

CME PTO Board Meeting Minutes

May 17, 2019

2019-2020 Board Members

- P - Parvathi Sriram, President
- P - Boba Nikolic, Vice President
- P - Norin Ali Khoja, Treasurer
- P - Jennifer Varnell, Recording Secretary
- A - Lana Mistretta, Corresponding Secretary
- P - Fauzia Syed, Parliamentarian
- A - Melissa Bolding, Principal
- A - Jackie Boyd, Assistant Principal
- P - Melanie Hodges, Teacher Representative
- P/A/P/P - Sarah Yoo, Sonia Joshi, Celine Zhao, and Ozgun Demirbas, Hospitality
- P/P - Nyla Ismail Sydora and Catherine Manganaro, Gifts
- A/P/A - Laura Ludolph, Wendy Zafiris, and Lucy Ponce DeLeon, 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/P - Amy Tran Jiang and Asal Mahtabi, Ways and Means - Retail Share & Box Tops
- P - Aiman Gurji, Publicity
- P/P - Suma Chilukuri and Jin Pan, Membership

P = Present

A = Absent

- I. Call to order at 9:38 a.m.
- II. Installation of New Board Officers - by Mrs. Hodges
- III. Introduction - Name game for intros
- IV. Administration - Flexibility is the name of the game, it was a crazy week last week. Thank you for teacher appreciation, looking forward to the lunch - we appreciate you for rescheduling our lunch after Friday's cancellation. We have rescheduled the 5th grade field trip to next week. Remind teachers to spend their money - grade level fund and individual money. We are still on last year budget (June 30 - June 30) so this does not affect current budget. FB Education foundation grants were awarded and CME received 7 awards (one per grade levels and STEAM)
- V. Teacher Representative - Send in your library books, summer reading and possibly a kindness challenge will be sent out next week.
- VI. Reports of Executive Officers
 - A. President - Welcome new board members, September is our next meeting - 9:30 a.m. sharp, dates will be sent over the summer. Please review bylaws and voting rules - Fauzia will go over now.
 - B. Vice President - none
 - C. Treasurer - We need to approve the budget for next year. Budget was proposed at our last board meeting, but due to many of our new board members not being

present at that meeting, we decided to go line by line for them before the vote. Point of clarification - Shade structure is already paid for from our previous budget and is account for at the end of the budget. Question on Field Trip line item - adding SAILS and ABC kids as a separate line item. The budget for the field trips accounts for all students because we don't know what each grade will be doing, or who the ABC and SAILS kids will be accompanying next year, and what the costs per grade will be. Therefore the 8K (\$10 average per student) will cover all students since the ABC and SAILS teachers decide which grade level field trip is more appropriate for their group each year and that gives everyone flexibility. We also increased the landscaping budget to accommodate upkeep. Clarified enhancements from the APEX Fun Run. We added additional line items for specialists like Music and PE to make it fair, since Art and Library already had line items. Due the shade structure, our budget is technically in the negative, but after that is accounted for our net income is in the positive. Cora motioned to approve the 2019-2020 budget as proposed and Wendy 2nd the motion

- D. Recording Secretary - Please make sure you sign in for attendance
- E. Corresponding Secretary - Absent
- F. Parliamentarian - Welcomed the new board, reviewed board procedures (Robert's Rules of Order) and parliamentarian rules, structure, and courtesies for our meetings. Board meetings are normally on the first Wednesday of the month, at 9:30a in the Extended Day Room. Find dates and times on the our PTO website. President will send out agenda a day or so before, so please send agenda items to the president 2-3 days ahead of the meeting. Reviewed making motions, discussion, and voting rules (one vote per committee) for our first vote on the budget. Asked for signatures that all members have read and understand PTO bylaws.

VII. Reports of Standing Committees

- A. Gifts - finishing up gifts for this year and working on the shade structure for the smaller playground. Once we get the okay from the city, the manufacturer will start production. We hope to have the shade structure up in August when school starts.
- B. Hospitality - none
- C. Membership - none
- D. Publicity - If you are looking to promote something on Facebook or Twitter, please email Jennifer or Janet with pictures and information.
- E. VIPS - Thank you for the wonderful luncheon for the Top 50 volunteers
- F. Ways & Means
 - i. Spirit Nights, Spirit Wear - The Kendra Scott events brought in almost \$800. Thank you to Monica for helping at the store. Last event is the BFW pizza 'month' until the beginning of June with 25% of proceeds going back to us. We are working on a new design for spirit wear this summer once admin has their new theme. We will also be adding new items, like water bottles and bracelets, to a possible spirit store.
 - ii. Online Auction - Just finished our Fun Events yesterday and they were pretty successful. At last look, we made \$8,300 and we don't think we have \$2,000

worth of expenses. Our budget was only \$4,000 so we doubled our projection.

iii. Fundraising - See online auction

iv. Retail Share - none

VIII. Unfinished Business - none

IX. New Business

A. 5th grade party - The 5th grade party is led by a committee of grade-level parents for planning. The planners decide where the party will be, what it will consist of, etc. with the principal. Since they are technically under the PTO umbrella, it would be beneficial for a board member to be on the committee to make sure that the line of communication is open. Lana (Corresponding Secretary) has agreed to be on next year's planning committee. Discussed option to add an ad hoc committee (non-voting) to the board for 5th grade party.

B. Yearbook - there as been some issues this year with yearbook, and multiple parents have complained that their child(ren) weren't in the yearbook at all. We know that there were pictures pulled off Facebook, without permission, including non-CME kids, kids that will not go to CME at all in the future, and using the same picture from last year's yearbook again. At least one 5th grader was not included in the yearbook, when they paid (and made the deadline) for a 5th grade AD that are featured in the back. It may be a good time to make a transition to a new yearbook committee with some fresh ideas. We are appreciative of the current yearbook coordinator and realize that it is a lot for one person to do on their own. This discussion is just to make sure the board is aware of the issue. This could reflect poorly on the Board since we pay for the yearbook and don't get a copy before they are printed to review or have teachers review. Releases also matter with the yearbook, and that is a concern for us when pictures are taken. Having teachers review the yearbook pages to ensure that we have complied with those releases should be considered next year.

X. Announcements - Hospitality review - the budget looks ok from a hospitality standpoint and the teachers seemed happy last week with our teacher appreciation event. The teacher rep agreed, and said that the teachers are very grateful for the rescheduled lunch and thankful for the soup and salad on Wednesday after the 2-hour delay. Two staff members were stranded on Tuesday night and were really happy with the food. President, Jennifer would like to take a board picture for the website. It will be added to the agenda for September.

XI. Adjournment - Wendy motioned to adjourn, Melanie 2nd at 10:57a.m.