

Chatham Grove Elementary PTA – General Board Meeting Minutes

Date: September 2, 2025

Time: 5:30 PM – 7:00 PM

Location: CGE Media Center

Zoom: <https://zoom.us/j/97681275493?pwd=cTmm7ClI1rquJPAU36C3YvwEUdNqgD.1>

Meeting ID: 976 8127 5493, Passcode: 677238

1. Welcome & Call to Order (5 min)

- Meeting called to order at 5:33 PM by Vice President Mairead Resch

2. Attendance

PTA Board/Chairs

Shana Perry (President)	X	Kelsey Bakis (Teacher Grants)	X	Bea Love-Perry (Member at Large)	
Mairead Resch (Vice President)	X	Sara Sullivan (Staff Affairs)	X	Morgan Callahan (Audit)	
Sarah Paxson (Treasurer)	X	Julie Sides (Member at Large)	X	Kinley Reeves (Audit)	X
Mary Chandran (Secretary)	X	Rachel Suddes (Member at Large)		Stephanie Barnes (Audit)	X
		Nate Hess (Audit)		Katie Smith (Communications)	
		Liz Pedraza (Thrift)	x	Ashton Blue (Advocacy)	X
		Kyle Warren (Spirit Wear)	X	Sarah Yates (Class Reps)	
		Jessi Del Sarto (Hospitality)	X	Jordyn Thie (Teacher Rep)	X
		Jennifer Abbott (Student Council)	X		

3. Principal's Reports (10 min)

- Smooth start to the school year: new K–3 playground equipment, efficient car line, fully staffed with licensed teachers, instruction underway.
- PTA support acknowledged for the welcome back breakfast, orange folders, and 4th–5th grade planners.
- Birthday celebrations: moving away from sugary treats. Parents may send non-food items home or donate a class gift. Class reps may also support classroom traditions.

4. President's Report (10 min)

- Introduced 2025–26 Board and Standing Committees.
- Voting results: Rachel Suddes confirmed as Member at Large; Jenn Abbott confirmed as Student Council Chair. (Motions: Mairead; Seconds: Sarah).
- Seeking a Nominations Chair for 2026 to ensure smooth leadership transitions.
- Boosterthon: Major fundraiser begins 10/8; Fun Run 10/16. Volunteer sign-ups forthcoming. Families may donate directly to PTA to avoid Boosterthon commission (via check or cash). Parents can come cheer during their child's running time.
- Proposal: Forming a Science Fair Committee (led by Krista Jett, contact: kristasjett@hotmail.com). Volunteers needed.

5. Treasurer's Report (5 min)

- Budget report reviewed (attached)

6. Audit Report (5 min)

- 2024–25 audit completed with no financial issues.
- Action items: ensure receipts submitted for reimbursements
- Digital receipts are acceptable. Alternative vendors to Amazon encouraged.

7. Standing Committee Reports (20 min, 3 – 4 min per committee)

- Fundraising (Mairead Resch): Boosterthon underway; Fall Auction planned post-Thanksgiving (Sara Sullivan volunteered to help); Community Yard Sale in spring; Gator Chase run returning in spring (led by Kelsey Bakis); Dining for Dollars scheduled monthly through May, with two events some months (Lauren McIntyre taking this over); Exploring permanent sponsorship banners and donor packets (Ashton Blue); The Only Soap donations for per sale; Grocery store account linking (Harris Teeter, Food Lion);
- Box Tops (Shannon Walker): \$166 raised in 2024–25; already \$80 earned this month. Partnerships available via Walmart. Powerpoint with more details [here](#)
- Advocacy (Ashlyn Ritter): Hill Center (Durham) offering monthly Hill Connect workshops. Potential to host professional development for CGE staff.
- Staff Affairs/Teacher Grants (Sara Sullivan & Kelsey Bakis): Grant applications due 12/5/25. Teacher grants: \$300 (PTA members only). Instructional Assistant grants: \$50.
- Class Representatives (Sarah Yates): Roles that remain open – Library, Music, PE, Reading specialist, Snyder (1st), Davis (3rd), Denman (3rd)
- Members at Large: Julie Sides (event/fundraiser volunteer coordination), Rachel Suddes (in-school and staff support), Bea Love-Perry (SignUpGenius). Volunteer interest form received 6 responses; need broader outreach. Considering a social/info event for PTA members.
- Thrift Store (Liz Pedraza & Jessi Merritt): Dates through November set. One of the biggest fundraisers. Supervisors needed (1–2 hr training). Can host more sales with more supervisors. Volunteers (age 10+) welcome. Encouraging class reps to organize 2 nights per class per year.
- Spirit Wear (Kyle Warren): Strong sales; Spirit Wear Day every Friday.
- Communications (Katie Smith): Will use Remind app and WIX email (with analytics and subscription).
- Student Council (Jennifer Abbott): Planning elections; will share expectations (time commitments, etc.). Volunteers needed to assist students.

