

**Panther Creek, PTSA Board Meeting Minutes  
October 15 2018  
PCHS Media Center**

Attendees:

|                     |                         |
|---------------------|-------------------------|
| Tricia Cernoch      | Kerry Gustafson         |
| Beth Graff          | Kris Gustafson          |
| Jennifer Willis     | Robin Lundin            |
| Lena Osorio-Gemisic | Sarah martin            |
| Whitney Masterson   | Jen Simis               |
| Gary Lewis          | Christine Burillo-Kirch |
| Dr. Hedrick         | Mr. Rosen               |
| Jenn Middleton      | Bela Patel              |

Beth Graff called the meeting to order 7:00

Motion to approve the minutes Kris Gustafson second by Jenn Middleton. **Motion passed.**

**Principal's Report, Dr. Hedrick**

PCHS Cary is working with PCHS, Texas to support White Oak High School in NC, a school suffering from the effects of the hurricane. \$2,000 in supplies have been donated so far. Staff at PC has been worked with White Oak HS to develop a supply list. The drive will end Halloween day.

Another effort is to collect funds – via a box, that will be present at some athletic activities.

PC really enjoyed a wonderful homecoming week, lots of great activities and school spirit.

Even with our missed days of class due to weather, the quarter end date cannot be changed.

PCHS PBIS recognition has been raised to “exemplar” status. Previously, we were told it was “model” status.

We need to continuously remind folks not to drop off students on McCrimmon. Administrators are actively working to facilitate carpool. PC has 41 busses each morning. Dr. H has met with a number of traffic specialists to try to address the student traffic exiting the campus. Safety is a primary concern. The TOC police have agreed to provide a heavier presence during high traffic times. We are continuing to advocate for a better process. The footprint of Panther Creek is designed for 1700 students and we have nearly 3,000.

**President Report, Beth Graff**

Bisquitville After dark, Junior Parent night, Cap and gown ordering night (where parents can see their caps and gowns in person) are tomorrow, October 16.

Christine Burillo-Kirch has offered to be the liaison to the Media Committee.

Nan Zhou – will take over Catamount Night Out.

We've tried several times via phone, text, and email from Beth, Jenn, and Tricia to contact the PTSA Secretary who was elected in August 2018. There has been no response. Sarah Martin makes a motion to remove JoElyn Mick as PTSA Secretary from the Board. Second by Lena. **Motion passed.**

State bylaws provide that the Board can elect a new secretary. We expect to address this opening at the next Board meeting.

School Construction Bond - other Wake PTSA Boards have passed a resolution to support the school construction bond which is on the ballot this November. The bond will provide for construction or renovation of 11 Wake County schools. PCHS is not expected to be directly impacted. The construction will be done one way or another. Using a bond will be the least expensive way (vs loans, etc.). We're opting not to pass a resolution at this time. Instead, we'd like to point people to where they can find more information.

### VP Report, Jen Willis

Beth, Robin, Gary, and Jen met regarding the proposed PC PTSA Sponsorship Program. They are working to establish levels. They're considering a January roll out and offering levels at a reduced rate since it's a partial year.

Whitney offers that member hub is helpful in the money collection process.

### Treasurer's Report, Gary Lewis

We've raised just shy of \$10k, we've spent \$6k. We're working to fill some holes – sponsorship, cost savings etc.

mid-October 2018 Report

Panther Creek PTSA: 2018-19 Budget to Actual Monthly Report



|                                     |    |           |   |
|-------------------------------------|----|-----------|---|
| Bank Balance As of October 15, 2018 | \$ | 13,804.27 |   |
| Outstanding Deposits                | \$ | -         | + |
| Outstanding Expenses                | \$ | 2,386.28  | - |
| Available Cash Balance              | \$ | 11,417.99 |   |

