

## CME PTO Board Meeting Agenda

Date: 10/02/2024

Call to Order Time: 9:37 am

Administration Rep	Ms. Viado	P
Administration Rep	Mr. Mackay	P
Administration Rep	Jennie Lam	P
Teacher Rep	Ms. Benson	NP
President	Anne Vaughn	P
Vice President	Connie Khawaja	P
Treasurer	Melanie Sacks	P
Recording Secretary	Janet Berry	P
Corresponding Secretary	Sarah Yoo	P
Parliamentarian	Henna Ali	NP
VIPS	Jessica McCauley	P
VIPS	Christine Micheletti	P
VIPS	Adriana Spenzieri	NP
Fundraising	Amber McCoy	P
Fundraising	Stephanie Rice	P
Fundraising	Tiffany Seijo	P
Gifts	Natalia Nicastro	P
Gifts	Rosanna Isaguirre	NP
Gifts	Lubna Faizal	P
Hospitality	Victoria Greenleaf	NP
Hospitality	Unnati Naik	NP
Hospitality	Sonia Joshi	P
Hospitality	Natalie Simmons	P
Publicity	Racheli Tamir	P
Publicity	Victoria Greenleaf	NP
Spirit Wear/Nights	Holly Klingaman	NP
Spirit Wear/Nights	Amanda Sauer	P
Membership	Jennifer Varnell	P
Membership	Changjun (June) Shen	NP
EEPS	Amani Rabadi	P
EEPS	Evelyn Sly	P

Guests: NA

P=Present NP=Not Present

I. Call to Order

9:37 am

Quorum is present.

II. Minutes of the Previous Meeting

-Motion passed for approval of last month's meeting minutes (05/01/24), Amber motions, Sarah seconds.

### III. Administration:

- Viado: loved Tailgate, Ms. Ford, Ms Viado's boss, came too. Thank-you!
- The Raptor scanner came in in time for the holiday parties.
- Popcorn day is Wednesdays because there are so many Fridays off
- Bingo night, Viado has the last shift
- There are lots of days off coming up which are good for catchup

#### Calendar Items:

Oct. 8<sup>th</sup> CPAC meeting, parents who wanted to do filled a form, all were accepted, discusses staffing updates, campus improvements and new business

Oct. 8<sup>th</sup> PTO animal presentation to ABC/SAILS/Kindergarten

No school on Oct. 10-11 and 14-15

Oct. 16 is Tiger Store and Fall Picture retakes (8:30 am)

Oct. 18 Houston Christian Basketball team comes for school drop off

Oct. 21-25 Student Council Smencil sale and library book character pumpkin patch

Oct. 25 Character parade and Sugar Shindig (please sign up, last year we had 40 people go, this far only 20 have signed up)

Last week of Oct. is Red Ribbon week, will keep the dress up simple

Oct. 29<sup>th</sup> is Spring Creek BBQ Spirit Night and Biz Town for 5<sup>th</sup> grade

Oct 31 is pumpkin day for 1st grade

### IV. Teacher Representative

- Not present.

### V. Reports of Executive Officers

#### a. President

-Today we are going to vote on KGRR equipment, Sullivan might stop by to discuss some points

-There was a process to follow called Escalation Hierarchy, please follow that and it will be easier to resolve issues.

-Tireless Tiger award goes to Hospitality (efforts on Tailgate) and Membership for a great drive

-Sugar Shindig: fun, good dinner and an auction. Please consider going. You can wear a costume and Viado is buying glow in the dark items. There is a fajita bar, drinks and a live band. Attendance is recorded and you can win. Last year we were 3<sup>rd</sup>

-Carnival update for Victoria: Committee chairs have been filled, attractions have been booked and prizes are in progress. Everything has been covered by the budget, but they are still going to approach sponsorship

-Henna has stepped down as parliamentarian, as per bylaws, there will be an ad hoc committee, and they will forward a recommendation. There are people interested. be respectful in voting, listen, be collaborative!

