

# CME PTO Board Meeting Minutes

May 1, 2019

## 2018-19 Board Members

- P-Cora Lee, President
- P- Kelly McKnight, Vice President
- A- Ying Sun, Treasurer
- P- Jenni Kennington, Recording Secretary
- P- Lana Mistretta, Corresponding Secretary
- P- Fauzia Syed, Parliamentarian
- P- Melissa Bolding, Principal
- P- Jackie Boyd, Assistant Principal
- P - Melanie Hodges, Teacher Representative
- A/A - Michelle Arceneaux, , Boba Nikolic - Hospitality
- P/A- Sarah Yoo, Lucy Ponce DeLeon - Gifts
- P/A/A- Jennifer Varnell, Wendy Zafris, Heidi Efrid -VIPS
- P/P - Nykyta Rainer, Michelle Townsend- Ways and Means Fundraising
- A/A- Janet Berry, Adhi Kusumajaya- Ways and Means Spirit Wear/ Spirit Nights
- A/A- Katherine Bingham, Amy Tran-Ways and Means- Retail Share & Box Tops
- P/A - Aiman Gurji, Divya Gupta-Publicity
- P/P - Norin Ali Khoja, Parvathi Sram- Membership

P= Present      A= Absent

- I. Call to Order at 9:33 a.m.
- II. Minutes of the Previous Meeting approved: Kelly motioned, Norin seconded.
- III. Administration- Fun with Faculty events have started including the bowling party which was fun. Last night was STEAM night and it was amazing. Ready for final countdown of school. Award times will be listed on the website. 5<sup>th</sup> grade talent show is Tuesday and Thursday of last week. Students will watch Wonder movie Monday and Wednesday and 4<sup>th</sup> grade will also do a Beta Box (Steam class inside a refurbished shipping container) on Wednesday. Each of the grade levels, outclasses and the school as a whole applied for and received grants from the Fort Bend Education Foundation this year. Grants awarded are approximately \$15,000 total.

- IV. Teacher Representative- Science and Math committee put on a STEAM night last night and it was great. Recent author/illustrator visit was a huge success. Author was very impressed with our students.
- V. Reports of Executive Officer
  - a. President - Encouraged all board members to make sure they are transitioning to new counterparts.
  - b. Vice-President - Owl show on Friday for grades 3-5. (Younger grades previously had the Bunny show).
  - c. Treasurer- Not here. Financials are attached.
  - d. Recording Secretary - none
  - e. Corresponding Secretary - none
  - f. Parliamentarian-Make sure you are transitioning to the person taking your position. Gifts has one more position filled. There are several open spots but every position has at least one person.
  
- VI. Reports of Standing Committees
  - a. Gifts- Sarah will continue to handle the shade structure project, even after the position transition. Structure update: District has given approval. Waiting for stamped drawings from engineer and city permits.
  - b. Hospitality- none
  - c. Membership-none
  - d. Publicity- Ms. Hodges mentions several positive publicity pieces done as a result of the Art Car author visit.
  - e. VIPS- May 14 is Top 50 lunch @ 11 a.m. through evite, end of year gift letters have been sent to Grade Level Coordinators. Looking for GLCs for 1<sup>st</sup> and 2<sup>nd</sup> for next year. Library Shelving is already being done by some volunteers. VIPs will try to find an International Club leader since this will be a strong emphasis for the school next year. Norin suggests we involve the kids in these activities.
  - f. Ways & Means
    - i. Sprit Nights- Friday is the Kendra Scott event. Call-in orders can be done all day, free shipping applies. Monica Storm-Olsen agreed to be our in-store liason for the evening. We get 20% back. Stripes will be at pickup on Friday wearing “bling”.
    - ii. Spirit Wear - none
    - iii. Fundraising- APEX is set for February 17 - 28, 2020 for another Fun Run (similar to this year). Fun Events is going strong. Main Event bowling went well. 4<sup>th</sup> grade party Disco/Donuts is today. Currently at \$8130 in sales and still have some marquee spots, Lunch with the Big Dogs and Grade Level parties available. Look into auction capabilities on the website for future auctions.
    - iv. Retail Share - Received a check for over \$200 from Box Tops.
  
- VII. Unfinished Business- Kelly reminds the new board members that the bylaws need to be reviewed and revised so that they state the new Gifts Committee procedure for applying for and obtaining a gift from the board. Currently the by-laws state the old procedure.

- VIII. New Business- Michelle asks how maintenance on gifted items is addressed, especially in regards to Landscaping. Are sprinkler repairs covered by the district? A discussion of the previous reduction of the Landscaping budget takes place. Several suggest Landscaping apply for another grant, listing the areas that will be neglected under the current budget (a reduction from prior years), and submit it prior to the next board meeting so that those needs can be addressed, especially over the summer. The grant form is available on Schoology and the PTO website.
- IX. Cora gives closing comments. Thanks to everyone for their time and work on the board this year. Motion to adjourn meeting made by Lana and seconded by Kelly. Meeting adjourned at 10:17 a.m.