

# CME PTO Board Meeting Minutes

Sept. 4, 2019

## 2019-2020 Board Members

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

P = Present

A = Absent

- I. Call to order at 9:44 a.m.
- II. Induction of New Board Officers - by Mrs. Boyd
- III. Minutes of the Previous Meeting
  - a. May Meeting Minutes - Cora motioned to approve and Norin Second
- IV. Administration - Mrs. Boyd: Welcome back, since I missed last meeting I want to officially welcome you back and thank you for all you do. We had a lovely time at Family Fun Night visiting and talking with all the families. Lunch last week it was incredible, thanks again!
- V. Teacher Representative - Mrs. Hodges: Kids are starting to get into the groove of things and teacher routines. We (Mrs. Adams and Mrs. Hodges) are working with 2nd and 3rd grades in Schoology to get them ready and comfortable. Schoology is are Learning Management System (LMS) and there is a parent login and a separate student login. At parent night we will be doing a tutorial to help parents log in and get familiar with the system (2 sessions). Clubs - cheer has started and Ms. Soto may have sent out information about choir to 5th graders. Ms. Ramirez has started safety patrol and getting a schedule for flag patrol, but all other club information will be available at Open House for parents. Clubs will generally not start until October. We have a new program that we have introduced this year called Tiger Teams on Friday mornings when there is a scheduled pep rally. It's vertical teams (children from all grades K-5th) with approximately 17-20 kids in each group teamed with different teachers. We will be doing different character lessons from Mrs. Lappage

and will meet once a month or every 6 weeks as a group. We see it as an extra layer of support, another adult that the child will know on campus, other students in different grades that can be there and support if needed. It is not in replacement of Genius Hour, which is a self paced, project based learning group (1 hour+) to explore and learn about different things, or take a passion to the next level. We are planning to structure it a bit more for those that need a little more direction, as well as bring in speakers this year. Examples of GH activities could be acting, coding, crocheting, art, baking, robotics, music, yoga, etc. Ms. James (4th grade Math/ Science) is coordinating volunteers to help commit to at least 3 consecutive sessions to create a group. Reminder - if you are taking pictures of kids...please check with the teacher to make sure that we can publish their picture. Parents have until the end of the month to complete their verification forms, so we don't have a completed list yet. Checking in with the teacher is the best way to know right now.

#### VI. Reports of Executive Officers

- A. President - we will be voting on the shade structure, and gifts maintenance. The shade structure has been paid for so that amount should be removed from our budget. We also need to determine a gift maintenance line item for maintaining gifts and other items that have a reoccurring expense. It's also important that you participate and be there at events to learn hands-on about PTO. So I encourage you to sign up for things that get sent out from VIPS. Finally, please copy me on things, anything major if possible, so I can answer questions regarding your committee. It would help if you could notify us if you have a committee meeting or if you are communicating with committees under you, please copy me.
- B. Vice President - Planning our 1st event for next week, Tuesday the 10th with Mobile Dairy Classroom. Schedule is 8:30-9 is K and 1st, 9:15-10a is 2nd and 3rd 10:15-11:15 for 4th and 5th. With Mobile Dairy Classroom, kids will be able to see a cow getting milked and learn about the farm to customer path. We have been trying to get them to come to the school and we were able to make that happen this year.
- C. Treasurer - There are several handouts; Budget is included with the tax form, please remember that we do not reimburse for taxes. Also please have 2 people count and document all cash/checks when you are doing a deposit. Please let me know via email if you have something for reimbursement and allow me 5 business days to process. Gift maintenance: we should think about the maintenance of our previous gifts that will have a reoccurring expense. This vote would also make it a line item for future, so we do not have to go through grants in order to maintain. In the financial report, there is a total of \$83K. If we keep \$40k for current operating budget, that gives us \$43K to take up for gifts. Our operating budget is \$95k so we need to discuss how much we should keep and how much should be moved to gifts. In the past, there has been a concern that we would not have the ability to write checks until our spring fundraiser happened. Historically, we have had \$3,500 appropriated for gift maintenance in our budget. Discussion about having large amounts of money being brought back to the board to vote. We should do some more research and speak to Ms.

Bolding to come up with a number suitable for our maintenance items (list) and come up with another proposal. Tabled - no vote.

- D. Recording Secretary - please make sure you have signed in.
- E. Corresponding Secretary - sent two notes out - one parent had a flooding incident and another a bone marrow transplant. 5th grade party will need waivers forms, and we are probably going back to Sweet Water CC for the party. We are doing cookie sales, which we didn't do last year and I would like to see if we could include that money in our budget line item. The money from cookie dough sales will buy the 5th grade t-shirt and be used for the party. Any money left over will be donated back to the school.
- F. Parliamentarian - we have filled the 2nd publicity position with Hanh Earhart - welcome!

