

CME PTO Board Meeting Agenda

Date: 11/06/2024

Call to Order Time: 9: 33 am

Administration Rep	Ms. Viado	P
Administration Rep	Mr. Mackay	NP
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	Position is Open	
VIPS	Jessica McCauley	P
VIPS	Christine Micheletti	P
VIPS	Adriana Spenzieri	NP
Fundraising	Amber McCoy	P
Fundraising	Stephanie Rice	P
Fundraising	Tiffany Seijo	NP
Gifts	Natalia Nicastro	P
Gifts	Rosanna Isaguirre	P
Gifts	Lubna Faizal	NP
Hospitality	Victoria Greenleaf	P
Hospitality	Unnati Naik	NP
Hospitality	Sonia Joshi	NP
Hospitality	Natalie Simmons	P
Publicity	Rachel Tamir	P
Publicity	Victoria Greenleaf	P
Spirit Wear/Nights	Holly Klingaman	NP
Spirit Wear/Nights	Amanda Sauer	P
Membership	Jennifer Varnell	NP
Membership	Changjun (June) Shen	P
EEPS	Amani Rabadi	P
EEPS	Evelyn Sly	P

Guests: NA

P=Present NP=Not Present

I. Call to Order

9:33 am

Quorum is present.

II. Minutes of the Previous Meeting

-Motion passed for approval of last month's meeting minutes (10/02/24), Stephanie motions, Amanda seconds.

III. Administration:

-Viado: Sugar Shindig was great! Hopefully more people can come next time and will talk about maybe the PTO buying a table or tickets for the teachers next year. Viado asks each grade to write a grant every year. There is \$1,500 available per grant if accepted. Last year everyone who submitted got the money. This year she is asking for 2 grants per grade be submitted. That is why Sugar Shindig attendance is pushed each year.

-There will be a new dress up week with more information to come

-Nov 13 Sullivan's Veteran's concert

-Nov 15 3rd Grade field trip to Natural Science Museum

-Nov 20 Kinder Thanksgiving Feast

-Thanksgiving Break

-Rodeo Day- Houston Livestock Rodeo-we have the option of half or full day. They bring speakers (10-12) and activities for the kids (no preK or Kinder). We provide breakfast, lunch (FBISD Nutrition is used to feed them, maybe a taco bar, no BBQ) and a room. They talk about roping, history, clowns, etc. Kids can dress up and take part in activities. STUCO and ambassadors are used to meet them and show them around. Parking will be blocked off. This event is special, and it takes about 2-3 years to get on their list. If they are treated right, they work you in earlier. Viado may reach out to VIPS for help. Country music is played throughout the school to transition them from class to class. Sometimes other activities can be planned around the event, like a class chili cookoff.

-Dec 9th (Monday) NASA comes for 4th and 5th grade program

-Dec 10 Field Trip for the FSMS Fine Arts (they were having a hard time getting around to the elementary schools, so now the elementary schools will field trip to them)

-Dec 11 Spelling Bee 4:00 pm

-Dec 17 2nd Grade goes to Main Street Theater 10-1:00for their field trip

-Dec 18 Winter Parties for PreK to 1st and ABC/Sails 2-2:30, 2nd Grade 1-1:30 (2nd is then because of out class)

-Dec 19 Winter Parties for 3rd to 5th Grade 2-2:30

-Dec 20 Early Release

IV. Teacher Representative

- Not present.

V. Reports of Executive Officers

a. President

-Tireless Tiger award goes to Publicity

-Hobbs will be coming today to talk about Student Leadership Field Trips and asking for money.

-Anne's surgery will be 2 weeks out and Connie will be taking over for her recovery

-Note: There will be a regular PTO meeting on December 4th and a Holiday Party also in December (usually just a holiday party). This is not the norm but because of the long break, we would not meet again until well into January.

-Choir parents can come to Veteran's Day Program. Sullivan sent a message in Schoology, Viado can send a message in Blackboard.

b. Vice President

-Anyone has a hotspot that can be lent for carnival?

Jennie offered to help connect Wi-Fi on an iPad, it might be better as the guest internet has changed.

c. Treasurer

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

Income This Year **\$45,583.37**

Expenses This Year **\$(36,993.56)**

Current Balance **\$77,640.58**

-Back in black. \$8,589.81 came in this month.