\_Today Anne will record votes in her place.

b. Vice President

-nothing

c. Treasurer

Melanie: Beginning Balance (as of July 1st, 2021) **\$69,050.77**

Income This Year **\$36,208.73**

Expenses This Year **\$(31,401.61)**

Current Balance **\$73,857.89**

-Lots of income this month.

-Some committees are already approaching budget, we will need to vote on what will trigger a vote when a budget is exceeded.

-Teachers are using their budgets

-Biz Town needs to be paid, please provide the invoice

-Discussion on lawn signs and where the money should come from (committee or back to school budget)

Anne: Popcorn arrived but sending back as it was too small. Will be getting a new one. We need a line item to pay for the popcorn machine supplies as it will be continual.

Sarah: \$600 for balloon arches seems expensive. Viado open to other things but wants a special feeling for the start of school. They were used for picture opps and were used multiple times at different events. If we wanted to save money, we would need to come up with a committee to create the balloon arrangements.

-Pertaining to vote: A general sponsorship budget item is better to have so the money could be used for other things, not just the event that brought the money, and have to vote to move it elsewhere. And it is more transparent. Also the sponsorship awards aren't specific to that event, like advertising on the marquis. Then money moved would be discussed at a meeting or with Anne. Money that is donated for a specific ride or attraction will stay with the carnival, but a tiered sponsorship will go in the general sponsorship. This offers a clear picture as to what extra money we have.

Stephanie: Rides/attractions will have the opportunity to be sponsored by families this year, not just businesses.

d. Recording Secretary

Janet: Nothing

e. Corresponding Secretary

Sarah: In September, we sent congratulatory cards to Tammy Janos (last year's board member) for the birth of her daughter and for Ms. Villarreal's upcoming nuptial.

f. Parliamentarian

Henna: NP, looking for a committee

VI. Reports of Standing Committees

a. Gifts: Lubna, Rose and Natalia

### 1. Teacher Lounge Update

The new Fire Marshal requested the removal of certain fixtures from the teacher lounge. We came in last week and successfully removed all required items. A special thank you to Rose's husband for his invaluable assistance with this process (Lamps over the tables were removed).

### 2. Flexible Seating Initiative

As discussed in our last meeting we have \$5,000 remaining from last year's budget, specifically allocated for flexible seating. The Gifts Committee is preparing an electronic survey for CME teachers to gather their preferences on flexible seating options for their classrooms. Teachers who have not yet received flexible seating will each have a budget of \$200 to select items that best suit their needs. An Amazon Wishlist, containing 14 seating options, has been created and sent to Ms. Viado for review. Teachers will also have the ability to suggest additional items. The funds will be divided among all teachers from Pre-K to 5th grade, excluding 2nd grade and Ms. Ballestas, as they have already received flexible seating. This includes two Special K classrooms.

### 3. Committee Formation for 2024-25 Gifts Evaluation

As per PTO bylaws, the Gifts Committee needs to form a group, including non-board members, to help evaluate and recommend gifts for the 2024-25 school year. We have reached out to Ms. Viado for guidance on selecting a teacher representative. She recommended Ms. Benson, who is the teacher rep this year, and we will be reaching out to GLCs for a second non-board member. Once the committee is formed, we will work on the gifts survey, with plans to have it ready to go out by the end of October or early November.

### 4. Additional Update:

-No further updates on the delivery of flexible seating for 2nd grade currently. Delivery date is 10/15/24

-No new information from Mr. Sullivan regarding stage lighting. He is still working on getting approvals or stage updates.

### Hospitality

Sonia: -Introduced Natalie

-Thanks for all the help for the tailgating event

-this month is "treats"! On October 31<sup>st</sup> they will be rolling carts or prepacked snacks around (feedback that prepacked snacks are lots of work).

