**CME PTO Board Meeting Agenda**

Date: 02/03/2021

Call to Order Time: 9:34 am

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| Administration Rep | Ms. MangumMs. Bolding | PNP |
| Teacher Rep | Ms. Hodges | P |
| President  | Jennifer Varnell | P |
| Vice President | Boba Nikolic | P |
| Treasurer | Norin Ali Khoja | P |
| Recording Secretary | Janet Berry | P |
| Corresponding Secretary | Cora Lee | P |
| Parliamentarian | Wendy Zafris | P |
| Gifts | Nyla Ismail Sydora | P |
| Gifts | Open | - |
| Hospitality  | Ozgun Demirbas | P |
| Hospitality  | Sarah Yoo | P |
| Hospitality  | Emilie Rivera | P |
| VIPS | Andrea Reichenbach | NP |
| VIPS | Anne Griffin | P |
| VIPS | Open | - |
| Fundraising | Rachel Smith | P |
| Fundraising | Nyla Ismail Sydora | P |
| Spirit Wear Spirit Nights  | Nykyta Rainer | P |
| Spirit Wear Spirit Nights  | Michelle Townsend | P |
| Publicity | Jessica McCauley | P |
| Publicity | Hanh Earhart | NP |
| Publicity | Rachel Smith | P |
| Membership   | Anupama Khandavalli | P |
| Membership  | Michiko Freeman | P |
| EEPS  | Fauzia Syed | P |
| EEPS  | Linette Ewing  | NP |

Guests: NA

P=Present NP=Not Present

1. Call to Order

9:34 am

Quorum is present

1. Minutes of the Previous Meeting

-Motion passed for approval of last month’s meeting minutes (01/13/21), Annie motions, Rachel seconds.

1. Administration: Ms. Mangum

-Ms. Bolding won’t be able to attend today’s meeting. Term 4 is in progress of being planned. The registration period for Term 4 opens Feb. 4 and closes on Feb. 11

-Bingo night was fun and a great family night. Thank-you.

Speaking on behalf of Ms. Bolding: Electronic marquis training is today and Ms. Mangum will need to leave early for that. Sabrina will purchase the One Book, One school Book. She will submit the receipt and PTO can reimburse.

Question on incentives for Fun Run. The teachers are having a meeting on Thursday and that will be discussed. Is this enough time to be able to plan? Fundraising: That should work but the sooner the better.

1. Teacher Representative (Ms. Hodges)

-Author visit Chris Barton: was unconventional and really well done. It wasn’t live but recorded with the kids incorporated in the video asking questions. Last classes today will see (Bradshaw and Rountree). The kids really liked seeing themselves in the video.

-Thanks for the distant learning opportunities!

-Every grade is doing an activity to encourage interface between F2F and virtual students.

-Valentine’s-each grade is coming up with a way to celebrate without valentine’s being passed out.

-Special mention to two 4th Grade students who did very well in the 90 second Newberry video challenge. They will move on with their videos at the next level.

-Ishaan, CME’s spelling bee champ finished in the round before the FBISD championship level.

1. Reports of Executive Officers
	1. President

-Next year positions, please let Wendy know what you want to do. Available positions will be posted online next week for nominations.

* 1. Vice President

-Shared Dreams: the drive is in progress. Accepting full size shampoo, conditioner and toilet paper donations. Hodges put the announcement on KGRR this morning and the collection buckets will be put out today as well.

* 1. Treasurer

Total Income this year $21,654.64

Expenses: $49,056.47 (includes the down payment on the playground $27,151)

Net Income: -$27,401.77

Gift (playground): $27,151.00 this value is close to the Net income so this explains the deficit and we had earmarked and were prepared to pay that money.

-Fun Run and Auction is coming… hopefully we will meet our target for the school year.

-Balance at the beginning of the year: $97, 164.38

 -27,401.77

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 $69,763.60

-approximately $20,000 will be used for the play structure balance which leaves us with approximately $49,000 which gives us some peace of mind for writing checks at the beginning of the following year. We are hopeful for more income so that we can have more of a cushion next year writing checks at the beginning of the year.

Question: Where are the entries for T-shirts and Cookie Dough. The Cookie Dough Company took care of the income and sent a check for $1200-it is reported in the Profit/Loss Income of 5th grade and the T-shirt cost has not been received yet.

* 1. Recording Secretary

Nothing

* 1. Corresponding Secretary

Nothing

* 1. Parliamentarian

-Need to know who is staying and who is leaving your position.

Question: What positions are open? Wendy will email positions that are open.

Question: If you don’t have kids at CME can you be at the board? Bylaws were looked at and it was determined that the person could be petitioned to be on the board.

1. Reports of Standing Committees
	1. Gifts

-Play structure: all building modifications are on hold with the district.

-Kiddie crush mulch was installed at the school yesterday

-Gift maintenance budget has not been used at this time

Jennifer: Maybe we can lower the cost of the playground install as we won’t need as much Kiddie crush installed. We need to do minimal maintenance. It looks like the basketball nets and soccer nets need to be replaced. Nyla: we looked into the nets in the past and it falls under Coach’s budget.

* 1. Hospitality

-$510 has been raised for Sponsor the Staff event.

-Next event is Go Texan Day BBQ lunch on Feb. 26. It will be SCBBQ individual wrapped baked potatoes with chopped brisket. There will be a signup genius going out for volunteers to help pass out bags.

* 1. Membership

-Receipts were sent out last week for cash/check donations

-One more check came in for membership, it will be turned in.

* 1. Publicity

-Last week’s Tiger Roar was sent out in error this week. A correction email was sent out this morning.

-Need info for Tiger Roar submissions by Sunday so that they can be passed onto to Marisa on Mondays.

* 1. VIPS

-Ann: There was a hiccup at the beginning of the Bingo, they had to figure out at the last minute who the winners were to get them prizes.

-There are extra prizes that can be given to the Fun Run.

-Items were ordered for the Valentine’s party packs. The party packs will be assembled outside in the gazebo on Tuesday. Will need volunteers to put the packs together and hand out. Ordering cookies again from Kroger (2/bag). Friday is early release and that is when the parties will happen. Online students will pick up packs on Thursday. Teachers will come up with something else the kids will do in class for the Valentines party-each grade will have an activity.

* 1. Fundraising

- Rachel: Tiger Fun Website is in progress. Will be available by the end of the week. There will be teacher incentives and bigger prizes. Marisa is helping. The fun run date was planned for last week in Feb. but now will be 1st week in March.

Nyla: Teachers will need to help with the Fun Run. Fundraising had website training. This is our big fundraiser.

* 1. Spirit

- Spirit Day Feb. 18 6am to 10pm Chick-Fil-A

* 1. EEPS

-International week in is the week before spring break. All on Schoology. Parents can record their kids cooking, share recipes, dance, sing songs. There will be nothing handed out. More info will be sent out in Tiger Roar next week. Uploading info will be released end of Feb.

Hodges: it can be combined with Open House where first and second grade shows will be recorded and uploaded.

1. Unfinished Business

Nothing

1. New Business

Nothing

1. Announcements

Shout out to VIPS for working hard! Bingo and getting all the Valentine’s stuff ordered!

Adjournment Time: 10:20 am Wendy motions, Nyla seconds