



## Apollo Elementary PTA

General Membership Meeting Minutes

Hybrid (Library, Zoom)

September 23, 2026

6:30 pm

### ATTENDEES

#### Board Members

- Co-Presidents: Rachel Mancia-Moreno, Michelle Kauffman
- Secretary: Isabel Van Wyk (voting member)
- Treasurer: Alecia Hawthorne (voting member)
- In-Person: Karl Van Wyk, Amanda Devenuti, Kristi Geissler, Emily Mitchell, Heidi Wayne, Lusi Hong, Abby Heinritz, Heidi Aure, Carolina Singh, Jessica Braswell, Shannon Crane, Nadia Abu-Zahra, Evan Chase, Allison Vukelich, Dan Donahue
- Zoom: Lina Marin, Yujin Mun, Anne Smith, Diana Talley, Mel Thomas, Liam Coutts, Claudia Romo, Nancy Yeung, Emily Moe-Lobeda, Rachel Larsen, Rupesh Mane, April Zhang, Hester Zhi Wan, Yuanyuan Xu, Leo Flores, Robert Blair, Jyotsna Negi

### AGENDA

Call to Order: 6:30 pm

#### 1. President's Report, 6:30 pm

- Rachel and Michelle introduced themselves as the new PTA Co-Presidents
- Update to Standing Rules #17: Student directory access and confidentiality
- Codes of Conduct (social media, Apollo PTA general) available for download
  - [Electronic signature on website](#)
- Rachael read the PTA's Mission Statement
- New PTA logo and slogan: "Stronger together" → "Launching success together"
  - Will be used for official PTA items, including flyers, website, t-shirts
- Haya Dredge resigned as Treasurer and will be replaced by Alecia Hawthorne
  - Motion: Allison Vukelich moved to approve the change as presented.
  - Second: Isabel Van Wyk
  - Vote: All In Favor | \_\_\_\_ Opposed | \_\_\_\_ Abstained
  - Result: ☒ Motion Passes ☐ Motion Fails

#### 2. Secretary's Report, 6:45 pm

- Isabel gave an overview of the Board meeting minutes (September 3)

#### 3. Treasurer's Report, 6:55 pm

- **Budget Approval:** The general membership approved the proposed budget, which includes increased spending in curriculum, staff appreciation, and student enrichment due to a highly successful spring fundraiser
  - Largest part: curriculum (grade-level allotments, grants, specialists)
  - Spring Fundraiser: raised approximately \$60,000
  - Spiritwear will be sold this year (e.g., t-shirts)

- Raised all grade level allotments to \$1,800
- Specialist allotment now \$750
- Added counselor allotment \$750
- Teacher grants raised to \$7,000
- Staff appreciation raised by \$1,000
  - Buying staff t-shirts this year (one-time allotment)
- Principal Rojo emphasized Alecia's work during last year's Spring Fundraiser
- Vote to approve budget
  - Motion: Allison Vukelich moved to approve the change as presented.
  - Second: Isabel Van Wyk
  - Vote: All In Favor |      Opposed |      Abstained
  - Result: ☒ Motion Passes ☐ Motion Fails

#### 4. Teacher Liaison Report, 7:10 pm

- Emily Mitchell introduced herself (kindergarten teacher and parent)

#### 5. Directors Reports, 7:15 pm

- Fall Book Fair – Rachel, Thais, Candace
  - October 26-30 and March 1-5 (Literacy Night on March 3)
  - Questions: [bookfair@apolloptpta.org](mailto:bookfair@apolloptpta.org)
- Read at Home – James
  - Will distribute RAH log sheets week of September 28
  - Questions: [rah@apolloptpta.org](mailto:rah@apolloptpta.org)
- [Reflections](#) – Yujin
  - Art contest, theme: "What my culture means to me"
- [Staff Appreciation](#) – Michelle C., Natalie
  - November, May, June
  - Staff increased to 90
- Yearbook – **OPEN**
  - Need someone to lead effort; Rachel already designed cover
  - Need additional person to double-check work and photos
  - Photos sourced from teachers and parents
- School Supplies – Vivian, Jiajia
- Fall Festival – Kristi, Amanda, Schelene
  - October 16
  - Will include a canned food drive and activities (facepainting, carnival games, pumpkin painting )
  - Aiming for 6-8 pm timeslot
- Winter Festival → Winter Wonderland Family Dance
  - Dress-up, punch, and music
- Popcorn Fridays
  - October 2, February 5, May 21
  - \$0.25 per bag