| INCOME                 | Budget              | YTD Actual         | +/-                  |
|------------------------|---------------------|--------------------|----------------------|
| PTSA Membership        | \$ 5,750.00         | \$ 5,040.00        | \$ (710.00)          |
| Donations/Sponsorships | \$ 7,500.00         | \$ 4,066.00        | \$ (3,434.00)        |
| Misc. Income           | \$ -                | \$ -               | \$ -                 |
| Retail Income          | \$ 3,000.00         | \$ 705.10          | \$ (2,294.90)        |
| Catamounts Night Out   | \$ 500.00           | \$ 55.00           | \$ (445.00)          |
| Sales Tax Refund       | \$ 300.00           | \$ -               | \$ (300.00)          |
| Senior Activities      | \$ 100.00           | \$ 120.00          | \$ 20.00             |
| Senior Sign Sales      | \$ 1,500.00         | \$ -               | \$ (1,500.00)        |
| <b>TOTAL INCOME</b>    | <b>\$ 18,650.00</b> | <b>\$ 9,986.10</b> | <b>\$ (8,663.90)</b> |

| EXPENSES                             | Budget             | YTD Actual         | +/-                |
|--------------------------------------|--------------------|--------------------|--------------------|
| <b>Operating Expenses</b>            |                    |                    |                    |
| Bank Charges                         | \$ 200.00          | \$ 117.46          | \$ (82.54)         |
| Insurance                            | \$ 425.00          | \$ 425.00          | \$ -               |
| Office Supplies/copies               | \$ 250.00          | \$ 147.35          | \$ (102.65)        |
| Website                              | \$ 140.00          | \$ 140.05          | \$ 0.05            |
| PTA Council Dues                     | \$ 50.00           | \$ 50.00           | \$ -               |
| PTA Membership Dues National + State | \$ 2,400.00        | \$ 1,844.00        | \$ (556.00)        |
| <b>Total Operating Expenses</b>      | <b>\$ 3,465.00</b> | <b>\$ 2,723.86</b> | <b>\$ (741.14)</b> |

|                               |                     |                    |                       |
|-------------------------------|---------------------|--------------------|-----------------------|
| <b>Program Expenses</b>       |                     |                    |                       |
| Freshman Camp                 | \$ 400.00           | \$ -               | \$ (400.00)           |
| PTA Membership Incentives     | \$ -                | \$ -               | \$ -                  |
| Reflections                   | \$ 200.00           | \$ 25.00           | \$ (175.00)           |
| Senior Activities             | \$ 1,000.00         | \$ 609.59          | \$ (390.41)           |
| Senior Signs                  | \$ 800.00           | \$ -               | \$ (800.00)           |
| Staff Appreciation            | \$ 4,000.00         | \$ 149.49          | \$ (3,850.51)         |
| Volunteer Appreciation        | \$ 100.00           | \$ -               | \$ (100.00)           |
| Hospitality                   | \$ 300.00           | \$ -               | \$ (300.00)           |
| Student Recognition           | \$ 10,000.00        | \$ 2,511.28        | \$ (7,488.72)         |
| Staff Grants                  | \$ 2,000.00         | \$ -               | \$ (2,000.00)         |
| Teacher of the Year Banquet   | \$ 215.00           | \$ -               | \$ (215.00)           |
| <b>Total Program Expenses</b> | <b>\$ 19,015.00</b> | <b>\$ 3,295.36</b> | <b>\$ (15,719.64)</b> |

|                       |                     |                    |                       |
|-----------------------|---------------------|--------------------|-----------------------|
| <b>TOTAL EXPENSES</b> | <b>\$ 22,480.00</b> | <b>\$ 6,019.22</b> | <b>\$ (16,460.78)</b> |
|-----------------------|---------------------|--------------------|-----------------------|

|                              |                      |                    |
|------------------------------|----------------------|--------------------|
| <b>INCOME minus EXPENSES</b> | <b>\$ (3,830.00)</b> | <b>\$ 3,966.88</b> |
|------------------------------|----------------------|--------------------|

Projected Actual to Date

|  |            |            |
|--|------------|------------|
| Carry-over from 2017-18 (bank balance on 7/1/2018) | \$7,101.11 | \$7,101.11 |
|--|------------|------------|

|  |                   |                    |
|--|-------------------|--------------------|
| <b>Projected Carry-over to 2019-20</b> | <b>\$3,271.11</b> | <b>\$11,067.99</b> |
|--|-------------------|--------------------|

