

Panther Creek, PTSA Board Meeting Minutes
April 17, 2018
Panther Creek High School, Media Center

Attendees:

Tricia Cernoch
Beth Graff
Kris G.
Gary Lewis
Sarah Martin

Whitney Masterson
Jenn Middleton
Teresa Morris
Eric Rosen
Jen Simis

Sarah Martin called the meeting to order at 7:03

Motion made by Teresa Morris to approve the March 13, 2018 minutes. Second by Jenn Middleton. Motion passed.

Motion made by Teresa Morris to approve the January 9, 2018 minutes. Second by Jenn Middleton. Motion passed.

Administration Report, Mr. Rosen

Dr. Hedrick wants to ensure the school community is aware that there have recently been some great accomplishments at PCHS. These accomplishments are highlighted on the school website. Mr. Rosen will share some info for Sarah to add to Facebook.

We had a lock down drill last week. Things went extremely well. Several SROs and Cary Police Officers came to support the process and found that Panther Creek was very well prepared. We will continue drills and updates as required.

The final exam scheduled changed again effective April 9. The updated schedule is on the website.

On Wednesday, April 25 – registration verification sheets will go out. The sheets need to be signed by parent and student and returned to school.

May 1, 6:30-8:00; The Poe Center will come to discuss teens and addiction including vaping, etc. The flier is on the website, pre-registration is requested.

Kathy Hartenstine holds chats every month. The next one is April 21, at Common Grounds Coffee in Perimeter Park Drive, 10:00 a.m.

President's Report, Sarah Martin

Teresa Morris will be recognized at the Night of Stars Celebration on Thursday, 4/19/18.

TOY celebration is Thursday, May 10. Whitney Masterson will attend with her husband along with Dr. Hedrick & Sarah Martin. Each school nominates at TOY, the list is then narrowed until a winner is announced.

We need to consult with Administration in regard to costs for Freshman Orientation.

Please get receipts submitted asap.

The general membership meeting is May 21. It will piggyback the NHS Induction Ceremony. The PTSA meeting begins at 6:40. Board members should plan to arrive by 6:20. We need a 20 person quorum. Its really important to have solid Board representation for this meeting. We'll adopt an interim budget and elect new officers.

Sarah has been approached by Parents regarding a few items.

Junghee Lim, the mother of two PCHS students, passed while traveling over Spring Break. The family is considering a one-time scholarship to be set up through the PTSA as a restricted fund. The family doesn't want any PTSA fundraising, but to allow family and friends to donate money to the scholarship fund. The family wants the money to go to a female targeting a Science Career. If the PTSA approves the scholarship, a committee would likely be established with family participation to help select awardees. No concerns were raised by the Board. The Board will recommend to the members that we agree to administer the scholarship. The fund would need to be opened to accept restricted funds.

A parent of a Sophomore contacted Sarah about a Graduation Night Party, an alcohol-free celebration, held at an offsite location, activities would be planned. Board members participated in similar events and it was a lock-in style event. Sarah explained getting this approved would require numerous approvals. The Board has some concern. We need a more clear understanding of the Parents expectations and the PTSA expected role.

Parent has approached Sarah about Odyssey of the Mind. We don't think that is a PTSA is the right group to organize such. There is an established procedure for students to organize new clubs and activities.

Parent approached Sarah offering support for the Presidential Volunteer Service Award. We asked Student Council last year if there were interested in facilitating the effort. The students did not express any interest in managing the program.

CNO, Beth Graff

The next Catamounts Night out is at Andias, May 14, 6:00-9:00.

Nominating Committee:

We are still in need of a Secretary and Reflections Chair.

We may have a CNO Co-Chair.

The slate has to be announced 10 days in advance of the vote.

Sarah will set out another note on Facebook.

Kris will get Tricia the list of volunteers so Tricia can send emails out promoting the Secretary role.