8. Focused Discussion Topics – *defer to October Meeting*

- Camp Invention After School
- Field Trip Planning
- Specials teacher supplies
- Assemblies
- Math/Science night
- Cafeteria decor/mural
- Outdoor recess rules
- “One Chatham” strategic plan

- “Elevate Chatham” objectives
- Social/Emotional coaching

9. Open Discussion & Parent Questions (15 min)

- Fall movie night pivoting to “Give Back” ideas such as Trunk or Treat.
- Trunk or Treat: Tentative event: weekend of Oct. 24. Off-duty officer required.
- Candy Drive post-Halloween to benefit SECU House (grade-level competition, possible Student Council partnership).

10. Action Items & Next Steps

- Determine if vendor “Really Good Stuff” is legitimate or should be on the “Do Not Use” list.
- Dining for Dollars: Stickers for kids to wear home for each event
- The Only Soap: Where to post link for orders?
- Follow-up with Pollard for Sponsor/Banner packet
- Information for PTA volunteers – event for parents? Curriculum night?
- Confirm Boosterthon volunteer needs
- Continue filling Class Rep and Thrift Store supervisor roles.
- Publicize Dates: Dining for Dollars, Thrift Store, Spirit Days (Fridays), Trunk or Treat, Fall Auction
- Promote Boxtop sign-ups, class competition?
- Inform class reps about thrift store sign-ups (goal 2 per class)

11. Adjournment

Meeting adjourned at 7:08 PM.

Meetings submitted by: Mary Chandran, Secretary

Chatham Grove Elementary School PTA FY 2025

Income and Expense Compared to Annual Budget

07/01/2025 - 06/30/2026

September 2, 2025 Treasurer's Report (info current as of 11:09a on September 1, 2025)

Starting balance as of 07/01/2025							\$46,001.32
Chatham Grove Elementary PTA 2025-26	Actual Income	Budgeted Income	Actual Expenses	Budgeted Expenses	Actual Net	Budget Net	More/-Less
MEMBERSHIP	Actual Income	Budgeted Income	Actual Expenses	Budgeted Expenses	Actual Net	Budget Net	More/-Less
Membership Dues	\$3,018.50	\$5,200.00	-	-	\$3,018.50	\$5,200.00	-\$2,181.50
National + State PTA Dues	-	-	-\$508.00	-\$1,610.00	-\$508.00	-\$1,610.00	\$1,102.00
CGE Kindergarten Testing and Welcome	-	-	-\$154.26	-\$200.00	-\$154.26	-\$200.00	\$45.74
Gator Gathering	-	-	-\$475.51	-\$750.00	-\$475.51	-\$750.00	\$274.49
Boo Hoo / Yahoo Event	-	-	-\$51.55	-\$200.00	-\$51.55	-\$200.00	\$148.45
Curriculum Night	-	-	-	-\$100.00	-	-\$100.00	\$100.00
Volunteer Appreciation	-	-	-	-\$450.00	-	-\$450.00	\$450.00
MEMBERSHIP Totals	\$3,018.50	\$5,200.00	-\$1,189.32	-\$3,310.00	\$1,829.18	\$1,890.00	-\$60.82
FUNDRAISING	Actual Income	Budgeted Income	Actual Expenses	Budgeted Expenses	Actual Net	Budget Net	More/-Less
PTA Thrift Shop Income	-	\$18,000.00	-	-	-	\$18,000.00	-\$18,000.00
Boosterthon	-	\$34,000.00	-	-	-	\$34,000.00	-\$34,000.00
Photo Shoot	-	\$1,500.00	-	-	-	\$1,500.00	-\$1,500.00
Restaurant Fundraiser	-	\$1,500.00	-	-	-	\$1,500.00	-\$1,500.00
Spring Fundraiser	-	\$10,000.00	-	-	-	\$10,000.00	-\$10,000.00
School Supplies	-	\$1,500.00	-	-	-	\$1,500.00	-\$1,500.00
Spirit Wear	\$85.00	\$850.00	-\$164.05	-	-\$79.05	\$850.00	-\$929.05
FUNDRAISING Totals	\$85.00	\$67,350.00	-\$164.05	-	-\$79.05	\$67,350.00	-\$67,429.05
STUDENT/FAMILY/COMMUNITY SUPPORT	Actual Income	Budgeted Income	Actual Expenses	Budgeted Expenses	Actual Net	Budget Net	More/-Less
Gator Gives Back	\$489.52	-	-\$212.93	-\$17,000.00	\$276.59	-\$17,000.00	\$17,276.59
School Improvements	-	-	-\$22.97	-\$6,500.00	-\$22.97	-\$6,500.00	\$6,477.03
Playground Enhancements	-	-	-	-\$20,000.00	-	-\$20,000.00	\$20,000.00
Cultural Arts Assemblies	-	-	-	-\$5,000.00	-	-\$5,000.00	\$5,000.00
Outdoor Learning Center + Garden	-	-	-\$56.24	-\$1,500.00	-\$56.24	-\$1,500.00	\$1,443.76
Advocacy	-	-	-	-\$5,000.00	-	-\$5,000.00	\$5,000.00
Holiday Lights	-	-	-	-\$3,500.00	-	-\$3,500.00	\$3,500.00
Field Day	-	-	-	-\$1,800.00	-	-\$1,800.00	\$1,800.00
Gator Bash	-	-	-	-\$2,000.00	-	-\$2,000.00	\$2,000.00
Graduations	-	-	-	-\$2,650.00	-	-\$2,650.00	\$2,650.00
STUDENT/FAMILY/COMMUNITY SUPPORT Totals	\$489.52	-	-\$292.14	-\$64,950.00	\$197.38	-\$64,950.00	\$65,147.38

