**CME PTO Board Meeting Agenda**

Wednesday, March 1, 2023

| Administration Rep | Ms. Bolding | P |
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| Administration Rep | Ms. Mangum | NP |
| Teacher Rep | Ms. Hodges | NP |
| President | Jessica McCauley | P |
| Vice President | Sarah Yoo | P |
| Treasurer | Holly Klingaman | P |
| Recording Secretary | Alejandra Tran | P |
| Corresponding Secretary | [Janet Berry](mailto:lgnixon1@hotmail.com) | P |
| Parliamentarian | Fauzia Syed | P |
| VIPS | Emilie Rivera | P |
| VIPS | Jennifer Varnell | P |
| VIPS | Johanna Haas | P |
| Fundraising | Victoria Greenleaf | P |
| Fundraising | Anne Griffin | NP |
| Gifts | Henna Ali | NP |
| Gifts | Mona Sanghani | NP |
| Hospitality | Rosanna Isaguirre | P |
| Hospitality | Michiko Freeman | P |
| Hospitality | Tammy Janos | P |
| Publicity | Carrie Nesmith | NP |
| Publicity | Erin Lancaster | NP |
| Spirit Wear/Nights | Christine Micheletti | P |
| Spirit Wear/Nights | Amber McCoy | P |
| Spirit Wear/Nights | Kim Jeffery | NP |
| Membership | Jin Pan | P |
| Membership | Connie Khawaja | NP |
| EEPS | [Wendy](mailto:lgnixon1@hotmail.com) Zafris | NP |
| EEPS | [Amanda](mailto:lgnixon1@hotmail.com) Sauer | P |
| EEPS | Rachel Smith | P |
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Guests: NA P=Present NP=Not Present

1. Call to Order

9:33 am

1. Minutes of the Previous Meeting. Motion to approve Amanda motions and Rachel seconds.
2. Administration: Ms. Bolding
   1. Ms. Hodges and I would like to thank you for the luncheon. We love when you put something together that brings us all together. The setup and location were great.
   2. Book Fair is going on and we are excited for Donuts for grownups.
   3. Open house is coming up. What we are doing is from 5:30 -6:00 we will all be in the cafeteria and the third grade will have their program. Then we will start everything and we will let everyone go back to the classrooms from 6:00 - 7:00.
   4. When we get back on March 20th we will start our one book one school.
   5. I know you all got the email on Friday. I love working with all of you and all my kids. The reason for this decision is that last year both my parents were sick. I didn’t get enough time to spend with my dad and I don’t want that to happen with my mom. I've been here 14 years and it was a very difficult decision. This is my home too. I want to make sure we get the right person in here. You all deserve the best.
3. Teacher Representative: Ms. Hodges - NP
4. Reports of Executive Officers
   1. President: Jessica
      1. What is the why? The crossing guard on Graystone was picking up trash along the street. She went beyond her job to make our community look beautiful. I will give her a little gift card and make her our tireless tiger on behalf of PTO.
      2. How amazing to be a part of a team that works so well together. I feel glad to be serving our school in that capacity.
      3. Communication protocol. Just a little reminder please use me or Carry if anything needs to go through Lauren. We need to try to avoid inundating them.
      4. Board expectations and major events. If we all survive March let's have a party in April. Please plug in as much as you can in any way that you can in International week and Field day.
   2. Vice President: Sarah
      1. I just want to say thank you Jessica you’ve been amazing. She has been working tirelessly with every committee. You're an awesome leader. I appreciate you.
   3. Treasurer: Holly
      1. Financial Report

Beginning Balance (as of July 1st, 2022) $68, 833.08

Income This Year $44,387.94

Expenses This Year $55,140.11

Current Balance $58,080.91

* 1. Recording Secretary: Alejandra
     1. Nothing to report.
  2. Corresponding Secretary: Janet
     1. Thank you to the Boy Scouts. They worked so hard on the butterfly garden. At the end of March is when we will determine if the plants will come back or need to be replaced.
  3. Parliamentarian: Fauzia
     1. I think we still have a few positions open. Please look at the list and let me know if you are still interested. We have two candidates running for the same position. We might need to vote for elections. I sent the open positions in an email. I can resend it to the group.