Finance

Retail is much flatter than we'd hoped for. Harris Teeter links are down. Sr Sign sales brought in \$460 so far. We may end up with under the projected carry over.

Next year we should sell signs in coordination with the Josten's days.

We decided to break out membership from donations and call it sponsorships.

We expect income to go down.

We need to find ways to increase income or cut expenses.

Sarah provided that we added the Teacher Grant program because we had money. We could walk back the dollar figure and increase if the funds are received.

We may be able to bring down the dollars spent on certificates via Strawbridge. Gary is working with the vendor.

Gary suggests we consider changing the certificate program to cut expenses.

We will consider cutting teacher grants - from \$5k to \$2k. We need to highlight at the General meeting that we are spending in to our reserves and this is not sustainable. Make the case that to fully fund our existing programs, we need folks to donate, participate in CNO, Amazon Smiles, HT.

March 2018 Report



Panther Creek PTSA: 2017-18 Budget to Actual Monthly Report

Bank Balance As of March 30, 2018	\$	14,452.75	
Outstanding Deposits	\$	-	+
Outstanding Expenses	\$	-	-
Available Cash Balance	\$	<u>14,452.75</u>	

INCOME	Budget	YTD Actual	+/-
Catamounts Night Out	\$ 1,000.00	\$ 250.73	\$ (749.27)
PTSA Membership	\$ 12,250.00	\$ 12,740.00	\$ 490.00
Misc. Income	\$ -	\$ -	\$ -
Retail Income	\$ 4,250.00	\$ 1,235.74	\$ (3,014.26)
Sales Tax Refund	\$ 300.00	\$ 218.92	\$ (81.08)
Senior Activities	\$ 100.00	\$ 44.00	\$ (56.00)
Senior Sign Sales	\$ 1,500.00	\$ -	\$ (1,500.00)
TOTAL INCOME	\$ 19,400.00	\$ 14,489.39	\$ (4,910.61)

EXPENSES	Budget	YTD Actual	+/-
Operating Expenses			
Bank Charges	\$ 25.00	\$ 1.60	\$ (23.40)
Insurance	\$ 425.00	\$ 425.00	\$ -
Office Supplies/copies	\$ 300.00	\$ 97.19	\$ (202.81)
Website	\$ 116.00	\$ 116.05	\$ 0.05
PTA Council Dues	\$ 50.00	\$ 50.00	\$ -
PTA Membership Dues National + State	\$ 2,400.00	\$ 2,452.00	\$ 52.00
Total Operating Expenses	\$ 3,316.00	\$ 3,141.84	\$ (174.16)

Program Expenses			
Freshman Camp	\$ 400.00	\$ -	\$ (400.00)
PTA Membership Incentives	\$ 200.00	\$ -	\$ (200.00)
Reflections	\$ -	\$ -	\$ -
Senior Activities	\$ 1,000.00	\$ 424.27	\$ (575.73)
Senior Signs	\$ 800.00	\$ 787.84	\$ (12.16)
Student Recognition	\$ 10,000.00	\$ 4,146.71	\$ (5,853.29)
Staff Appreciation	\$ 4,000.00	\$ 547.70	\$ (3,452.30)
Staff Grant Program	\$ 5,500.00	\$ 5,500.00	\$ -
Teacher of the Year Banquet	\$ 206.00	\$ 214.00	\$ 8.00
Total Program Expenses	\$ 22,106.00	\$ 11,620.52	\$ (10,485.48)

TOTAL EXPENSES	\$ 25,422.00	\$ 14,762.36	\$ (10,659.64)
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INCOME minus EXPENSES **\$ (6,022.00)** **\$ (272.97)**

Projected Actual to Date

Carry-over from 2017-18 (bank balance on 7/1/2017) \$14,725.72 \$14,725.72

Projected Carry-over to 2018-19 **\$ 8,703.72** **\$ 14,452.75**

Projected Actual to Date

Restricted Line Items (INCOME)	Budget	YTD Actual	+/-
Julie Cogburn Classroom Library Fund	\$ 1,000.00	\$ 1,000.00	\$ -
TOTAL INCOME	\$ 1,000.00	\$ 1,000.00	\$ -