Projected Actual to Date

| Restricted Line Items (INCOME)                            | Budget           | YTD Actual       | +/-         |
|---|------------------|------------------|-------------|
| The Junghee Lim Memorial Scholarship for Women in Science | \$ 350.00        | \$ 350.00        | \$ -        |
| <b>TOTAL INCOME</b>                                       | <b>\$ 350.00</b> | <b>\$ 350.00</b> | <b>\$ -</b> |

| Restricted Line Items (EXPENSE)                           | Budget           | YTD Actual  | +/-                |
|---|------------------|-------------|--------------------|
| The Junghee Lim Memorial Scholarship for Women in Science | \$ 350.00        | \$ -        | \$ (350.00)        |
| <b>TOTAL EXPENSES</b>                                     | <b>\$ 350.00</b> | <b>\$ -</b> | <b>\$ (350.00)</b> |

### Staff Grants, Kerry Gustafson

Kerry wants to start releasing grant funds. Gary believes we can move forward based on potential cost cutting we anticipate.

Kerry has updated the grant request form and created a new url. Teachers will have 2 months to submit. The first cut off date is in December. Assuming funds are available, more grant money may be available in March.

### **Website, Lena Osorio-Gemisic**

Reflections info has been posted, with a YouTube video included.

### **Reflections Chair, Christine Burillo-Kirch**

Dr. Hedrick will add information about the Reflections program to the Messenger

### **Senior Activities, Sarah Martin**

There have been lots of questions regarding Josten's night. If you want to see Josten's items in person, come by b/t 5:30-7:00.

### **Staff Appreciation, Kris Gustafson**

Fiesta Mexicana reached out to see if they can help us with Staff Appreciation in April.

Teacher appreciation week often conflicts with AP exams, so we celebrate at a different week. Kris will provide the specific dates when they are identified.

Last year the lunch was \$2600 from Daniels. With 200 staff members, anything we use for staff appreciation impacts the budget.

We can use Member Hub to raise funds for a specific event ie buy your teacher lunch. Hortons Creek does something similar now. Whitney provides, Hortons Creek uses Member Hub for money raising efforts. Member Hub requires a set price for donations, rather than an 'enter our own amount'. Contributions will go in to our general fund and will be used to support teacher appreciation.

October is National Principals Month – tomorrow and Tuesday, students will be asked to write a note thanking our administrators for all their hard work.

### **Student Recognition**

Colleen Gregg and Daphne Stam couldn't be here. Gary did some analysis and found that most of our money is being spent on straight A students. Lena has redesigned the honor roll certificates, Gary has identified a new printing company. These efforts will allow us to cut costs significantly from .34 to .16 cents.

We're considering cutting honor roll gifts altogether. Also considering cutting the tchotchke spending. We spend \$1500 a year just for recognizing straight A students and that's straight As only for 2 quarters. We're also considering a change to the distribution schedule of magnets.

Academic letters are expensive. (\$3.65+) Academic letters are distributed to students earning a 3.75 unweighted avg. Letters are distributed at the beginning of the next academic year. Should we offer academic letters only for sophomore year and later?

We expect some more significant changes will be considered for next year, as a portion of students will be leaving for Green Level.

Kudos - \$5 gift cards. Kudos are turned in to the media center. There is a \$25 gift card once a quarter for kudo earners who didn't get the \$5 gift card.

The bulk of our budget goes to student recognition. If we are to re-imagine how student recognition will run next year, we'll need to look at it more closely by years end in order to plan and roll out next school year.

### **Membership Report, Robin Lundin**

Sarah and Robin rolled out a "Ten Reasons to Join the PTSA" program. We added 71 members during the campaign. Even with our growing number of members, donations are down this year.

We'll be working with a student to produce a video that will visually demonstrate where PTSA funds go.

Robin is working with Lena to create a thermometer graphic that will show donation growth toward goal.

Message – its only \$1 per month and here is where your money goes.

Thoughts to consider:

Can we compete for membership numbers with Green Hope? Publish their numbers and ours.

Can we do a better job reaching out to grandparents?

Can we drive a competition between grades?

Can we reach out to Alumni for support?

Sarah Martin

There is a "Take the family to School week" grant available. The grant submission is due this week. The grant covers four categories, related to family engagement. We think the family academy program will match up well with the grant.

Meeting adjourned at 8:46