| ☒ Andrew Garbade (President) | ☒ Cassie LaGod (Member at Large) |
| ☒ Rachel Frische-Khan (Secretary) | ☐ Amanda Pulido-Riccelli (Member at Large) |
| ☒ Kristen Burke (Treasurer) | ☐ Lora Rogers (Advocacy Chair) |
| ☒ Mercedes Haase (VP Community Outreach) | ☐ John White (Audit Chair) |
| ☐ Julie Richards (VP Communication) | ☒ Radhika Mathur (Nominating Chair) |
| ☐ Katie Riccitello (Member at Large) | |

Others (PTA General Members and/or stakeholders):

- ☒ Amy Garbade
- ☒ Shabnam Ali
- ☒ Carissa White
- ☒ Alison James
- ☒ Sarah Moore
- ☐ Marwah (google hangouts name)

Minutes

Introductions & Check-in

- Attendees were welcome to introduce themselves or pose questions in the video chat or in-person. First hybrid in person/virtual meeting in several years with the goal to increase accessibility and improve attendance.

Call to Order & Welcome

- The meeting was called to order at 5:36pm by President Andrew G.
- Quorum confirmed.

Approval of Previous Minutes

- [previous meeting minutes](#)

Reports of Officers & Administration

- President, Andrew Garbade
 - **PTA Mission:** The purpose of the PTA is to make every child's potential a reality by engaging and empowering students, teachers, families, and communities to advocate for all children.
 - Introduction of PTA Leadership
 - PTA Operations
 - [Membership dues](#) are annual. PTA working towards goal of 200 members.
 - PTA Communications
 - PTA Website, apexespta.com
 - [PTA Friday Bulletin](#)
 - PTA [Calendar](#)
 - [Google url link](#)
 - [iCal address link](#)
 - Facebook Page, <https://www.facebook.com/ApexElementaryPTA>
 - Upcoming PTA Events
 - General PTA Meetings
 - All in-person and virtual to increase accessibility.
 - This year making greater effort to attach meetings to already well attended school activities.
 - [Wednesday, December 10th \(Winter Chorus Concert\)](#)
 - [Tuesday, April 28th \(Spring Chorus Night\)](#)
 - [Tuesday, May 26th \(PTA Elections\)](#)
 - Board Meetings

- All virtual, 3rd Friday afternoon of Each month
 - Primarily for Board members, but open to all members
 - [Friday, October 24, 2025 at 1pm EST \(virtual\)](#)
- 2025 Fun Run - Friday, November 7
- Rock Solid Warrior Spirit Night - Friday, November 14
- Treasurer, Kristen Burke
 - [2025/2026 Budget](#)
 - Current balance: **\$41,909.13**
- Secretary, Rachel Frische-Khan
 - Managing general and board meeting scheduling and minutes, PTA calendar and PTA website.
 - Working to create School-wide PTA member directory
- VP Community Outreach, Mercedes Haase
 - Fun run information provided, above
- VP Communication, Julie Richards
 - [Subscribe to the bulletin](#) or use the [bulletin submission form](#) to submit content to go into the weekly bulletin.
- Committees
 - No committee updates at this introductory meeting, but we will have more involvement from committees as the year progresses.

Old Business:

- PTA needs volunteers! Many hands make light work—reach out to our [executive committee by email](#), [attend a general or board meeting](#), or use our [contact-us form](#) if you're interested in helping.
 - There are open [committee roles](#) and a variety of big and small ways to contribute to our students' success!
- Recent activities from PTA this year so far-
 - Book Fair
 - Math Night
 - Go-Play-Save

New Business

- Administration, (Principal Small & Principal Intern Fisher)
 - K-1 Playground Safety
 - Problem: Bushes surrounding the K-1 playground harbor snakes, wasps, and poison ivy, posing a direct threat to students.
 - Solution: Principal Small requested PTA funding to remove all bushes.

- County Risk Management: Surveyed the site and supports the removal but will not fund it.
 - PTA Action: The board will discuss allocation of funds and report back to school administration who will then secure quotes from licensed, bonded, and insured contractors.
- Related Issue: An open walkway from the playground to the parking lot creates a safety risk. Principal Small has contacted the county to request a gate.
- Fun Run Fundraiser
 - Date: Friday, November 7, 2025
 - Goal: Raise \$40,000 for school needs (classroom materials, tech, teacher grants).
 - Status: 20% funded with two weeks remaining.
 - Event Details: Students run laps in the bus loop to promote fitness and school spirit.
 - Funding Model: The PTA runs the event internally → 100% of proceeds benefit the school.
 - How to Help:
 - [Pledges](#): Encourage students to collect donations.
 - Company Matches: Check if your employer matches nonprofit donations; the PTA can provide a form.
 - Silent Auction: Bid on items (e.g., Sky Zone passes, theater tickets) online until Nov 7.
 - [Volunteers: Sign up for event-day/night help.](#)

Closing Remarks

- Thanks for joining!
- REMINDER for next meetings:
 - Board Meeting- [Friday, October 24, 2025 at 1pm EST \(virtual\)](#)
 - General Meeting- [Wednesday, December 10th \(Winter Chorus Concert\)](#)

Meeting adjourned: 6:05pm

Recording

AES PTA General Meeting (in-person & virtual) - October 23

[VIEW RECORDING - 24 mins \(No highlights\) →
https://fathom.video/share/Sxk5Bvs4y7VxNWdjiB2SbypnK_D_P59T](https://fathom.video/share/Sxk5Bvs4y7VxNWdjiB2SbypnK_D_P59T)

