



BOARD MEETING MINUTES

Panther Creek High School PTSA

Panther Creek Conference Room

Date | time 1/7/2019 7:05 PM | *Meeting called to order by* Beth Graff

In Attendance

Beth Graff, Dr. Hedrick, Tricia Cernoch, Cheryl Cleaton, Grace Pagano, Gary Lewis, Kerry Gustafson, Lena Osorio-Gemisic, Christine Burillo-Kurch, Eric Rosen and Sarah Martin. Quorum was met.

Presentation of Minutes

Beth Graff asked if everyone had seen the 11/13/2018 board meeting minutes Cheryl Cleaton had sent out. Everyone had read them and there were no questions. Sarah Martin motioned to approve the minutes, which was seconded by Lena Osorio-Gemisic. None opposed. Minutes approved.

Principal's Report: Dr. Camille Hedrick

Dr. Hedrick spoke about Catamounts Connect. It is part of the STARTERS Program, with help from Tru Pettigrew, to engage students in discussing social issues that impact them. There is an initial training on discussing sensitive issues before the open forum discussions. Students bring topics to adult leaders ahead of time, and while adults help them with research, the students facilitate the discussions. It is very positive and the students just do a wonderful job. It is being implemented by other schools in Wake County as well.

Mid-year graduation will be on January 22nd. Twenty or so students will be graduating early, not late! There is no ticket limit, and the ceremony is held in our auditorium. There are speeches, flowers, pictures, and a small group/band will be there to play... it's a real graduation. Very special for those students. Usually lasts about an hour.

Meet the teacher is January 24th. Glad to have food trucks this year. They will be parked between the mods and main building. Open House/Expo will be 5-8pm on February 7th. We don't do tours, so this is a wonderful opportunity to come and see our school. Students will have lots of tables for clubs. Teachers will have tables as well. The next Catamount Coffee is February 4th.

President's Report: Beth Graff

- January 24th Meet the Teacher
 - Be there at 4:00pm!!
 - General Meeting at 4:15pm in media center
 - We are voting on restricted line item for the Healthy Families Grant that we won- we need you there!!!!
 - We will have Hibachi Express & Menchies there- Thank you Tricia!

- We won the Health Families Grant!!!-what do we plan to do with it.
 - Buy items that we can use at Feb 12th Family Academy and reuse again!

 - The Office Depot gave 10 Healthy Families Grants across the US to schools promoting family engagement in school, and we were the only large, comprehensive high school to be honored. Our Family Academy Night aligns perfectly with the purpose of the grant. The grant had specific spending

guidelines, but instead of spending the money on just that one night, we wanted to purchase items that could be used over and over. We want to promote PTSA at school events and how that could highlight and increase membership. Dr. Hedrick and several members met to discuss how to best accomplish this. They decided on 10 aprons and 2 tablecloths with Panther Creek PTSA wording from the National PTA store. These are made with high quality materials and are washable. Other items for consideration are 2 feather banners and a sandwich dry erase board. These are from local businesses and also have Panther Creek PTSA wording. We can use these for multiple events/years. There was also discussion about "Ask Me About PTSA" buttons and "I joined the PTSA" stickers. The grant totals \$1,000 but a few PTSA members decided to donate about \$200 more for these items, so the total right now is about \$1200. Everyone liked these items and agreed it was a good idea to order them.

- Could have a national PTSA representative, an Office Depot representative, and/or someone from WCPSS visit us that night. So we need people here and volunteers. Dr. Hedrick discussed what to expect at Family Academy and what a great job Eric Rosen has done organizing it. Lots of events at our school are large in scale, but this one is intended for small groups and has an intimate atmosphere. Can come to 1 or all sessions.
- Need the budget change to be voted in at the General Meeting or we can not spend this grant money and we would be forced to return the check. So be sure to come to the General Meeting on the 24th to vote!
- It's time for Nominating Committee. We need some volunteers. Jennifer Middleton needs another person from the board to volunteer on the nominating committee. Also need to think about serving next year, and if you're not going to serve, please recruit for a replacement.
- Lena and Jen Willis worked on the sponsor advertising sheets. They were amazing. They have different looks to them, but we all liked both styles. Maybe we could use them both for different situations.
- We'll be busy next month... board meeting is February 5th, we also need to talk about volunteers for the Expo on February 7th, and the Family Academy night on February 12th.