#### VII. Reports of Standing Committees

- A. Gifts - we discussed over the summer about how involved the parents should be to suggest gifts through a survey for this year. We would like the input from families, but a survey is still outstanding. I'd like more input, and if you (board) have any ideas as well, let us know. Ms. Hodges suggested that we have guiding categories and suggestions/examples in the survey to help the parents and get a better result. Cora suggested to also ask the kids or 5th graders (at lunch get some forms out with some examples) to get some ideas since they are here all day and have given great suggestions in the past.
- B. Hospitality - Survived our 1st event. Thank you to Boba and Michelle who came to help set up. Next event is the tailgate for teachers/staff - aiming for Oct. 15th, 16th, or the 25th. Checking in with Sharon Hicks to check the calendar and come up with a date that works for everyone.
- C. Membership - half way through our membership drive and we have with collected checks \$7K plus online is around \$7K. We are using the marquee to thank donors and will be getting incentives together.
- D. Publicity
  - 1. Tuesday email - Aiman likes to get information to the front office by Monday at noon - please get contributions to her by Monday at 11am. Aiman sends out a reminder over the weekend, but remember that everything should be submitted and approved by Ms. Bolding before being disturbed. Also if you want something to go out in the Tuesday folder, you will need to have the information/handouts in Teacher boxes on Monday so they have time to pick up and put in children's folders.
  - 2. Signs - send Janet an email if you need signs to be displayed on campus. Michelle - we have a great person for signs, local guy at Sign City, if anyone is looking for signs.
  - 3. Marquee - we have slots available from Auction and Membership will be using some spots for donors. We are anticipating a new marquee club and once we get a sponsor/teacher Mrs. Boyd will let us know. For now the Fundraising Committee will be doing the marquee weekly.
  - 4. Website - Set up a process for submission for website and social media deadlines - Jennifer will be working with Hanh to come up with an appropriate deadline so that it's better structured. Inquiring whether we

should start an FAQ section on our website since we get a lot of the same questions each year and we can be more proactive about this - please send Jennifer questions/answers to add from your committees. Jennifer also thought about the putting a suggestion box online/physical so that parents can have a direct feedback loop and be able to have an avenue to PTO. Even though our board meetings are open to all, many parents and teachers can't make our meeting time and this would give them an opportunity to connect with us. We will need to determine who will be responding to that feedback, but something to consider.

- E. VIPS - tomorrow is the breakfast, we will talk about what VIPS is, background checks, outside hours, volunteering, and giving parents info. New Science room, so we need a coordinator for that and we need picture day volunteers for the 18th. Recommended that we open our volunteering to everyone, and try to extend a welcome to everyone rather than circulating SUG's to the board. Remember to send out to the GLCs and use them to spread the word as well. Sometimes that helps us to get more attention to certain PTO items that may get lost in a long Tuesday Tiger Weekly Email. Shared Dreams - Oct 15 -16th, and the 18th
- F. Ways & Means
  - i. Spirit Nights & Spirit Wear - Altitude last week it was great, Jason's deli is next on the 18th. Spirit Wear ends next week Tuesday...we can extend it if necessary. We are just over \$6K this year, we will see how it goes. Janet is going to send an email blast about it, and update signs. Just a reminder, the spirit shirts are one big order. All of the shirts will be organized and will go out at once in the kids backpack.
  - ii. Fundraising - Apex dates Feb 17-28th 2020 and we are waiting for the new theme. We decided that it would be better and used more often if we changed one of the purchased spots into the front parking area to a CME Volunteer spot. Those signs have been updated and put up.
  - iii. Carnival - starting the planning for carnival (Nov. 8th). Looking for committee members, so please let me know if you would like to help. It's one of the biggest events of the fall semester and it's so much fun!
  - iv. Retail Share - box tops is changing this year and they are being collected via the box top app. Because of this, we cannot use classroom incentives, but maybe we can talk with Ms. Bolding about doing a school wide incentive. We can also set internal goals through the app and have a PJ day or silly string an admin once a goal is reached. We could really get a lot of money because of these in-app incentives so please download!

#### VIII. Unfinished Business

#### IX. New Business

- X. Announcements - volunteer breakfast tomorrow, plan to be there. Open house we will have a power point, just like last year. If you have anything specific you would like to add (like pictures) please send to Jennifer, as she is working on the powerpoint/video. Again, please CC Parvathi on your committee emails. Sarah - Update on shade structure: We are getting close to scheduling the installation of the

shade structure, hopefully we can schedule starting next week, but I don't know how far we are going to be scheduled out. Hopefully we will not have any additional expenses, but the only thing that has come up is if they drill into concrete then we would have an additional expense.

XI. Adjournment - Jennifer motioned to adjourn, Nyla seconded