

CME PTO Board Meeting Minutes

September 5, 2018

- 2018-19 Board Members
- P-Cora Lee, President
- P- Kelly McKnight, Vice President
- P- Ying Sun, Treasurer
- P- Jenni Kennington, Recording Secretary
- A- Lana Mistretta, Corresponding Secretary
- 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/P/A- Jennifer Varnell, Wendy Zafris, Heidi Efrid -VIPS
- P/P - Nykyta Rainer, Michelle Townsend- Ways and Means Fundraising
- P/A- Janet Berry, Adhi Kusumajaya- Ways and Means Spirit Wear/ Spirit Nights
- A/P- 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
- Guest: Fran Steele-Landscaping

P= Present A= Absent

- I. Call to Order by Cora at 9:31 a.m.
- II. Installation of new officers by Ms. Bolding - Statement is read and agreed to
- III. Minutes of the Previous Meeting approved: Kelly motioned, Norin seconded.
- IV. Administration- Family food truck night was great. Breakfast was amazing. On Parent night there will be an introduction on video. PTO introduction could be part of that. Could we set up on Facebook a prerecorded message? Tweets show up on website and parent accounts on Schoology. The dates on the calendar on the website are all up to date.
- V. Teacher Representative- Thanked the PTO for the breakfast. Schoology for 3,4 and 5th is a big thing this year. Coding and Matchbook information will be given on Parent night. All other clubs will be starting after parent night.
- VI. Reports of Executive Officer

- a. President- Thank everyone for the Family Fun Night and was happy with the attendance.
- b. Vice President- No updates
- c. Treasurer- Financial reports turned into FBISD and we are in compliance. Updated procedures for check requests. Reminder that we are a Tax Exempt organization. Amazon has a setting to be tax-free when you purchase from them. A packet with information was handed out. Some teachers have purchased supplies based on an old budget amount. Currently have approximately \$68,000 balance (not including the current membership campaign). The new amount had been reduced to \$50. Can we restore the amount to the previous amount? This will be voted on next meeting. Discussion on how much money we are actually carrying as a balance. Huge discrepancy between what we based the budget on and our actual carry over balance. We will need to determine a process to either reinstate some of our previous budget accounts or reallocate more funds going forward.
- d. Recording Secretary-none
- e. Corresponding Secretary- Lana not here. Thank Kona Ice, Anna Greek and Tiger Martial Arts for their contributions.
- f. Parliamentarian- Do not currently have a Parliamentarian.

VII. Reports of Standing Committees

- a. Gifts- none
- b. Hospitality-Just finished providing a back to school breakfast for the faculty and staff.
- c. Membership-Membership drive is on. Second round of forms went out yesterday. Not as strong a response. 200 forms submitted of about 500 families. So far we have received \$11,000. Discussed possible 100% participation in a classroom earns a Popsicle party. Janet to make a thermometer poster to show our membership drive. KGRR will promote as well and remind about retail share and Amazon Smile.
- d. Publicity- She will send reminder emails to board requesting announcement or input for Tuesday email.
- e. VIPS
 - i. GLC are full but there are several open volunteer spots still. Will announce them at parent night.
 - ii. Carnival will have wrist bands instead of tickets. Food trucks instead of concessions. No campout this year. Presale bands at a discount on website. Volunteer positions are still needed for Volunteer Coordinator and Games. Date set for November 2 from 5-8p. Discussed possible need for lighting.
- f. Ways & Mean
 - i. Spirit Nights- Tomorrow is first Altitude Jump Park night. October will be Chuck E. Cheese. November is Spring Creek and December will be Constellation Field Lights.
 - ii. Spirit Wear is online. Monday is the last day to order.
 - iii. Fundraising- Apex has brought us breakfast today. They will help with our Fun Run and activities starting on February 18 with the Run on

March 1 during school hours. Extensive planning will be in January. In-House dance party as an incentive.

iv. Retail share- none

- VIII. Unfinished Business -Landscaping- Fran Steele handed out Landscaping history document. Sprinkler system has broken 3 times this year. District cut down 10 Bradford pears and redid drainage on the hardtop. PTO saved over \$17,000 by waiting for FBISD to repair these issues. On tree plan, Phase 2 trees will be planted the week of Thanksgiving at cost of \$650 a tree. Irrigation will need to be worked on after. Many of the landscaping budget items were cut. Would like to revisit possible refunding of these items.
- IX. New Business - none
- X. Announcements- Spirit Night at Altitude is tomorrow.
- XI. Motion to adjourn meeting made by Kelly. Seconded by Janet. Meeting adjourned at 10:15 a.m.