

**CME PTO Board Meeting Agenda**  
Wednesday, January 8th, 2020

2019-2020 Board Members

- P - Parvathi Sriram, President
- A - Boba Nikolic, Vice President
- P - Norin Ali Khoja, Treasurer
- P - Jennifer Varnell, Recording Secretary
- A - Lana Mistretta, Corresponding Secretary
- P - Fauzia Syed, Parliamentarian
- P - Melissa Bolding, Principal
- A - Jackie Boyd, Assistant Principal
- P - Melanie Hodges, Teacher Representative
- A/P/A - Ozgun Demirbas, Sarah Yoo, and Celine Zhao, Hospitality
- P/P - Catherine Manganaro and Nyla Ismail Sydora, Gifts
- A/A/A - Simmi Chaudhary, Andrea Reichenbach, and Wendy Zafiris, VIPS
- P/P - Nykyta Rainer and Michelle Townsend, Ways and Means - Fundraisers
- P/P - Janet Berry and Cora Lee, Ways and Means - Spirit Wear/Spirit Nights
- A/A - Amy Tran Jiang and Asal Mahtabi, Ways and Means - Retail Share & Box Tops
- A/A - Hanh Earhart and Aiman Gurji, Publicity
- A/P - Suma Chilukuri and Jin Pan, Membership

P = Present

A = Absent

- I. Call to Order - 9:36a
- II. Minutes of the Previous Meeting approved: motioned by Nyla and seconded by Fauzia.
- III. Administration - wanted to thank you for the bread that was brought and the winter parties were great. Just as a heads up, we have two new 4th grade teachers. We have done the interview process, but we have to go through the district and HR has their process for hiring. It's not official yet, because the district has to contact them, but we are very pleased with the candidates we submitted. Ms. Meanor and Ms. Onofry retired. Ms. Bolding will let you know the official two names for teacher enhancement money. We don't know when we will get the electronic marquee, but with the current marquee we are having a few issues. Since it is a third grade club and depending on the information, it's taking an hour and half to complete and the kids are still learning how to do it. The new teacher who took it one has a lot on her plate

so if we can get a volunteer to pick it up again that would be great. Michelle agreed to pick it up again.

- IV. Teacher Representative - movie licensing: the district has decided to not renew that license. To show a whole movie in the classroom we can still get into trouble for public performance rights. Thanks to the PTO for covering us this year, since we were caught off guard with the district deciding not to renew the licenses for the district. If you choose to host an indoor PTO family event, we are covered. Library Programming - we had an author visit early this year and I have been able to schedule three Sykpe author visits, 2 for kinder and 1 for first grade. I have contacted the Houston Opera, to do a storybook opera program for 2nd grade. The opera is \$150 for 2 shows with a max of 50 students. There is still a little money left in programming, but we need to look at budget. I am trying to plan a school-wide program, budget dependent. I do have book fair coming and it starts the 24th and we will be working on that. I am scheduled to stay open until 6p on Bingo Night (starts at 6:30p) and hopefully it will benefit for both of us. Moms and Muffins runs in conjunction with Book Fair as well. Question about the lock-in - we did that as a thank you last year, but we received some feedback and we decided to change it this year and do something different. We are trying to think of other ideas to thank our families and thank more families. Ms. Bolding also mentioned that other schools have used a lock-in as a PTO fundraiser. W&M - fundraising talked about doing it with fun events so families with multiple grade levels can do something on one day. Mrs. Hodges said that if you did that in lieu of the faculty events, you may get teachers to sign up for shifts. Nyla mentioned that they did a monthly parents night out (6-9pm) with movie night, pizza, lemonade, crafts, etc. that were hosted by different grade levels. We are firming up the calendar tomorrow with Team Leads and there will be another curriculum night - Steam night the week after Easter. Mr. Ngo will be updating the website and that information will be listed there. Science Fair (3rd-5th grade) is Feb 6th and can be set up in the library since Mrs. Hodges will be at a conference. Science Fair info will be coming out soon from Science Teachers. Ms. Aggarwal is sponsoring and Julie Malory is the parent volunteer.

V. Reports of Executive Officers

- a. President - Happy New Year and it time to think about next year's positions and send in your nominations to Fauzia.
- b. Vice President - Boba could not make it today, but there was a flyer for a program the Lunar New Year on the 23rd of January. We also have a

Rainforest Program that brings in animals and that is scheduled for the 28th of Feb.

- c. Treasurer
    - i. Financial Report - three different reports, first of which is the balance sheet. Total income is \$96,805 and the next one is profit and loss report and this reports the total income generated this year, as of today, which is \$60,102. Total expense report \$45,959 and that leaves us with a net of \$14,142. The last report is the total income versus our budgeted (projected) amount so you can look at each committee so you can see if we are over or under budget. Cora mentioned that a lot of the teachers and specialists have not spent their classroom enhancement has not spent their money, so please remind them because we want them to spend their money. Question about Spirit Night income - Norin clarified that she separated it out separately under each Spirit Night event. Question about teacher money from Mrs. Hodges - she tried to buy food for the Bluebonnet event and she was told that she could not buy food/ refreshments or door prizes with her teacher fund. Cora mentioned that we have bought food in the past for other PTO events so she thought that was fine.
  - d. Recording Secretary - please make sure that the attendance sheet has gone around, thank you.
  - e. Corresponding Secretary - absent
  - f. Parliamentarian - proposed amendments to the by-laws` - postponed to the next meeting so we can get a committee together to review and make recommendations to the board for a vote. Nominating Committee - we need to get a committee together, please email Fauzia if you would like to be a part of the committee. I will send out a soft copy of the form and give it to Hanh to upload to the website.
- VI. Reports of Standing Committees
- a. Gifts - the track got done over the holidays and I believe everything with the trees went well. The water fountain is currently clogged and Sharon was sent an email about it. Not sure what to do about it, but it was probably used a lot over the holiday. Nyla said she would look into it to see if there is something we can do to remedy it. Janet mentioned that the trees between the gazebo and the hardtop cover are hitting the

pavilion and could be damaging it. Ms. Bolding noted it and will look into.

