

Wake Forest High School PTSA Meeting
DATE: September 8, 2025
6:00 PM in the Media Center and via Zoom
AGENDA

I. Discussion Items

A. Call to Order/Welcome/Introductions - Amy Reigle

1. There have been a lot of changes to our bylaws this year. We are working through the changes and want to keep you informed. Here is a link to the new bylaws: [Local NCPTA Unit Uniform Bylaws Amended and Approved by NCPTA Board of Directors May 28, 2025 - Google Docs](#)
2. Changes in who is included in our board: per the new bylaws, our board of directors now only includes President, VP, Treasurer, Secretary, Our Principal, Our Teacher Liaison, Audit Chair, Advocacy Chair and Nominating Chair. We also are allowed 3 members at large. This is just for voting purposes, the rest of our committees are now called special committees and while they are equally important, they cannot be considered part of the board of directors anymore. We are looking into choosing 3 members at large, so please let me know if that is something you would be interested in. Members at large are a part of the board of directors and part of the voting process. We want to keep you all involved, as you are all integral parts of our PTSA!! We can't do what we do without every single one of you! We will provide more info as we work through this initial process.
3. **Board members - make sure you have become a member for the 2025/2026 year and complete the code of ethics and conflict of interest forms.** This needs to be completed by **Sept 30th!** All committee positions need to complete these please! [Wake Forest High School PTSA Code of Ethics 2025-26 school year](#)
[Conflict of Interest Policy in NC PTSA Uniform By Laws 2025-26 school year](#)
4. Grad Night Sep 11th 6-8pm and Meet the Teacher Sep 17th 6-8pm. We could use help to stand at our table and greet parents. If you can help let me know!

B. Principal's Report - Melissa Thomas

1. Homecoming dates: week of Oct 17th. Information for tickets is forthcoming. The game is Friday and the dance is Saturday night.
2. The first Principal chat went great. 3 more to come. One each quarter. Two will be at night and 2 during the day to accommodate schedules.

C. Staff Update - Ansley Fondow

1. none

D. [Approval of Minutes](#)

Motion to Approve made
by: Chrissa Wood
Seconded by: Stacey
Robinson

In favor: All
Nays: None
Abstain: None
Motion Passes

II. Committee Reports

A. Advocacy - Tara Ayers

1. PTSA worked this summer with Ms.Thomas and Officer Loveless to help with the start of the year drop off and pick up of students. We helped make sure information was in our newsletter and on social media. We also put extra signs up around campus as reminders to follow the routes. Ms. Suits (Staff member) was at the front of the school to help talk to parents about dropping off at the bus loop.

B. Student Health and Wellness- **OPEN**

1. We no longer have a student to lead this. We will try to regroup with Ms V West as her club gets started to see if someone would like to fill this role. If anyone has a student that is interested let me know!
2. Maybe reach out to SGA to see if anyone may be interested or have ideas on this?

C. Communication

1. Website - **OPEN** (Nicole Weeks)
 - a) The website is completely updated now! So sorry for how long that took. I updated photos and made a few changes to update. I also updated all sections including Meeting Minutes and Newsletters.
 - b) We are still looking for someone to take this over and give it the time it deserves. It will be a super easy transition now that I've got it all completely updated.
 - c) Does anyone have any knowledge of where you can submit a volunteer form on the website? We are getting emails into our inbox that say "Volunteer Form - New Submission" and we cannot figure out where this is on the website.
2. Newsletter - Amy Reigle

- a) Deadline for information: Sep 25th. I am having some issues with formatting the newsletter... gmail may have changed something. If it continues I may have to try another format again. Will let you know how it goes!

3. Social Media -Jill Backstrom

- a) Lots of people are reaching out via social media. Instagram likes/comments seems to be the most. Have updated the rotating QR code with new info. Anything you want added to that, please let me know!

D. Fundraising

1. Spirit Nights - Kim Bailey and Amanda Taylor

- a) Alpaca's Spirit Event will be on Sept. 23 from 2-7 PM. All WFHS mentioned sales will result in 20% back to us! Showing the flyer on phones will work.
- b) Amanda has been working with Culver's to narrow down some dates for the year.
- c) Amanda has reached out to some other businesses but hasn't heard back from them.
- d) Larissa is working with the Junioresettes on our Chipotle fundraiser, and it looks like it will be in the Spring. TBD
- e) Suggestions: Jeff's Bagel Run, Coldstone, Goodberry's, Marco's Pizza, MOD Pizza, Mudcats Baseball

2. Retail Rebates- Giving Tree - Amy Reigle

- a) We will have a table for The Giving Tree at Grad Night and Meet the teacher.
- b) Lowes Foods - we got a ton of phone numbers to add to link cards at Cougar Camp. Would anyone care to take a few sheets to upload into Lowes foods?
- c) Jes has been working on asking local businesses for donations again this year. She already has a donation from Strike and Barrel again.
- d) Nicole-I am finally making some headway with Harris Teeter to get our outstanding check in. It's slow going, but I'm hoping to have this resolved next week.