### b. Membership

Jennifer: Thank you to everyone who made our Membership Drive a success. We finished with a total of 265 donations for a total of \$28,786.30. The average donation was \$108.63 with more than 66% donating at the Bronze level or above. Close to 50% of our families donated to this year's drive and I believe that is our highest participation rate that we have had at the school. We still are in the process of receiving a few corporate matches, so we will update you once those have been processed. Thanks again for all of your help!

-there was lots of teacher participation.

-Viado made it to popsicle and pizza parties and the kids were loving the fun.

c. Publicity

-Nothing

d. VIPS

- VIPS is gearing up for Bingo Night on 10/3 from 5-6:30. We will have popcorn and lots of fun prizes. We are also working to organize a sign up to help support Popcorn Wednesdays for CME Faculty and Staff. There will be 2 volunteers needed for each time slot. Also please sign up for Tiger Store (Oct. 16, 17 and 18<sup>th</sup>). We will be reaching out to GLCs to discuss whether to continue with class gifts at the holidays and the end of the year and to whether to include outclass teachers.

Viado: recommends taking this off PTO's plate. Teachers will get appreciated. Teacher favorites could be provided to the parents from the room parents. Outcome: Class donation will be dropped, but a reminder will be sent. Jessica will draft a new letter for approval and attach teacher favorites. Maybe a card signed by class could be done.

\*\*At this time Mr. Sullivan came in to talk about funding for the newly transitioned KGRR morning news. Mostly old equipment has been pieced together and it hasn't been used in a few years. What he feels is needed is a green screen and a microphone for a third student. There are lots of students involved and there is already a camera.

Viado: this is a student led vision. Students can get skills with production, headphones, mixing boards video and sound mixing.

Stage lights: moving along slowly and the paperwork is in. It is in the approval process, all funding information is in.

e. Fundraising

-Sponsorships are coming in, APEX contract is signed. They are exploring auction platforms.

-Library reading incentive is October and March. The top class per grade will win an ice cream party.

Viado: Recess can't be supervised by parents often because it is unstructured time and there are behavioral issues and other dynamics that are confidential and can't be controlled at recess events. So only the few times that we already have in place can be done, more can't be added as incentives. Additional recess can be provided but it has to be supervised by teachers. Also, teachers will be reminded to ask Viado/McKay before approaching PTO for items/funding.

f. Spirit

-Spirit Wear orders are in production, and we will get them distributed as soon as we receive them.

- Upcoming Spirit Nights:

October - Spring Creek BBQ 10/29

November - Chick-fil-a 11/12

December 3rd - Pepperoni's Pizza

g. EEPS

- In process of scheduling programs.

The Creature Teacher for ABC/SAILS and Pre-K, tentatively on 10/8

My Reptile Guys for 1st grade in November, date TBD

NASA for 4th and 5th grades in December, date TBD

VII. Unfinished Business

-None

VIII. New Business

-Vote: To add General Sponsorship line item to budget under fundraising for donations from tiered sponsorships. Connie Motions, Jennifer seconds.

Vote passes.

-Vote: To purchase new equipment in the amount of \$451 for the KGRR Tiger News Club, Amanda motions, Sarah motion to discuss. Where is money coming from? Membership has extra, it will come from overages. There will be a new line item KGRR. What was used in the past? It was just pre-recorded with laptops and the equipment wasn't utilized.

Vote: Passes

-Vote: To give library \$300 for incentives for reading week. Jennifer motions, Amani seconds. No discussion needed.

Vote: Passes

IX. Announcements

-All board members have donated to membership

-Oct. 3: Bingo

-Oct. 25: Sugar Shindig

-Oct. 29: Spirit night Spring Creek BBQ

-Oct. 31<sup>st</sup> Halloween Treats (Hospitality)

-Nov. 8<sup>th</sup> New Carnival Date

X. Adjournment

Jennifer motions for meeting to adjourn, Lubna seconds, Adjournment Time: 11:24 am