1. Reports of Standing Committees
   1. Gifts: Sarah
      1. Henna shared that she turned in the order for the picnic table and benches three weeks ago. They gave her an estimated 6 - 8 weeks for shipping. They have not confirmed the arrival date.
   2. Hospitality: Rosanna, Michiko, and Tammy
      1. Teacher Appreciation Week is planned and ready to go. For STARR testing in April, we will have snacks ready to go before the doors even open like granola bars and other snacks.
      2. A proposed budget increase of $250. Thank you for the budget increase.
      3. Teacher thank you note distribution. Teacher thank you notes from the students will be a surprise and distributed to outclass. We will reach out to Ms. Hodges to go over the details.
   3. Membership: Jin
      1. Nothing to report
   4. Publicity: NP
      1. Jessica: I hope you are all following the cute social media stuff. They are doing great.
2. VIPS: Jennifer
   1. VIPS is looking forward to our Donuts with Grownups tomorrow and Friday for our families! We hope to see you all there!
      1. We just finished our Valentine's Day parties and Bingo night for the month of Feb. and thought both events were successful. We appreciate all of the teachers signing up as our bingo callers, we know the families enjoy seeing the teachers.
      2. Looking ahead, we are finalizing our VOY to announce at our next board meeting, working with Stu. Co and NEHS for Blue Ribbon Contest that the district holds each April, and securing a venue for our Top 50 Volunteer Lunch. We are also working with Hospitality to come up with some prompts and thank you cards that the students can use for TAW.
      3. 5th grade: the 5th-grade committee met last week to review the survey results for the party venue, theme, etc. We had most 5th graders complete the survey and were happy with the number of responses we received. We communicated with the 5th grade lead to announce the winner to the students (trampoline park and beach/topical theme) and set up a party committee meeting for Friday to bring in parents that want to help with planning the party. So everything is getting underway for the end-of-year celebration for 5th grade
   2. Fundraising: Victoria
      1. i. Field day is on track. We have everything ordered and ready to go.
      2. For the auction, we are still planning. We could use help with putting together the baskets if anyone is available to help with that please send us an email. It would be great if each board member can give an item for the auction.

* 1. Spirit: Christine and Amber
     1. Spring Creek was a huge success!
     2. Upcoming events: Thai Cottage (3/28), Red Circle Ice Cream (early April), Chick Fil A (early May)
  2. Educational Enrichment: Amanda and Rachel
     1. On the 8th after the parade, we will have the dragon dance coming.
     2. Juney B. Jones is coming in April for the younger children
     3. Mariachi coming in May
  3. Shared dreams: Angela
     1. We plan to do a Seria drive for national Seria day. Due to Turkey and the earthquake, we will do a collection of donations. We will involve the student council to help with the collection and donations.

1. Unfinished Business
   1. 2023 Ideas and Intentions
2. New Business
   1. Vote to add $250 to the Hospitality budget specifically to support teacher appreciation week. They have provided a detailed list of where the money has gone so far. Do we have the motion to open up for discussion to add $250 to the hospitality budget? Jennifer motions and Amanda seconds.
   2. Jennifer motions to approve and Victoria seconds to add $250 from the surplus to Hospitality.
3. Announcements
   1. Tireless Tiger Award
   2. March 2nd, 3rd: Donuts With Grownups
   3. March 6-10: International Week
   4. March 8: International Fest
   5. March 10: Field Day
4. Adjournment:

Jennifer motions for the meeting to adjourn, Victoria seconds. Adjournment time: 11:00

“We can ***all*** do small things, with great love,

and ***together*** we can do something ***wonderful***.”

---Mother Teresa