**CME PTO Board Meeting Agenda**

Date: 01/13/2021

Call to Order Time: 9:34 am

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| Administration Rep | Ms. MangumMs. Bolding | PP |
| Teacher Rep | Ms. Hodges | P |
| President  | Jennifer Varnell | P |
| Vice President | Boba Nikolic | P |
| Treasurer | Norin Ali Khoja | P |
| Recording Secretary | Janet Berry | P |
| Corresponding Secretary | Cora Lee | P |
| Parliamentarian | Wendy Zafris | NP |
| Gifts | Nyla Ismail Sydora | P |
| Gifts | Open | - |
| Hospitality  | Ozgun Demirbas | P |
| Hospitality  | Sarah Yoo | P |
| Hospitality  | Emilie Rivera | P |
| VIPS | Andrea Reichenbach | NP |
| VIPS | Anne Griffin | P |
| VIPS | Open | - |
| Fundraising | Rachel Smith | P |
| Fundraising | Nyla Ismail Sydora | P |
| Spirit Wear Spirit Nights  | Nykyta Rainer | NP |
| Spirit Wear Spirit Nights  | Michelle Townsend | P |
| Publicity | Jessica McCauley | P |
| Publicity | Hanh Earhart | NP |
| Publicity | Rachel Smith | P |
| Membership   | Anupama Khandavalli | P |
| Membership  | Michiko Freeman | P |
| EEPS  | Fauzia Syed | P |
| EEPS  | Linette Ewing  | NP |

Guests: Fran Steele

P=Present NP=Not Present

1. Call to Order

9:34 am

Quorum is present

1. Minutes of the Previous Meeting

-Motion passed for approval of last month’s meeting minutes (11/04/20)

1. Administration: Ms. Mangum

-Grateful for the pre-holiday treats provided by the PTO

Ms. Bolding had tech difficulties and Jennifer/Ms. Hodges spoke on her behalf on “One Book, One School”. Two years ago the school read the book Wonder as a school. This year it will be Wishtree by Catherine Applegate. The book is about acceptance. There is lots of support material available. The quote for the PTO to purchase the book $1087.20. If parents want to buy the book, there will be an option to purchase at a discount or they can purchase from Amazon. And the library will have copies.

Ms. Bolding: -Thank-you for pre-holiday goodies. Everyone is excited about the Barista that is coming next week.

-A spirit wear day is being planned as all the spirit wear has been distributed.

-Term #3: Numbers haven’t changed much for F2F students. T#2 had 260 students on campus, T#3 has 275 (39.6%) students F2F. At this time, new students are coming in F2F.

-In the spring, the One Book, One School will kick off.

Motion: to move field trip transportation funds to purchase the books for the school was done by Cora and Jessica seconds. Role call vote and was passed.

1. Teacher Representative (Ms. Hodges)

-Thank-you for the treats. She is really appreciating the support that PTO is providing on organizing programs for the school.

-Arthur (Bluebonnet) visit is being planned for Grade 3-5.

-District approved onsite social distanced book fair. It will be on a Saturday under the pavilion. Families will come alphabetically to shop. It will be run at the same time as an online book fair (2 weeks). It will be the last week in March and first week of April.

-We are excited for Adopt-a-Teacher again.

1. Reports of Executive Officers
	1. President

-Attended the PBIS meeting. A vote for school uniforms was voted down (vote occurs every 5 years). CME is a flagship school for positive behavior due to our Tiger Token program. PTO should support the treasure box (treats for positive behavior) for this program. Currently working on how to get the Tiger Token program back into effect for both F2F and online students.

Ms. Mangum: we have adopted the acronym PAWS (Participation, Activity, Work and Safety)

* 1. Vice President

-Shared Dreams: ready to start the drive. Originally it was a toilet paper drive now it will be canned goods and toilet paper. Boxes will be in the car pool pickup lanes to collect items. Ms. Hodges offered the wheeled totes for collection. NJHS will hopefully be able to take the boxes in and out. It is scheduled for the 1st week of Feb. so that there is no conflict with other events.

* 1. Treasurer

Total Income this year $21,348.29

Expenses: $47,681.44 (includes the down payment on the playground $27,151)

Net Income: -$26,333.15

In bank: $70,832.22

We need to make some income. Budget versus Actual will be emailed to everyone.

