**CME PTO Board Meeting Agenda**

Wednesday, March 6, 2024

| Administration Rep | Mrs. Viado | P |
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| Administration Rep | Mr. Macky | NP |
| Teacher Rep | Coach Loftin | P |
| Teacher Rep | Mrs. Campbell | NP |
| President  | Jessica McCauley | P |
| Vice President | Connie Khawaja | P |
| Treasurer | Holly Klingaman | NP |
| Recording Secretary | Alejandra Tran | P |
| Corresponding Secretary | Janet Berry | P |
| Parliamentarian | Henna Ali | P |
| VIPS  | Krista Patlovich | NP |
| VIPS | Jennifer Varnell | P |
| VIPS | Adriana Spenzieri | P |
| Fundraising | Victoria Greenleaf | P |
| Fundraising | Melanie Sacks | P |
| Gifts | Natalia Nicastro | P |
| Gifts | Rosanna Isaguirre | P |
| Hospitality  | Christine Micheletti | P |
| Hospitality  | Tammy Janos | NP |
| Hospitality | Unnati Naik | P |
| Publicity | Racheli Tamir | P |
| Publicity | Carrie Nesmith | NP |
| Spirit Wear/Nights  | Sarah Yoo | P |
| Spirit Wear/Nights  | Amber McCoy | P |
| Membership   | Changjun Shen | NP |
| Membership  | German Contreras | NP |
| EEPS  | Wendy Zafris | NP |
| EEPS  | Amanda Sauer | P |
| EEPS  | Rachel Smith | NP |
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Guests: NA P=Present NP=Not Present

1. Call to Order 9:30
2. Motion to approve Minutes of the Previous Meeting. Rosanna motions and Amber seconds.
3. Administration: Viado
	1. International Fest today @ 5:30
	2. Picture day March 7th
	3. Spring Break 11th - 15th
	4. The Book Fair will start on March 18th
	5. First grade will be going on their field trip to Blessington Farm.
	6. March 22nd Girls talk with the Nurse
	7. March 28th Boys talk
	8. April 5th Field Day
	9. Star dates April 15th - 26th. CME closed to visitors during STAAR.
	10. May end of the year award ceremony will be as follows.
		1. May 15th PreK 11:00 - 12:00
		2. May 16th Kindergarten 10:00 - 10:30. Picnic 10:30 - 11:00
		3. May 17th First grade 9:00
		4. May 20th Second grade 9:30
		5. May 21st Third grade 9:30. Followed by the first half of the talent show.
		6. May 22nd 4th grade 10:00. Followed by the second half of the talent show.
		7. May 23rd 5th grade 8:30 - 9:30. Followed by early dismissal at 12:10
		8. May 23rd ABC and SAILS 10:30 - 11:00
4. Teacher Representative: Coach Loftin
	1. Nothing to report
5. Reports of Executive Officers (9:50)
	1. President: Jessica
		1. What is the Why?
	2. Vice President: Connie
		1. Nothing to report
	3. Treasurer: Holly NP
		1. Financial Report

Beginning Balance (as of July 1st, 2023) $76,328.36

Income This Year $79,904.49

Expenses This Year $46,490.13

Current Balance $109,742.72

* 1. Recording Secretary: Alejandra
		1. Nothing to report
	2. Corresponding Secretary: Janet
		1. Nothing to report
	3. Parliamentarian: Henna
		1. Nomination and Election updates
		2. By-law amendment motions G, H, J, K

**Motion G - Proposed amendment revision: Article VI, NEW Section 2 (current Section 2 will be renamed Section 3) Jennifer motions to open discussion Unnati motion and Victoria seconds.**

Executive Officer Eligibility. To be eligible to serve as President or Vice President, a person must have been a previous PTO/PTA Board Member and a member in good standing of the Organization for at least one year.

**Motion G - Proposed amendment revision: Article VI, NEW Section 2 (current Section 2 will be renamed Section 3)**

Executive Officer Eligibility. To be eligible to serve as President or Vice President, a person must have been a previous PTO/PTA Board Member and a member in good standing of the Organization for at least one year.

**Motion G passes Christine motions and Victoria seconds**

**Motion H - Proposed amendment revision: Article VII, Section 1 Jennifer motions to discuss. Amber motions and Jessica seconds.**

Standing Officers. One or more persons (no less than one and no more than 4 committee members) may be elected to each position provided that such position shall be counted as one person or one vote, as the case may be, for purposes of determining a quorum or approving any matter. The only exception is for the Election, in which members are voting individually and not as a committee. The Standing Officers shall be the Chairperson/ Coordinators of the following committees/programs: Hospitality, Membership, VIPS, Publicity, Educational Enrichment, Fundraising, Spirit, and Gifts and shall be responsible for developing programs in support of the stated purpose of the PTO. Other members, as deemed necessary, of a Standing Officer’s committee shall be appointed by the officer in charge of each committee.

**Motion H - Proposed amendment revision: Article VII, Section 1**

 Section 1. Standing Officers. One or more persons (no less than one and no more than 4 committee members) may be elected to each position provided that such position shall be counted as one person or one vote, as the case may be, for purposes of determining a quorum or approving any matter. The only exception is for the Election, in which members are voting individually and not as a committee. The Standing Officers shall be the Chairperson/Coordinators of the following committees/programs: Hospitality, Membership, VIPS, Publicity, Educational Enrichment, Fundraising, Spirit, and Gifts and shall be responsible for developing programs in support of the stated purpose of the PTO. Other members, as deemed necessary, of a Standing Officer’s committee shall be appointed by the officer in charge of each committee.