Chatham Grove Elementary PTA 2025-26	Actual Income	Budgeted Income	Actual Expenses	Budgeted Expenses	Actual Net	Budget Net	More/-Less
SCHOOL/TEACHER/STAFF SUPPORT	Actual Income	Budgeted Income	Actual Expenses	Budgeted Expenses	Actual Net	Budget Net	More/-Less
General Admin Fund	-	-	-	-\$3,000.00	-	-\$3,000.00	\$3,000.00
Staff Grants	-	-	-	-\$17,500.00	-	-\$17,500.00	\$17,500.00
Instructional Materials	-	-	-\$776.47	-\$18,000.00	-\$776.47	-\$18,000.00	\$17,223.53
Hospitality	-	\$12,000.00	-\$203.06	-\$12,000.00	-\$203.06	-	-\$203.06
Sunshine Fund	-	-	-	-\$1,200.00	-	-\$1,200.00	\$1,200.00
SCHOOL/TEACHER/STAFF SUPPORT Totals	-	\$12,000.00	-\$979.53	-\$51,700.00	-\$979.53	-\$39,700.00	\$38,720.47
OVERHEAD EXPENSES	Actual Income	Budgeted Income	Actual Expenses	Budgeted Expenses	Actual Net	Budget Net	More/- Less
Electronic Subscriptions	-	-	-\$595.60	-\$1,200.00	-\$595.60	-\$1,200.00	\$604.40
Storage Unit	-	-	-\$2,610.50	-\$2,760.00	-\$2,610.50	-\$2,760.00	\$149.50
Insurance	-	-	-	-\$600.00	-	-\$600.00	\$600.00
PTA Tax Filing Fees	-	-	-	-\$120.00	-	-\$120.00	\$120.00
Office Supplies	-	-	-\$71.61	-\$150.00	-\$71.61	-\$150.00	\$78.39
OVERHEAD EXPENSES Totals	-	-	-\$3,277.71	-\$4,830.00	-\$3,277.71	-\$4,830.00	\$1,552.29
Chatham Grove Elementary PTA 2025-26 Totals	\$3,593.02	\$84,550.00	-\$5,902.75	-\$124,790.00	-\$2,309.73	-\$40,240.00	\$37,930.27
Grand Totals							
	\$3,593.02	\$84,550.00	-\$5,902.75	-\$124,790.00	-\$2,309.73	-\$40,240.00	\$37,930.27
Decrease in funds							-\$2,309.73
Funds available as of 06/30/2026							\$43,691.59