Jennifer speaks: 1st semester underperformed for income. In April of last year when budget was discussed it was decided to keep the budget as in the past as it was hopeful that the income would be the same. We need to be aware that the rest of the year’s expense is $50,000. 1st semester we did not even meet 25% of the income goal. After we pay the rest of the play structure we have 0 balance. This doesn’t include spring fundraiser and hopefully we do well. It is fortunate that we started with a large roll over. We need to be careful with our spending.

* 1. Recording Secretary

Nothing

* 1. Corresponding Secretary

Nothing

* 1. Parliamentarian

-absent, Jennifer spoke: Nominating committee for next year’s PTO is forming soon. If you are in second year of your position and you know what you want to do for your next position, talk to Wendy.

1. Reports of Standing Committees
	1. Gifts

-Surveys are going out this month. It will be good to hear from the parents, even though funds are limited.

Play structure: all building modifications are on hold with the district.

* 1. Hospitality

-Mobile barista comes next week

-Go Texan Day BBQ lunch is still being planned. Maybe a lunch from SCBBQ

-May is Teacher Appreciation week

-International Week-parents can donate packaged snacks and donate for the teachers

-“Adopt a teacher” was renamed “Sponsor our Staff”. Donations online. This time it will be a team, not a specific teacher. Teams K-5, Admin/Front Office, Cafeteria/Custodial, Special Ed/Para Pro and Outclass. Each slot will be $8 and you can do as many slots as you want. It will start next Tuesday and will run for 3 weeks and an extension of 1 week is planned if needed. It won’t interfere with any other fundraisers.

* 1. Membership

-There has been 46 donations online for a total of $4,658.98. There has been 19 donations from checks/cash for a total of $2430. Total donations from 65 families is $7088.98. Tax letters just to cash/check donations are going out.

* 1. Publicity

-Keep up what you are doing in regards to submissions.

* 1. VIPS

-Thursday the 28th is Bingo Night 6:00 to 7:30. Will be using an online Bingo Website. There will be 10 main prizes and 10 secondary prizes. Maybe 10 games will be able to be completed in the span of 1.5 hours. Prizes will be board games. Maybe some sponsors could be contacted by Fundraising to see if they will donate the games.

-Holiday party pack for Valentine’s Day? Team leads are meeting shortly and this will be discussed.

* 1. Fundraising

-Tiger Run: using a different platform: Get Moving- there is a website. The school gets to keep 95% of profits (if credit card fees are paid by donators, otherwise it will be 85%). Discussion on incentives and how to do that. We may need to increase budget for incentives. It was felt that incentives were the reason that Apex was so successful. Suggestion: maybe Tiger Values can be incorporated into the run.

-will determine if online kids can participate on campus but the run can operate totally online.

-looking to include coaches and PE time. Suggestion: Use Flipgrid to use photos/videos etc. for a compilation that can be shared to donators/school. This may help the online kids show their activity. A code could be given to people who want to view the videos outside of school.

-It was decided to not pursue sponsors for T-shirts for the kids. It was felt that incentives were more of a draw for the kids.

Motion: to spend Field Day’s budget on Fun Run. Role call vote and passes.

* 1. Spirit

- Spirit wear profit is $1453. 6 shirts and 18 masks are available for sale. Maybe they can be used as incentives.

-Sold 119 T-shirts, 35 hoodies, 50 masks. 204 items sold. Last year 483 items were sold.

-Spirit Night: Planning Chick-fil-A on Thursday Feb. 18

-PTO shirts are available for distribution. Send Michelle your address and it will be dropped off.

* 1. EEPS

-International week in March. Plans: Interactive map, Folders to be set up for each country with recipes, clothes, customs. Will be able to upload videos/pictures. It will be all online. Teachers will have prepackaged snacks. Anyone who wants to help can email Fauzia.

1. Unfinished Business

Nothing

1. New Business

Nothing

Discussion: Image Share App for Balfour-school code needs to be activated and pictures are needed to be uploaded. Yearbook 5th grade tribute pages requests are due Feb. 14. Look into ad space as there may be less pages this year.

1. Announcements

Shout out to Spirit Wear for working hard! Distribution of spirit wear shirts is complete!

Adjournment Time: 11:32 am Nyla motions, Janet seconds