- [Family Yoga Night](#) (replacing Family Picnic) – Claudia
  - Sep. 25, to accommodate weather and indoor space
- [STEAM Fair](#) – Rachel, Michelle, Isabel
  - April 2, 2027 – will remain in spring per vendor and teacher preference
  - Registration will open soon
- Talent Show – **OPEN**
  - Need volunteers to plan and organize
  - Contact: [president@apollopta.org](mailto:president@apollopta.org)
- [Multicultural Night](#) – Nancy
  - Nancy leading effort this year and will form a committee of parent volunteers to plan this (Kristi and Amanda will help)
  - Flyers will be sent out soon
  - Searching for quality performances – open to suggestions
  - Contact: [multiculturalnight@apollopta.org](mailto:multiculturalnight@apollopta.org)
- [5th grade signs](#) – Alecia
  - Available to order now
- Fundraising – Alecia and Michelle C
  - Fall and Spring
  - No passive fundraisers currently
  - Using Booster (app) for fundraising
- Communications – Rachel and Isabel
  - Isabel is updating website regularly, sending out newsletter once a month, and sending PTA bulletin to front office (Kim) once a week
  - Rachel is posting flyers to social media accounts
  - Claudia is moderating WhatsApp chats
  - Contact: [communications@apollopta.org](mailto:communications@apollopta.org)

## 6. Standing Committee's Reports, 7:30 pm

- Membership – **OPEN**
  - Rachel reviewed current membership numbers
- [Art Docent](#) – Jessica
  - 19 volunteers so far (all need to be ISD-approved)
  - Teach art lesson in class (all lessons and materials provided by Jessica)
  - Issaquah Schools Foundation – donation for art teacher to teach 1st and 4th grade lessons
  - Jessica's last year – open to someone who wants to take over and learn during this last year
- Outreach – **OPEN**
  - Power Packs – non-perishable foods for families in need
    - pickups start in September
  - Deliver snacks to classrooms
- Special Education – **OPEN**
  - Provides support to kids and families

- Advocacy – Allison
  - Attending upcoming legislation meetings
  - Will send out voter guide to families
  - Concerns about electronics/social media – “wait until 8th” pledge
- FACE & DEI – Claudia
  - Described events held over the summer and beginning of year (summer playdate, tours, meet the teacher, tears and cheers) & lessons learned

## **7. New Business, 7:45 pm**

- Principal Rojo comments
  - Many new families enrolled – more than 100 families from out of district
  - 3 new teachers started a few days before first day of school – all experienced
  - District meeting this Friday (Sep 25) to review lessons learned
  - 25 kindergarteners in Rocket Club
  - Increased cars in pick-up line
  - Very smooth start to school year regardless