**Motion H Passes Henna motions and Victoria seconds**

**Motion J** - **Proposed amendment revision: Addendum A, Vice President JobDescription. Jennifer motions to discuss. Christine Motions and Amanda Seconds**

JOB DESCRIPTION. To be eligible to serve as Vice President, a person must have been a previous PTO/PTA Board Member and a member in good standing of the Organization for at least one year. The Vice President shall have such powers and responsibilities as may be determined by the Board or the President. The Vice President is responsible for supporting and assisting the President in all PTO initiatives. In the absence of the President, the Vice President shall perform the duties and exercise the authority of the President.

**Motion J** - **Proposed amendment revision: Addendum A, Vice President Job Description**

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**Motion J passes. Janet motions and Christine seconds**

**Motion K** - **Proposed amendment revision: Addendum A, Parliamentarian Job Description. Jennifer motions to discuss. Christine motions Victoria seconds.**

Duties. 7. Chair and direct all activities of the Nominating Committee, including supervising the preparation, collection, and retention of all nomination forms. Create a committee as explicitly outlined in the by-laws. Schedule an Election ~~Meeting~~ and a Board Installation in the Spring.

**Motion K Passes. Christine motions and Amanda seconds**

**Motion L - Proposed amendment revision: Article VI, NEW Section 3 (current Section 3 will be renamed Section 4)**

Incumbent Officers. Incumbent Executive Officers or Standing Officers positions will be given the opportunity to complete a second term of office. Thereby closing that position for the election. Provided they are members in good standing and following the district’s volunteer code of ethics.

**Motions L passes. Christine motions and Amanda seconds**

1. Reports of Standing Committees
	1. Gifts: Rosanna and Natalia
		1. We visited Malala Elementary in Richmond. The entire school is set up in Flexible Seating. Second grade is where we will start with Flexible Seating. The second grade team will be visiting Malala Elementary to observe the classrooms and visit with the staff.
	2. Hospitality: Christine and Unnati
		1. International lunch went well.
		2. April stock the lounge. Signup genius for that.
		3. May teacher appreciation week 5th - 10th

Cinco de Mayo we will have Mariachi

May 7th Bartista Brothers

May 8th & 10th still deciding on food.

Field day is April 5th from 10am-2pm. It will be the Summer Olympic theme. Each grade will be a different color. Parent volunteers will rotate with their child. Lunch will be part of the rotation. No change of clothes this year!

* 1. Membership: Connie
		1. New memberships coming in.
	2. Publicity: Racheli
		1. Nothing to report
	3. VIPS: Jenifer & Andriana
		1. Our Valentines party went well. Thanks to all the GLC and room parents.
		2. NHS met this week to discuss Blue Ribbon Week on how to decorate the campus. We will be getting a list from them to help them fulfill their dream for this.
		3. We will be selecting our campus volunteer of the year.
	4. Fundraising: Victoria & Melanie
		1. April 12th1 17th School auction online format.
		2. Considering switching Fun Run & Auction next year.
	5. Spirit: Sarah & Amber
		1. Update on Chuck E. Cheese Spirit Night: We had a great turnout. Our school brought in total sales of $3,940.44, and PTO got 20% of that which was $788.09. A big thank you to everyone who came out and supported the event.
		2. We are working to schedule the next Spirit Night for late Feb/early March, hopefully with Thai Cottage. It was very successful there last year, so we hope they will work with us again
		3. Spring Creek April 11th
	6. Educational Enrichment: Amanda
		1. 2/12 - Lion Dance (whole school)
		2. 3/26 - Nature Discovery Center - Back to the Bone (5th grade)
		3. 4/30 - Mobile Dairy (whole school)
		4. 5/05 - Mariachi Band
		5. Auction planning
1. Unfinished Business
2. New Business
	1. Vote on by-law amendment motions G, H, J, and K
	2. Jessica opens discussion of adding $100 to the International Week Budget. Connie motions and Christine seconds
	3. Sarah: dd $400 to the International Week Budget
	4. Vote passes Victoria motions and Connie seconds
	5. Our committee would also like to request an increase of $100 in our budget. We have managed to stay within our budget thus far. Still, we would like to have some wiggle room for any unexpected expenses during the week, and we also hope the extra funds will give future committees a bit more flexibility. It might be necessary to purchase a new map for pinning and extra flags for the cafeteria next year
	6. Motion passed to increase International Week Budget by a total of $400.
	7. Victoria motions and Connie seconds.
3. Announcements
	1. 3/5: Spirit Night at Thai Cottage
	2. 3/5 International Week lunch for faculty and staff
	3. 3/6: International Week Parade @8:30
	4. 3/7: @5:30-7 International Fest
	5. 3/28: 5th Grade Nature Discovery Center Program at CME
	6. 4/5: Field Day
4. Adjournment 11:44. Jessica motions and Connie’s seconds.

**“Alone we can do so little. Together we can do so much.”**

**--Helen Keller**