Vice President's Report: Jen Willis

Nothing to report.

Treasurer's Report: Gary Lewis

Gary distributed and went over the December 2018 Treasurer Report (shown below). We received a \$461 check from Harris Teeter. We're still shy on our expected income. Discussed the Teacher of the Year payment... includes 4 for dinner and 2 parking passes.

Gary & Lena discussed the new Honor Roll Certificates. Certificates are slightly smaller, use thick cardstock, and are very professional looking. Everyone thinks they look nicer than the old ones. The new printer now has a template, only having to change the quarter & year. They are also bundled now for each classroom, so it was so much easier to distribute. It costs significantly less as well, and there was even talk of possibly going digital in the future.

Gary & Sarah discussed The Junghee Lim Memorial Scholarship for Women in Science. Family requested scholarship and solicited donations. Scholarship is about \$350. We will have an application process for women graduating this year looking for a career in science.

December 2018 Report

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



Bank Balance As of December 31, 2018	\$	12,249.16	
Outstanding Deposits	\$	-	+
Outstanding Expenses	\$	-	-
Available Cash Balance	\$	<u>12,249.16</u>	

INCOME	Budget	YTD Actual	+/-
PTSA Membership	\$ 5,750.00	\$ 5,315.00	\$ (435.00)
Donations/Sponsorships	\$ 7,500.00	\$ 4,278.60	\$ (3,221.40)
Misc. Income	\$ -	\$ -	\$ -
Retail Income	\$ 3,000.00	\$ 827.66	\$ (2,172.34)
Catamounts Night Out	\$ 500.00	\$ 394.67	\$ (105.33)
Sales Tax Refund	\$ 300.00	\$ 385.27	\$ 85.27
Senior Activities	\$ 100.00	\$ 120.00	\$ 20.00
Senior Sign Sales	\$ 1,500.00	\$ -	\$ (1,500.00)
TOTAL INCOME	\$ 18,650.00	\$ 11,321.20	\$ (7,328.80)

EXPENSES	Budget	YTD Actual	+/-
Operating Expenses			
Bank Charges	\$ 200.00	\$ 132.28	\$ (67.72)
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	\$ 2,184.00	\$ (216.00)
Total Operating Expenses	\$ 3,465.00	\$ 3,078.68	\$ (386.32)

Program Expenses			
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	\$ 298.60	\$ (3,701.40)
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)
Total Program Expenses	\$ 19,015.00	\$ 3,444.47	\$ (15,570.53)

TOTAL EXPENSES	\$ 22,480.00	\$ 6,523.15	\$ (15,956.85)
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INCOME minus EXPENSES **\$ (3,830.00)** **\$ 4,798.05**

Projected Actual to Date

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

Projected Carry-over to 2019-20 **\$3,271.11** **\$11,899.16**

Projected Actual to Date

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

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

Secretary's Report: Cheryl Cleaton

Nothing to report.

Grants Committee, Kerry Gustafson: Kerry discussed the grants awarded:

- 1) Ms. Jen Travis, Dance = \$1,200
 - a. Estimated Number of Students Impacted = 600
 - b. \$/student impacted = \$2.00
 - c. Purpose = "My Beginning Dance I classes are my largest classes and are more likely to include students unable to purchase traditional dance costumes. This leads to very similar costumes for all the Dance I classes-leggings and a shirt. Because costumes are one of the theatrical elements that dancers use to communicate meaning with an audience, these classes are unable to fulfill their creative vision with existing costumes. These dresses will increase the students' ability to meet the standards." She also provided a link to view the dresses.
- 2) Ms. Tessa Newcombe = \$660
 - a. Estimated Number of Students Impacted = 2,800
 - b. \$/student impacted = \$.24
 - c. Purpose = "With this grant, we would like to purchase new books for our Career section in the Media Center. The current average age is 2005 so we are looking to update the age as well as information about possible careers for students, including new opportunities that have been popping up in the tech world. Along with purchasing books about careers, we would like to upgrade our ACT and SAT prep books that are also found in our Careers section. All of these books are available in a specific area of the Media Center for all students to browse and check out at their leisure. After the purchasing these new books, we plan to compile a spreadsheet that can be used by Student Services to further support discussions with students about their future goals and pathways."
- 3) Ms. Joyce Reiter = \$75
 - a. Estimated Number of Students Impacted = 300
 - b. \$/student impacted = \$.25
 - c. Purpose = "PCHS has learned that there is a local, real-life need for seatbelt and lumbar pillows for breast cancer surgery patients. This presents us with the opportunity to teach specific skills at PCHS and enable students to see their work translate into local community benefit. The activity will be completed during SMART lunch or as part of FCCLA's community outreach projects."