Meeting Purpose

[Review PTA activities, fundraising, and a critical playground safety issue.](#)

Key Takeaways

- [Fun Run is the primary fundraiser \(Nov 7\), targeting \\$40k for classroom materials, tech, and teacher grants. It is 20% funded and needs volunteers.](#)
- [PTA will fund removing hazardous bushes from the K-1 playground, which harbor snakes, wasps, and poison ivy. The county supports but will not pay for the work.](#)
- [Communication is centralized on **apexespta.com** via the Friday Bulletin, a real-time calendar, and Facebook.](#)
- [Volunteerism is a top priority; any time commitment, even 30 mins/week, is valuable.](#)

Topics

K-1 Playground Safety

- [Problem: Bushes surrounding the K-1 playground harbor snakes, wasps, and poison ivy, posing a direct threat to students.](#)
- [Solution: Principal Small requested PTA funding to remove all bushes.](#)
 - [County Risk Management: Surveyed the site and supports the removal but will not fund it.](#)
 - [PTA Action: The board will secure quotes from licensed, bonded, and insured contractors.](#)
- [Related Issue: An open walkway from the playground to the parking lot creates a safety risk. Principal Small has contacted the county to request a gate.](#)

Fun Run Fundraiser (Nov 7)

- [Goal: Raise \\$40,000 for school needs \(classroom materials, tech, teacher grants\).](#)
 - [Status: 20% funded with two weeks remaining.](#)

- **Event Details:** Students run laps in the bus loop to promote fitness and school spirit.
- **Funding Model:** The PTA runs the event internally → 100% of proceeds benefit the school.
- **How to Help:**
 - **Pledges:** Encourage students to collect donations.
 - **Company Matches:** Check if your employer matches nonprofit donations; the PTA can provide a form.
 - **Silent Auction:** Bid on items (e.g., Sky Zone passes, theater tickets) online until Nov 7.
 - **Volunteers:** Sign up on the website for event-day help.

PTA Operations & Communication

- **Membership:** Annual dues are required each August. The PTA is working to reach its goal of 200 members.
- **Website (apexespta.com):** The central hub for all information.
- **Friday Bulletin:** The primary weekly communication channel for events and news.
- **Calendar:** Syncs with Principal Small's calendar in real-time.
 - **New:** All events now include Google Calendar invites with RSVP links to track attendance and facilitate hybrid meetings.
- **Social Media:** The PTA maintains an active Facebook page.

Upcoming Events

- **Spirit Night:** Rock Solid Warrior (Apex location), date TBD.
- **PTA Meetings:**
 - **Dec 10:** Short update before the chorus concert.
 - **Feb 28:** Budget discussion prep before the spring chorus night.
 - **May 26:** Annual meeting for PTA elections and next year's budget approval.
- **Board Meetings:** Open to all members. The next meeting is tomorrow, Oct 24, at 1 p.m. (link on calendar).

Next Steps

- **PTA Board:** Secure quotes from licensed contractors for the K-1 playground bush removal.
- **PTA Board:** Monitor the county's response regarding a gate for the K-1 playground walkway.
- **Parents:**
 - **Encourage student pledges for the Fun Run.**
 - **Check for company donation matching programs.**
 - **Bid on silent auction items by Nov 7.**
 - **Sign up to volunteer for the Fun Run.**

Action Items

- Email Building & Facilities re: K-1 playground gate/enclosure; share update w/ PTA - [WATCH \(5 secs\)](#)
- Email Building & Facilities re: K-1 playground bush removal; confirm approvals/params; share update w/ PTA - [WATCH \(5 secs\)](#)
- Research wildlife/pest regs for K-1 playground; share findings w/ PTA - [WATCH \(5 secs\)](#)

Agenda



AES PTA General Meeting Agenda

Date: Thursday, October 23, 2025

[Virtual Video Link](#)

Start Time: 5:30 PM EST

[Slide Deck Link](#)

ATTENDEES

The meeting is open to all PTA members, both general and board, and provided on the [PTA Calendar](#) and [website](#).

AGENDA

Introductions & Check-in

- Call to Order & Welcome- PTA President Andrew Garbade

Reports of Officers & Administration

- Administration, (Principal / Assistant Principal / Staff Liaison)
 - Notes on school updates, staffing, policy reminders, initiatives].
 - Any teacher/staff ideas brought forward].
- President, Andrew Garbade
 - [Grants, community-building, committee process updates].
- Treasurer, Kristen Burke
 - [2025/2026 Budget](#)
 - Current balance: **\$41,909.13**
 - Budget updates, major expenditures, and income since last meeting.
- Secretary, Rachel Frische-Khan
 - Approval of previous minutes
 - [General Meeting Minutes from 5/22/25](#), provided for review.
 - [AES PTA Calendar](#)
 - Next PTA Board Meeting: Friday, October 24, 2025 (virtual) @1pm.
 - Next PTA General Meeting:
 - Agendas, minutes, and templates are stored in the [shared PTA drive](#)
 - specific meeting links for agenda and presentation included in all meeting invitations
- VP Community Outreach, Mercedes Haase
 - [Community projects, directory progress, volunteer engagement].
- VP Communication, Julie Richards
 - [Bulletin updates, subscription visibility, teacher contributions].

Prior Board Mtg Minutes 8/22/25

Prior Board Meeting held on Friday, August 22, 2025

Final meeting minutes, including assigned action items found here:

 [8/22/25 Board Meetings- Agenda, Minutes, and Recording](#)