**Adjourn: 7:55 pm**

# Apollo Elementary PTA FY 2026

## Budget Report

|                                                                     |                        |                          |                     |
|---------------------------------------------------------------------|------------------------|--------------------------|---------------------|
| <b>Funds available at beginning of financial year (07/01/2026)</b>  |                        |                          | <b>\$164,588.30</b> |
| <b>1 General Funds</b>                                              | <b>Budgeted Income</b> | <b>Budgeted Expenses</b> | <b>Budget Net</b>   |
| Membership Fees                                                     | \$5,400.00             | -\$4,000.00              | \$1,400.00          |
| Membership Donation (balance carries forward each year)             | -                      | -\$454.00                | -\$454.00           |
| Membership Marketing                                                | -                      | -\$500.00                | -\$500.00           |
| Insurance                                                           | -                      | -\$650.00                | -\$650.00           |
| Issaquah PTSA Council Fees                                          | -                      | -\$320.00                | -\$320.00           |
| WA SOS Charitable Org Renewal                                       | -                      | -\$40.00                 | -\$40.00            |
| WA SOS Annual Report                                                | -                      | -\$20.00                 | -\$20.00            |
| <b>1 General Funds Totals</b>                                       | <b>\$5,400.00</b>      | <b>-\$5,984.00</b>       | <b>-\$584.00</b>    |
| <b>2 Fundraising</b>                                                | <b>Budgeted Income</b> | <b>Budgeted Expenses</b> | <b>Budget Net</b>   |
| Corporate Matching/Sponsorship                                      | \$10,000.00            | -                        | \$10,000.00         |
| Fall Fundraiser                                                     | \$10,000.00            | -\$500.00                | \$9,500.00          |
| Misc. Fundraising Activities                                        | \$1,000.00             | -\$100.00                | \$900.00            |
| Spring Fundraiser                                                   | \$30,000.00            | -\$1,600.00              | \$28,400.00         |
| <b>2 Fundraising Totals</b>                                         | <b>\$51,000.00</b>     | <b>-\$2,200.00</b>       | <b>\$48,800.00</b>  |
| <b>3 F.A.C.E. Programs (Family and Community Engagement)</b>        | <b>Budgeted Income</b> | <b>Budgeted Expenses</b> | <b>Budget Net</b>   |
| Meet your Teacher Day Social                                        | -                      | -\$150.00                | -\$150.00           |
| FACE/PTA Connect                                                    | -                      | -\$500.00                | -\$500.00           |
| PTA Meeting Refreshments                                            | -                      | -\$200.00                | -\$200.00           |
| Multi-Cultural Night                                                | -                      | -\$2,000.00              | -\$2,000.00         |
| Popcorn Friday                                                      | \$350.00               | -\$700.00                | -\$350.00           |
| Fall Festival                                                       | \$200.00               | -\$1,500.00              | -\$1,300.00         |
| Spirit Wear                                                         | \$1,200.00             | -\$3,000.00              | -\$1,800.00         |
| TBD Event(s)                                                        | -                      | -\$1,000.00              | -\$1,000.00         |
| Yearbook                                                            | -                      | -\$100.00                | -\$100.00           |
| STEAM Fair                                                          | \$400.00               | -\$1,800.00              | -\$1,400.00         |
| Winter Festival                                                     | -                      | -\$1,500.00              | -\$1,500.00         |
| Field Day                                                           | -                      | -\$300.00                | -\$300.00           |
| <b>3 F.A.C.E. Programs (Family and Community Engagement) Totals</b> | <b>\$2,150.00</b>      | <b>-\$12,750.00</b>      | <b>-\$10,600.00</b> |
| <b>4 Family Services &amp; Outreach</b>                             | <b>Budgeted Income</b> | <b>Budgeted Expenses</b> | <b>Budget Net</b>   |
| Emergency Prep                                                      | -                      | -\$400.00                | -\$400.00           |
| Outreach                                                            | -                      | -\$3,000.00              | -\$3,000.00         |
| Special Education                                                   | -                      | -\$100.00                | -\$100.00           |
| <b>4 Family Services &amp; Outreach Totals</b>                      | <b>-</b>               | <b>-\$3,500.00</b>       | <b>-\$3,500.00</b>  |
| <b>5 Curriculum</b>                                                 | <b>Budgeted Income</b> | <b>Budgeted Expenses</b> | <b>Budget Net</b>   |