- i. Survey - we got approval from Ms. Bolding on the survey. We will be working with the GLCs and Mrs. Hodges to get them sent out. Parvathi asked if the results for the survey would be ready by the March Meeting and they agreed it would be. A small committee of three members so they don't think that will be a problem.
  - ii. Vote to add \$3500 to the Maintenance budget - Mrs. McClure believed that it would be a large amount for the kiln repair and the previous repair amounts were from \$200-\$1000. She thought that it might require some heating element repairs which could be costly. Also on the list that might need upkeep, repairs, or updating are the library and cafeteria murals, the teacher's lounge and the gazebo. Ms. Bolding mentioned that the bond money the school receives includes new floors, and the library will be reconfigured after installation. The walls may need more paint at that time so we will have to wait until the floors are in before determining what's needed in the library. Michelle motioned and Norin second. Vote was held and motion passes
- b. Hospitality - Thanksgiving luncheon from Luby's was a success thanks to Ozgun and her husband as well as families who donated drinks and desserts. Loaves of Love did not get as much donations as we had hoped. We might have to consider doing something else next year. We have some busy months ahead - Valentine's Day, Go Texan Day, and International Week all within three weeks of each other. We might do something very simple for Valentine's Day - Feb 12th, since we have to ask for lots of donations for Go Texan Day - 2/21 (sides, desserts, & drinks to go with Spring Creek BBQ) and International Week (March 2-6th). Mrs. Hodges mentioned something to think about and it might be easier on us (PTO) to do something on other dates that are random/off time. St. Patrick's Day and Cinco de Mayo might be good options.
- c. Membership - Jin is helping Amy with Retail Share since Asal has moved away.
- d. Publicity - absent
- i. Publications
  - ii. Marquee
  - iii. Website

- e. VIPS - absent
- f. Ways & Means
  - i. Spirit Nights, Spirit Wear - our Dec spirit night was at Chick-fil-a and we did very well - \$210.90 Next Wednesday we have Five Guys and then Spring Creek in April. We don't have anything scheduled for Feb and March with Spring Break, etc. Question on whether we could solicit at the event, and most establishments do not allow it. Sarah mentioned the we should do some more advertising, possibly in Tiger Weekly, for the Spirit Wear Day (every Friday). Suggested that the kids get some incentive for dressing in their Spirit Wear to increase participation.
  - ii. Fundraising - have not found out our theme yet, but we have a meeting scheduled with Apex. The dates of the event are Feb 17 - 28th. The day of the fun run, we will need volunteers to help mark laps and a signup will be sent by grade-level for parents to sign up. Fun events - we will discuss adding a lock-in as we talked about earlier, but we will probably still do principal for a day, etc.
  - iii. Carnival - Thanks to everyone's hard work and intense commitment, we had a very successful carnival. Our financials have been distributed for everyone's review, but to summarize our budget was \$5,000 and we spent \$4,886.64. We collected \$9,323.45 from sponsors, wristband sales, and concessions/ vendor proceeds, bringing our net income to \$4,436.81. Jennifer acknowledged the carnival committee who made it all possible. Especially, Norin Khoja, Nykyta Rainer, Michiko Freeman, and Divya Chamala who organized our incredible games, art booths, and prizes. Fauzia Syed who organized all of our amazing volunteers, Sarah Yoo who coordinated our delicious food vendors and concession stand, as well as Michelle Townsend and Janet Berry for hustling and coordinating all of our donations and sponsors. Thanks for your dedication to the school and to this event.
  - iv. Box Tops - Jin will be helping Amy with Box Tops. Feb is another big submission - since Box Tops has changed, we changed our incentives to quarterly parties versus monthly so we need to get

more information out there, especially on the app since we are close to our \$500 goal.

VII. New Business

- a. International Week – Vote to add \$250 to the budget for die-cuts of a child with arms stretched out so children can decorate them. They also want to do Passports, that can be used on Open House Night so kids can get them stamped. Ms. Bolding said to reach out because they have researched and have a passport template - Fauzia updated us on the plans. This year's theme is Journey. Reviewed the weekly schedule, dependent on Ms. Bolding approval. Monday - parade, Tuesday - teacher lunch and poster reviews. Wednesday - International Snack Day (Dessert/Bread) Thursday - Open House and Performances. Friday is Field Day. We will be having an informational meeting on Jan. 30th with two meeting times, one in the morning and another in the evening. Ms. Bolding suggested that Monday might not be a good day to dress up because as people might forget over the weekend. Cora motioned and Janet seconded. Vote was held, motion passes.

VIII. Announcements - Aiman will be out so Janet will be sending out the reminder for the Tuesday email.

- a. January 24<sup>th</sup> & 31<sup>st</sup> Muffins with Moms
- b. January 30<sup>th</sup> Bingo Night

IX. Adjournment - Jennifer motioned, Nyla seconded