Restricted Line Items (EXPENSE)	Budget	YTD Actual	+/-
Julie Cogburn Classroom Library Fund	\$ 1,000.00	\$ 1,000.00	\$ -
TOTAL EXPENSES	\$ 1,000.00	\$ 1,000.00	\$ -

*** PROPOSED ***

Panther Creek PTSA: Interim 2018-19 Budget



Expected Carry-over \$ 8,700.00 - Planned carry-over from 2017-18

INCOME	Budget	
PTSA Membership	\$ 5,500.00	- Split Membership & Donations
Donations/Sponsorships	\$ 7,000.00	- Add Sponsorships with Donations
Misc. Income	\$ -	
Retail Income	\$ 2,000.00	
Catamounts Night Out	\$ 500.00	
Sales Tax Refund	\$ 300.00	
Senior Activities	\$ 100.00	
Senior Sign Sales	\$ 1,500.00	
TOTAL INCOME	\$ 16,900.00	
EXPENSES		
Operating Expenses		
Bank Charges	\$ 25.00	
Insurance	\$ 425.00	- fixed
Office Supplies/copies	\$ 250.00	
Website	\$ 120.00	- fixed
PTA Council Dues	\$ 50.00	- fixed
PTA Membership Dues National + State	\$ 2,400.00	- \$4 per member fixed
Total Operating Expenses	\$ 3,270.00	
Program Expenses		
Freshman Camp	\$ 400.00	
PTA Membership Incentives	\$ 200.00	
Reflections	\$ 200.00	
Senior Activities	\$ 1,000.00	
Senior Signs	\$ 800.00	
Staff Appreciation	\$ 4,000.00	
Volunteer Appreciation	\$ 100.00	- new
Hospitality	\$ 300.00	- new
Student Recognition	\$ 10,000.00	
Staff Grants	\$ 2,000.00	
Teacher of the Year Banquet	\$ 215.00	
Total Program Expenses	\$ 19,215.00	
TOTAL EXPENSES	\$ 22,485.00	
Beginning Balance	\$ 8,700.00	- Planned Carry-over
Proposed Income minus Expense	\$ (5,585.00)	- Expenses are greater than Income
Projected Ending Balance	\$ 3,115.00	- Carry Over to 2019-20

** NOTE: While this proposed budget will leave us with a Carry-over of funds to start the 2019-20 school year, we are continuing to spend more than we receive. We would also like to add to our Staff Grants fund, so increasing our Income projections is needed, and will be required in the 2019-20 school year to keep a balanced budget.

Other business:

Could we get a Marketing Student to help with PTSA Communication?
 Could we get a student to help with the Secretary role?
 We will not hold a May Board Meeting.

Staff app

Staff luncheon is Friday. Daniels is sending staff to help out. Set up by 9:45. We received lots of donations.

Student Recognition (presented by Sarah Martin on Colleen's behalf)

Student Recognition - Third quarter honor roll list is forthcoming and certificates and gifts will be ordered.

Should receive Awards Day list this week or early next and will order shirts. Teachers are submitting a note with the nominations that will be printed and attached to the shirt. This will alleviate the issue of kids not really knowing why they are receiving the shirts

Senior Activities - We've sold 46 senior signs so far. We've decided to eliminate Friday after school sales as we only sold two to parent/staff, and we don't feel it's worth the time. We'll continue with Wednesdays and Fridays every other week leading up to Mothers' Day. Next date is 4/25.

Mary and Colleen met with Ms. Masterson regarding the Senior Picnic June 1, and plans are under way! Sign Up Genius will go out at the end of this month/first of next.

Meeting adjourned, 9:03 p.m.
 Board Meeting)

(approved at July 26, 2018