| 5 Curriculum                                        | Budgeted Income   | Budgeted Expenses   | Budget Net          |
|-----------------------------------------------------|-------------------|---------------------|---------------------|
| <b>Grade Level and LRC Allotments</b>               |                   |                     |                     |
| 1st Grade                                           | -                 | -\$1,800.00         | -\$1,800.00         |
| 2nd Grade                                           | -                 | -\$1,800.00         | -\$1,800.00         |
| 3rd Grade                                           | -                 | -\$1,800.00         | -\$1,800.00         |
| 4th Grade                                           | -                 | -\$1,800.00         | -\$1,800.00         |
| 5th Grade                                           | -                 | -\$600.00           | -\$600.00           |
| Kindergarten                                        | -                 | -\$1,800.00         | -\$1,800.00         |
| LRC I                                               | -                 | -\$600.00           | -\$600.00           |
| LRC II                                              | -                 | -\$600.00           | -\$600.00           |
| Transitional Kindergarten (TK)                      | -                 | -\$1,100.00         | -\$1,100.00         |
| <b>Grade Level and LRC AllotmentsTotals</b>         | -                 | <b>-\$11,900.00</b> | <b>-\$11,900.00</b> |
| <b>Specialist Allotments</b>                        |                   |                     |                     |
| Library                                             | -                 | -\$750.00           | -\$750.00           |
| Music                                               | -                 | -\$750.00           | -\$750.00           |
| P.E.                                                | -                 | -\$750.00           | -\$750.00           |
| Counseling                                          | -                 | -\$750.00           | -\$750.00           |
| <b>Specialist AllotmentsTotals</b>                  | -                 | <b>-\$3,000.00</b>  | <b>-\$3,000.00</b>  |
| Special Funding Request (Grants)                    | -                 | -\$7,000.00         | -\$7,000.00         |
| Staff Allotments                                    | -                 | -\$6,900.00         | -\$6,900.00         |
| Grade Level Change Funds (changing 2+ grade levels) | -                 | -\$1,000.00         | -\$1,000.00         |
| <b>5 Curriculum Totals</b>                          | -                 | <b>-\$29,800.00</b> | <b>-\$29,800.00</b> |
| <b>6 Service &amp; Leadership</b>                   |                   |                     |                     |
| ACT (Acad. for Comm. Transition)                    | -                 | -\$50.00            | -\$50.00            |
| Golden Acorn                                        | -                 | -\$500.00           | -\$500.00           |
| Issaquah Schools Foundation                         | -                 | -\$450.00           | -\$450.00           |
| Legislative/Advocacy                                | -                 | -\$100.00           | -\$100.00           |
| New School PTA Support                              | -                 | -\$200.00           | -\$200.00           |
| Parent Wiser/PTSA Council                           | -                 | -\$100.00           | -\$100.00           |
| PTA Convention/Leadership/Training                  | -                 | -\$500.00           | -\$500.00           |
| Staff Appreciation                                  | -                 | -\$4,000.00         | -\$4,000.00         |
| VIS/Voters for Iss Schools                          | -                 | -\$100.00           | -\$100.00           |
| Volunteer Appreciation                              | -                 | -\$500.00           | -\$500.00           |
| Staff T-shirts (2026 ONLY)                          | -                 | -\$800.00           | -\$800.00           |
| <b>6 Service &amp; Leadership Totals</b>            | -                 | <b>-\$7,300.00</b>  | <b>-\$7,300.00</b>  |
| <b>7 Student Enrichment</b>                         |                   |                     |                     |
| Art Docent Program                                  | -                 | -\$4,000.00         | -\$4,000.00         |
| Fifth Grade Camp                                    | -                 | -\$18,000.00        | -\$18,000.00        |
| Math Programs                                       | -                 | -\$50.00            | -\$50.00            |
| Playground Allotment                                | -                 | -\$250.00           | -\$250.00           |
| Reading Programs                                    | -                 | -\$50.00            | -\$50.00            |
| Reflections                                         | -                 | -\$100.00           | -\$100.00           |
| Book Fair                                           | \$4,500.00        | -\$4,500.00         | -                   |
| Spelling Bee                                        | -                 | -\$200.00           | -\$200.00           |
| Student Behavior Incentive Support                  | -                 | -\$600.00           | -\$600.00           |
| <b>7 Student Enrichment Totals</b>                  | <b>\$4,500.00</b> | <b>-\$27,750.00</b> | <b>-\$23,250.00</b> |
| <b>8 Administrative</b>                             |                   |                     |                     |
| Banking                                             | \$5.00            | -\$25.00            | -\$20.00            |

| <b>8 Administrative</b>                    | <b>Budgeted Income</b> | <b>Budgeted Expenses</b> | <b>Budget Net</b>   |
|--------------------------------------------|------------------------|--------------------------|---------------------|
| Bulletin Boards and Banners                | -                      | -\$200.00                | -\$200.00           |
| Contingency                                | -                      | -\$500.00                | -\$500.00           |
| Office Supplies                            | -                      | -\$400.00                | -\$400.00           |
| Photocopies/Printing                       | -                      | -\$1,000.00              | -\$1,000.00         |
| Postage                                    | -                      | -\$100.00                | -\$100.00           |
| President's Fund                           | -                      | -\$500.00                | -\$500.00           |
| Subscriptions                              | -                      | -\$1,000.00              | -\$1,000.00         |
| 990 Filing Fee/MoneyMinder Tax Service     | -                      | -\$200.00                | -\$200.00           |
| <b>8 Administrative Totals</b>             | <b>\$5.00</b>          | <b>-\$3,925.00</b>       | <b>-\$3,920.00</b>  |
| <b>Grand Totals</b>                        |                        |                          |                     |
|                                            | <b>\$63,055.00</b>     | <b>-\$93,209.00</b>      | <b>-\$30,154.00</b> |
| <b>Projected bank balance if on budget</b> |                        |                          | <b>\$134,434.30</b> |