Grand Total for 2018-19 School Year Grants = \$1,935. Many thanks to Kerry and the grants committee for their hard work. So nice that Kerry hand delivered the grants and posted pictures. The teachers were so surprised and appreciative. Such a fun day!

Webmaster, Lena Osorio-Gemisic: Lena played with MemberHub newsletter and its more work than Mailchimp. It's a work in progress. She's hoping to have it done in MemberHub maybe by March, but if she was using Mailchimp it could be done now. They want us to keep it all under one system and hopefully they will have an updated version of MemberHub soon that will be more user friendly. Single platform to keep track of all members, PTA requires it for members for NC. Lena suggested maybe we can use MailChimp now and wait for MemberHub to make an update. Everyone agreed that since MemberHub is so cumbersome, we should just start with MailChimp. Now Lena says newsletter out in February. Discussed details of newsletter... when should it go out? PTSA only? Overlap school info? Since meetings are mid-month, get newsletter out at end of the month, just PTA info. Dr. Hedrick says the last messenger of the month, she can add a link to the newsletter. Lena can also do twitter as well. This is exciting!

Reflections, Christine Burillo-Kirch: We had winners at the county level! Christine discussed that we had 14 entries and 8 placed... Soraiah Williams, Ashlesha Mirajkar, Sarayu Yenmula, Neil Auroi, Hasitha Tatineni, Venmila Thillaivanan, Lauryn Taylor, and Aida Gou. Discussed where to display them in the school. So proud of them. They will receive certificates and ribbons. The judges were fantastic and possibly they'll do it again next year.

Senior Activities, Sarah Martin: Nothing to report.

Staff Appreciation, Kris Gustafson: Kris received an email from a teacher sending thanks for all the snacks before break. She said they loved the variety of both comfort-food, chocolate/cookies and healthier Kind Bars/fruit/popcorn.

Student Recognition, Colleen Gregg & Daphne Stam: Nothing to report.

Catamounts Night Out, Denise Grennan & Liane Smith: Tuesday, January 29th... Built Custom Burger – details to follow.

Loyalty Rewards, Nan Zhou: Nothing to report.

PBIS, Tricia Cernoch: Gary went to the last meeting, talked about certificates. Dr. Hedrick discussed how students vote on one student in the class and the winner receives a pendant. Second semester also includes a shirt. Very positive experience. She also discussed how the freshman helpful living classes discussed how to organize their time, positive interactions, how to solve conflict, social media, etc. Putting expectations in front of students before the opportunity is in front of them. Starting the second semester, all students will have mandated schedule for lunch/smart lunch.

Membership, Robin Lundin:

- 564 (507 general members and 57 faculty). This is 94% of goal.
- Net Monies raised - \$7,600.37. Excluding sponsorships, we are at 75% of goal. This does not take into account any matching monies, so the % could be a little higher.

Discussed expectations for Meet the Teacher night... we'll have a table, but not necessarily a membership table. It does it need to be staffed by 2 people. We don't need Key Club members. Volunteers will need to direct people to the food trucks. Maybe some posters? Tricia has some. We'll put a blurb about food trucks in the school communications.

Other Business

Gary Lewis motioned to adjourn, which was seconded by Dr. Hedrick. None opposed. Meeting adjourned at 8:49pm.