



Cedar Fork Elementary PTA General Body Meeting

September 17, 2025

Attendees: Refer to Attendance List (see attached)

Meeting Minutes taken by: **Mary Bernier**

Key Topics

- **Meeting called to order 5:30 pm**
- **Welcome message from Shonmika Seabrook**
 - Virtual Attendees were asked to enter their name, email, and PTA membership status in the single chat for attendance purposes.
- **Principal Robert's Welcome Message:**
 - Suggest that the PTA Meetings can be Live streamed and recorded
 - Thank you for welcoming
 - Serving his 8th year as principal
 - He emphasized being both a parent and educator and prioritizing responsiveness to families.
 - School information: Enrollment projection 850, as of Monday 9/15/25, 775 students are enrolled in Cedar Fork.
 - Could gain more positions for staff if enrollment increases.
 - Cedar Fork is fully staffed- important for the school
 - Will make changes next year, allowing this year to remain the same.
 - Met with facilities manager for K-2 playground. Select sections must be replaced; parts are expensive and cannot be removed without immediate replacement. Three pieces require full replacement, which explains delays.
 - The school is engaging the city for guidance on adding exits for the buses due to safety concerns and a nearby new field for high schoolers, which presents safety and congestion risks.
- Introduction of PTA Board Members for School Year 2025-2026
 - Shonmika Introduced herself as President,
 - Komal Bhatt - Vice President,
 - Mary Bernier is the Secretary,
 - And Latonia Brown is the

- PTA Budget proposal and approval
 - Presentation of proposed budget
 - With stated information:
 - Carryover from 2024-2025 = \$29k
 - Anticipated Fundraising for CY = \$43k
 - Anticipated Spendings for CY = \$39k
 - Projected carryover from 2025-2026 anticipated = \$29k
 - Focus areas for spending: 5th-grade activities, staff recognition/support, continuation and new programs, family/fundraising events, school improvement, and a new school beautification initiative (interior and exterior “beautification day”).
 - First motion to approve budget was made and passed by Hannah Noussain
 - A second motion was made to approve the budget and approved by the general body members in attendance.
 - The budget will be published on the PTA website.
- PTA Mission, Goals, and Membership Status
 - Mission: Engage and empower families and communities by advocating for the success of every child and supporting teachers.
 - Goals (STING Theme):
 - Support every child and educator.
 - Thank and recognize teachers and staff.
 - Inspire through learning programs and resources.
 - Nurture community connections.
 - Grow opportunities for success; “Every child, one voice.”
 - The Five “W’s” of PTA was discussed- Who, What, When, Where, and Why (see slideshow for reference)
 - Membership Goal: 200 Members by November 15.
 - As of 9/17/25 membership has reached 67% of the goal. 134 members
- Volunteer Opportunities and Committees
 - Involvement is needed to make PTA successful.
 - There are various committees to join within the PTA. PTA seeks committee chairs and volunteers.
 - PTA is in need of members to devote 2 hours over the school year to meet volunteer needs.
 - Volunteer Requirements need to be met:
 - Register with Wake County to volunteer
 - Join PTA, and Volunteer

- **Q&A period - In person and virtual questions**

1. Expectations for committee chairs?
 - a. PTA has established SOP's (Standard Operating Procedures) for each

committee.

- b. PTA will use POW (Plan of Work) for all committees that will identify the chair, volunteers, and budget line.
- c. Committee chairs report to the BOD (Board of Directors). Volunteers report to the committee chair.
- d. Roles and responsibilities will be posted soon on the PTA website.

2. Ms Jordan Commented: The first carnival was amazing!
3. What is the first PTA event?
 - a. Game Night, October 3rd - Sign Up Genius will be distributed.
 - b. Contact Mary Bernier for more information.
 - c. Spirit Nights this year will be different and will consist of Dine Out Nights and family friendly activities such as Urban Air.
4. When will events be listed?
 - a. Calendar of Events is posted on Cedar Fork PTA website.
 - b. Events will also be posted on the school website.
 - c.
5. How do we join a committee?
 - a. Scan the QR Code to join. Members can join more than one committee.
 - b. Some committees already have identified chairs (Game Night, Cultural Arts, Carnival, Spirit Wear).
 - c. **Note:** Members requested a show of hands by all committee chair heads that were in attendance at the meeting. They requested introductions of the committees to gain understanding of the committee purpose.
 - i. Cultural Arts Update: The Cultural Arts Program is run through PTA and sponsored by United Arts of Wake County, connecting artists to schools and providing funding. Renee Rioux is the committee chair head. Renee seeks volunteers and will seek help for planning next year's performances. Cultural Arts received confirmation from United Arts that PTA received a grant this year.
 - ii. Advocacy Committee Update: Advocacy involves attending periodic county PTA/education meetings. The meetings cover topics vary and can range from budget proposals to broader education policy and community programs (e.g. recycling and compost). The role is to gather information and bring it back to PTA and school to support students.
 - d. Grade-level reps will be established this year.
6. Should I go directly to PTA or through the classrooms to donate?
 - a. PTA will follow up with a response. Need more information on this.
 - b. This thought will align with the purpose of the Grade-level reps.
7. The President is financial and mentioned many acronyms. What does she mean by
 - a. SOP- Standing Operating Procedures
 - b. POW- Plan of Work . Committee chair heads will be responsible for completing a POW prior to work being done.

- c. Different approval processes - There is a new process in place to create that will require all committee members to follow.
 - d. Different levels of committees.
- 8. Comment during Q&A - A member requested if the event dates could be connected to the event on the committee sign up form.
- 9. How do we track who the committee chair heads are?
 - a. Committee chair heads and roles will be shared and published on the Cedar Fork PTA website.
 - b. Once R&R is released, more people may sign up for chair heads
- 10. What is advocacy? Bhavna Raikur explained
- 11. New this year for PTA will be a School Wide Science fair?
 - a. Speaking with Mr. Roberts for follow-up
- 12. Spiritwear
 - a. Sherry Rosh – 3rd year for spirit wear
 - b. Spirit wear will be sold online this year vs in person.
- 13. Question for Mr. Roberts about safety in outside classrooms, What are safety procedures for students in trailers?
 - a. Continued Monitoring of campus
 - b. Each classroom has buddies and passes that come into the building - Buddy classrooms for each portable classroom
 - c. No system in place yet
 - d. New cameras for school – 3 additions
 - e. Personnel is continuously outside and walking
 - f. State regulations for younger kids upstairs vs. outside
 - g. All doors remain locked in the trailers and to the school
- 14. How are we going to choose committee chair heads? Committees can have a chair and co-chair (2)
- 15. Putting a 4-lane road between elementary schools.
 - a. Sherry Rosch presented
 - b. Mr. Robert suggested to google Morrisville town for webinar information & to learn more info on the Airport Project.

It's been a great year for the new PTA board.

In closing, Communication will flow through givebacks for the year – job descriptions will be available

First General Body Meeting adjourned at 6:24 pm