



Apollo Elementary PTA

Board Meeting Minutes

Hybrid (Library, Zoom)

August 3, 2026

12:30 pm

ATTENDEES

Board Members

- Co-Presidents: Rachel Mancia-Moreno, Michelle Kauffman (Zoom)
- Vice President: **OPEN**
- Secretary: Isabel Van Wyk (voting member)
- Treasurer: Alecia Hawthorne (voting member)
- In-Person: Shannon Crane, Allison Vukelich, Claudia Romo, Nancy Yeung
- Zoom: Rachel Larson, Kristi Giessler, Michelle Chou

AGENDA

Call to Order: 6:37 pm

1. President's Report

- Update to Standing Rules #17: Student directory access and confidentiality
 - Limit access to PTA President(s) and Communications Chair to preserve confidentiality of student data (e.g., names, emails, classes) but can share with Directors and Chairs as needed for official PTA business
 - Motion: Alecia H. moved to approve the change as presented.
 - Second: Michelle Kauffman
 - Vote: All In Favor | ____ Opposed | ____ Abstained
 - Result: ☒ Motion Passes ☐ Motion Fails
- Approve current Code of Conduct (social media, Apollo PTA general)
 - All PTA members are required to sign this, and the Board discussed making this available to sign electronically on the website; Isabel will work to create this page
 - Motion: Alecia H. moved to approve the change as presented.
 - Second: Michelle Kauffman
 - Vote: All In Favor | ____ Opposed | ____ Abstained
 - Result: ☒ Motion Passes ☐ Motion Fails
- Approve current Mission Statement
 - Motion: Alecia H. moved to approve the change as presented.
 - Second: Michelle Kauffman
 - Vote: All In Favor | ____ Opposed | ____ Abstained
 - Result: ☒ Motion Passes ☐ Motion Fails
- New PTA logo and slogan: "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: Isabel Van Wyk moved to approve the change as presented.

- Second: Allison Vukelich
- Vote: All In Favor | ____ Opposed | ____ Abstained
- Result: ☒ Motion Passes ☐ Motion Fails
- Rachael discussed open Director positions, which are all available on the website
 - Specific emphasis on Membership and Outreach (Power Packs)

2. Secretary's Report

- Isabel gave an overview of the meeting minutes from August
- Minutes will be available on website

3. Treasurer's Report

- Alecia gave an overview of the budget for the upcoming year and current account totals
 - Spring Fundraiser: raised approximately \$60,000
 - Spiritwear will be sold this year (e.g., t-shirts)
 - Raised all grade level allotments to \$1,800
 - 5th Grade Camp now \$18,000
 - Specialist allotment now \$750
 - Added counselor allotment \$750
 - Teacher grants raised to \$7,000
 - Staff appreciation raised by \$1,000
 - Rocket Store prizes \$600
 - Nancy suggested asking parents to donate trinkets/toys for Rocket Store
 - Plan to make one-time purchase of t-shirts for all teachers and staff ~\$800 – \$1,000
 - Event budgets are mostly the same
 - Multicultural Night budget slightly higher to cover facilities fees
 - Facilities fees depend on # of people and duration
 - < 100 people = no fee
 - 100-150 = \$40/hour with 3.5 hour minimum
 - Extra fee for summer and to use kitchen
- Vote to approve budget and move to general membership meeting
 - Motion: Isabel Van Wyk moved to approve the change as presented.
 - Second: Claudia Romo
 - Vote: All In Favor | ____ Opposed | ____ Abstained
 - Result: ☒ Motion Passes ☐ Motion Fails

4. Events and Programs

- President and Event Chairs gave updates
- Event Chairs/leads will print flyers to give to teachers to put in kids' backpacks (Seung will give us the # needed for each class after Labor Day) and send to communications@apollopta.org; Isabel will post them to the website and add them to the monthly newsletter
- Book Fair – October 26-30, March 1-5
- Reflections – will start soon, need entries by late fall

- Staff Appreciation – November, May, June
 - Michelle C. said that number of staff increased to 90
 - “PTA Touch” – need ideas for monthly gesture for teachers (e.g., kids make crafts)
- 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 – 191 kits sold
- Fall Festival
 - Kristi described variety of activities and food options, including tickets, prizes, and games
 - Aiming for 6-8 pm timeslot
 - QFC will discount pumpkins for decorating
 - Asked for vendor suggestions: coffee, cider, hot chocolate, etc.
 - Allison volunteered to face paint and donate balloon chains
 - Rachel L. will send out SignUp Genius link for volunteers after Labor Day with separate sign-up sheets for adults and high school volunteers – volunteers do NOT need to be ISD-approved since this is an after-school event
- Winter Festival
 - Nancy suggested changing to a dance (e.g., Winter Formal/Ball) instead with a theme, punch, and music
- Popcorn Fridays – October 23, February 5, May 21
 - Budget \$700
 - Shannon asked if we could reschedule the first to October 9 (all agreed)
 - Will also buy 4 heavy-duty Costco bins to hold popcorn (more sanitary)
- Apollo Family Picnic
 - Claudia suggested changing this since the weather will work against us
 - Idea: invite someone to lead a yoga/mindfulness night with lessons and small activities in the gym (estimate attendance to be less < 100 so no facilities fee)
- STEAM Fair
 - Rachael and Isabel discussed reaching out to vendors and teachers about moving this to December, but that seems more difficult
 - Will stick with April and identify a date soon
- Multicultural Night
 - Nancy leading effort this year and will form a committee of parent volunteers to plan this (Kristi and Amanda will help)
 - Will limit performance groups to 2-3 for a total of 30 minutes followed by activities and food trucks for 1.5 hours
 - *Send performance suggestions to Nancy*

- Claudia suggested a culturally themed Trunk-or-Treat with parents decorating cars to give out andy
- Advocacy – Allison will attend upcoming meeting
- Communications – Isabel and Rachel
 - Isabel is updating website regularly, sending out newsletter once a month, and sending PTA bulletin to front office once a week
 - Rachel is posting flyers to social media accounts
 - Claudia is moderating WhatsApp chats
- Volunteers – Isabel suggested posting SignUp Genius links to website behind a sign-in wall (i.e., parents must sign in with active PTA membership account to view the link); will discuss more at general membership meeting

5. Fundraising

- Alecia and Michelle C. leading
- Two main fundraisers every year: Fall and Spring
- Will send flyers home and ask Principal Rojo about Pajama Day prize
- Using Booster platform again this year

Adjourn: 8:35 pm