**CME PTO Board Meeting Agenda**

Date: 10/07/2020

Call to Order Time: 9:33 am

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| --- | --- | --- |
| Administration Rep | Ms. Bolding | P |
| 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](mailto:lgnixon1@hotmail.com) | P |
| Parliamentarian | [Wendy](mailto:lgnixon1@hotmail.com) Zafris | P |
| Gifts | Nyla Ismail Sydora | P |
| Gifts | Open | - |
| Hospitality | Ozgun Demirbas | P |
| Hospitality | Sarah Yoo | P |
| Hospitality | Emilie Rivera | P |
| VIPS | Andrea Reichenbach | P |
| VIPS | Anne Vaughn | 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 | P |

Guests: Fran Steele, Brad Smith

P=Present NP=Not Present

1. Call to Order

9:33 am

1. Minutes of the Previous Meeting

-Jessica motions for approval, Nykyta seconds

1. Administration (Ms. Bolding)

-New AP starts tomorrow (Oct. 8). Her name is Ashley Mangum and she came from Lionetti Elementary

-Kids are getting back into the school.

-F2F kids need to have parents do the screening online. It is slowing things down and the children are missing out on some morning activities as they have to be detained for screening to be complete.

-Admin is thinking of doing incentives to encourage screening.

-Report cards are next Thursday (Oct. 15)

1. Teacher Representative (Ms. Hodges)

-all CME students are all members of the virtual library course. They will be using this library course for spirit events

- Story book pumpkin (submit a flipgrid) and storybook snowman (can bring it in to post on the wall or email it in) are being planned.

-Red ribbon week coming

-there has been lots of investment into online books (district and school).

-Curbside library will be happening soon for online students

-Author visit for 1st grade will be at the end of Oct.

-PTO paid for opera program last year for second grade and it never happened.fcvtghunjni They will have the online program for the 3rd grade because 2nd grade was the only grade that didn’t get a program last year.

-Mainstreet Theater is doing character visits, looking into that.

1. Reports of Executive Officers
   1. President

-Thanks for attending today's meeting. We have a full agenda prepared today, so please limit your reports to 5 minutes so we can finish in a timely manner. We will also be voting later in the meeting so as a reminder, committees need to select one designee to vote on behalf of the committee. Finally, I wanted to clarify one point on Membership. Our Membership Committee will be updating us on the Tiger Pride Drive later, but I wanted to make sure that all Board members are aware that they have to join the PTO during this drive in order to be considered in 'good standing' on the Board. If you have any questions, please let me know.

-Attendance in meeting: if you join as part of a committee please put in chat your name

* 1. Vice President

-Thanks to everyone forwarding their Volunteer Application Status Approval. If you haven't done already, please do so.  
As volunteering will be different this year it is important to have it on file. We might be required to bring completed background check with us on the day of volunteering.

-Shared Dreams: volunteering opportunities are available for 10- 2pm. Items are being accepted. Thoughts on a drive-maybe delay as many events/transitions are going on. What is the best way to do this? A drop box outside at certain times.

* 1. Treasurer

Total Income as of Oct 6th $3,458.78

Expenses: $28,964.39 (includes the down payment on the playground $27,151)

Net Income: -$25,505.61

Balance: $71,659.76

* 1. Recording Secretary

Jot Forms filled out help with the notes so thank-you for filling them out.

* 1. Corresponding Secretary

-Nothing

* 1. Parliamentarian

-A read receipt is needed for bylaws, please review them.

-Balfour yearbook contract has been signed. Trying to determine how the yearbook will be formatted, maybe each teacher has a page.

-A notice about the yearbook will be going out in the Tiger Roar

1. Reports of Standing Committees
   1. Gifts

-Gifts in interested in sending out the survey earlier this year so that it gives more time for gift decisions. Oct 23 is the deadline for other committees to add questions or prompts to the survey.

-Play structure was approved by FBISD, Gifts met with All Play and the structure was ordered and contract signed Sept 29.

Timeline: 1 week in transit

2 weeks to wait for install (All Play isn’t busy in winter)

7-10 business days for install

Estimation: installation before the holidays or beginning of Jan.

* 1. Hospitality

-Adopt a teacher has raised $800

-Updated message to highlight para professionals on social media, PTO website, and Tiger Roar.  We will consider adding more slots for K-5 teachers and outclasses teachers once most slots are filled.

-They are thinking about how to recognize sponsors

-Next Friday (Oct. 16) having Tailgate for teachers.

-It was determined that volunteers are allowed at the school for the tailgate. The school’s health monitors will come to the back to take temperatures and ask question of the volunteers. Setup will be the day before and the food will be delivered at 10:15 am on the day of.

* 1. Publicity

-Rachel has done signs for Adopt A Teacher and Cupcake Chase. She will also be doing the marquee. The has misplaced the keys to the advertising boxes so those are on hold right now.  
-Jessica will be sending out Tiger Roar submission reminders Saturday night/Sunday. Please send by Sunday at 7:00pm!  
-Hanh is advertising all upcoming events and reminders on social media.

* 1. VIPS

Nyla: -5th grade party-funds for last year’s party wasn’t used.

-5th grade wants to have a party this year and they will be selling cookie dough for funds.

-Cookie dough sales are for 2 weeks Oct. 23 to Nov. 9th.

-There will be sales online and on paper and the UPS will ship the cookie dough. It will be shipped after Thanksgiving.

-Nov 12-19: Yearbook Cover and 5th grade T-shirts will have artwork submissions and Room Parents will judge. Big Frogs doing T-shirts but they won’t be available until the end of 2020.

-Cora has volunteered to be GLC coordinator

Andrea:- Donuts with Dad will be a drive-thru event possibly

-Ann Vaughn has joined VIPS

* 1. Fundraising

-Movie Night: budget proposal

-FB Education Sugar Shindig: may need an incentive as there aren’t many participants. The event will be advertised on the announcements and more promos are needed

-Adopt the Teacher: some of the staff (custodians, paras) are not getting funding. Trying to get more involvement for these departments.

Vote: Fundraising motions to move $2800 from the carnival budget to Movie Night. ROLE CALL vote: Motion passes

* 1. Spirit

- Spirit wear is now available for purchase on the PTO website, through Oct 21,2020.  A Google form will be coming out soon for PTO Board members to select their shirt sizes. Spirit Night at Chipotle is coming up on Saturday Oct 17th from 5pm-9pm.

* 1. EEPS

-school is looking to see what time in the schedule would be good for Duck for President show online. It will be presented to Kinder, 1st and 2nd

1. Unfinished Business

Nothing

1. New Business

Nothing

1. Announcements

Shout out to Fundraising for working hard on new ways to fundraise. Thank-you gift card in email.

Adjournment Time: 10:44 am Wendy motions, Nyla seconds