3. Cougar Challenge and Membership -

- a) Membership -totals are updated as of September 8
total-172
Staff-94
Students- 6
Parents/Family-72

Ms. V. West is working with her students on the Paws for the staff that have joined.

- b) Cougar Challenge - There is information out on social media, it has been in the parent message for the last several weeks, handed out the flyer to all parents that attended Cougar Camp. There is a poster that will go out to carpool to show our progress. Total so far is \$1,560. Waiting for the ability to send out on Talking Points.
- c) Please spread the word about Company matches.

E. Hospitality - Melanie Gambone and Chrissa Wood

- 1. Thank you to everyone who helped by donating items, time, and energy to make the Teacher Workday lunch and the Beginning Teacher lunch a success! We were even asked to make a cookbook!
- 2. Next on the calendar is the Cougar Dash on 9/18 and [here](#) is a link to the signup. We will be asking for volunteers to help at a later date.
- 3. Cookbook fundraiser? We were asked to do a cookbook at the staff luncheon.
- 4. We now have aprons!

F. Nominating Committee - Chrissa Wood

- 1. Student Health and Wellness is open
- 2. Website is open
- 3. Advocacy needs a co-chair
- 4. Scholarships needs a co-chair that is not a Junior parent
- 5. Newsletter is open
- 6. Fundraising is open

G. Graduate Class Activities - Jill Backstrom

- 1. Deck the deck was great! Good turn out. Senior donuts were handed out as well last Thursday. Again, all went well and lots of volunteers! Will set a senior meeting date for late October - maybe a working meeting to help pack treat bags for report cards.
- 2. NC is giving out scholarships for students who can graduate early. Should keep this in mind for Graduate events.

H. Graduate Scholarships - Stacey Robinson

- 1. Info will go out to the graduates in their treatbag on 9/11
- 2. New application is being revised for 2026 dates and information.
- 3. Applications open on November 1st and will be on the PTSA website. 2 scholarships of \$750 each are awarded
- 4. Applications close on February 1st

5. Discussion was had in regards to the process we use and guidelines, credentials taken into consideration for our scholarship.

I. Staff and Club Grants- Karin Kuropas and Larissa Moore

1. Met with Ms. Christina about putting together a list of books they would like to order for the Media center grant.
2. Had Grant forms available during the Staff membership drive and have had a few staff members asking questions about grants and working on forms to submit.

J. Budget/Financial Report - Nicole Weeks

1. [Budget report](#)
2. As of today we have collected \$1,560 for the No-Fuss Fundraiser and \$1,710 for Membership. **We have square tap now.**
3. We received our outstanding Lowes Foods funds in the amount of \$180.68
4. We have purchased Money Minder as our new accounting software and **it works great! Much easier to update, print reports and perform audits.**
5. We have discussed and decided to move forward with ordering a debit card for our checking account to be used for purchases. While it is a process, we believe it is worth the inconvenience so no one has to shoulder the burden of large purchases and wait for reimbursement. Only account signers can use the debit card so there will be a little learning curve with the process but we will keep you updated.
6. **Karin will update us on Year-End audit - Year End audit was performed and completed and has been turned into NCPTA per the bylaws.**
7. **Suggestions: need check return policy for bounced checks, sales tax refund implement, Charitable Solicitation License policy needs to be looked at , tracking mechanism for gift cards.**
8. **Amy and/or Nicole will be checking out a training on the charitable solicitation license next week**
9. **Nicole has put a gift card policy in place and introduced that at the last meeting.**

K. SIT (School Improvement) - Chrissa Wood

1. No Updates. Will update after the first meeting.

L. BAC (Board Advisory Council) - Melanie Gambone

1. 1st meeting is September 29 at Wake Forest Middle School, more updates after the meeting.

III. Other School Organizations:

A. Art/Drama

1. Fall play is A Christmas Carol in December.
2. Spring Musical is Something Rotten.

B. Athletic Boosters

- 1.

C. Band Boosters

1. Sounded great at the game Friday night!

D. Business Alliance - Larissa Moore

1. Next Meeting is October 7 at 7:30 am and is virtual
2. Please help spread the word about coming to the Club Fair (Involve) this Tuesday after school and during lunches on Wednesday
3. If you know anyone hiring please have them contact our email. We are starting to post the flyers on the board at school.
4. We are proofing college essays and will help with a Mock interview if needed, college fair recruiting, work with student services to provide monthly programs, scholarship tips, help with FAFSA forms

E. FFA

- 1.

F. JROTC

1. Our 1st Spirit Night is tonight 10/8 at Texas Roadhouse.

IV. Announcements/Closing Remarks

A. Announcements:

1. Next Meeting: Oct 13th at 6pm
2. General membership mtg Sep 17 after Meet the Teacher. Spread the word. Need 20 members for quorum to pass our budget

B. Q&A

- 1.

C. Meeting Adjourned

Adjourned: 7:22pm