-Popcorn machine budget will live in hospitality, it was in the president's budget and she is over budget. The popcorn machine came in and was too small, it was sent back and a larger more expensive one was purchased for \$300 (old one was \$170)

-Proposing Amazon Business Prime: \$129 annually. It helps teachers and the PTO especially if we need it fast. We must pay expedited shipping now and it can take up to a week for items to arrive.

d. Recording Secretary

Janet: Nothing

e. Corresponding Secretary

Sarah: Nothing

f. Parliamentarian

Position is open

VI. Reports of Standing Committees

a. Gifts: Rose and Natalia

The flexible seating finally arrived!! We would like to thank Jennie for all her help in coordinating the delivery! This last October 15th, the teachers received all the furniture and started setting up the classroom. At that time, we realized that the tall desks for 2 students were bigger than we thought. The solution is to buy more tall stools for each classroom. Thankfully we still count on the rest of the money from our first budget. We sent out an email with some options to the teachers for height-adjustable stools and received a response from them this week. Now, after consulting the teachers, we know how many tall stools they need and which one they prefer. So, we are starting our new purchase process. This means that since we won't have any money left over in the flexible seating budget from last year, we will not be sending out the survey to the teachers we discussed at our last meeting. Besides this, the feedback from the teacher is very good. They let us know the

kids are very happy with the flexible seating. We hope this small contribution will create a big impact on school in a long term.

-For the stage lights, it is at the "more signatures needed" level in the district. More money might be needed as the district has decided that they won't be paying for the electrical.

**Ms. Hobbs arrived to talk about the Ambassador Field Trip. Last year the Nutcracker was free but there are blackout dates. They are thinking about the food bank or animal shelter and there would be a need for money for the buses to get there. 3 buses would be needed as it is STUCO and ambassadors. The cost for the buses is based on mileage. For example, it was \$200 per bus to go to FSMS for the field trip there. Food bank would be farther, and Sugar Land has a shelter. They would combine it with a drive of some sort (animal or food). Hobbs will look into cost/places and submit a proposal.

Suggestion: adopt a family for the holidays, like through Shared Dreams (one family is chosen and 10 items are purchased and given) or with our sister school (Armstrong)

b. Hospitality

Victoria/Natalie: -PIES!! Due Nov 18th 3:30. Homemade or storebought. They will be handed out on the 19th

-Treat carts with Candy Apples from Scrumdiliumpious on Halloween were loved (Viado had a suggestion: Apple Bars are fun).

Carnival: Victoria-Carnival has come together well. The bounce houses need parents or older kids to supervise them so that the kids remain safe.

-16 teachers and staff have signed up.

Suggestion: can we use the teachers to ask families for help via email?

-Walkie Talkies will be needed, school will provide. They just need to know how many

-The bathroom will be in the hallway, so a volunteer will be needed to operate the door as we can't prop the door open until extended day hours are over.

-Indoor plan is a go if needed. Victoria will need a contact if we need to move indoors (Viado will provide her number)

-there will be 2 light towers to cover area, what about the rest of the lights as they are scheduled to shut off at 6:30 pm? AC on? Viado will check on those things. Pizza warmers are scheduled in the cafeteria.

c. Membership

June: Nothing

d. Publicity

-Rachelli/Victoria: If you have marquis messages they need to be submitted 1 week in advance.

e. VIPS: Jessica

- VIPS will attend the District VIPS meeting on 11/7.

- We are working on staffing Popcorn Wednesdays and other various volunteer initiatives.
- We will be gearing up for holiday parties and end of year events in the next few weeks. Asking teachers for feedback and have heard from 1 so far.
- Red ribbon week is over and ribbons are down
- Gingerbread house date is in progress
- Christine: Send pics in for yearbook and if there are any 5th graders that want to submit yearbook covers, please do so! Due December. The cutoff for the yearbook is 1 week before field day in order to get the yearbooks by the end of the school year. Next year maybe a club to help with. Ad sales for the whole school this year. Only 5th grade can take out a whole page.

f. Fundraising

- Stephanie: Done with Sponsors and Carnival Sponsors-some families have donated towards attractions. If we get a pic of families that sponsored with the attractions Viado will put in the newsletter.
- Apex- Feb 7th is the Fun Run, they have reached out to us.

g. Spirit: Amanda

- Spirit Wear: has all been handed out and spirit items will be sold at carnival.
- 154 students came to Spring Creek BBQ. The classroom winners were Reichenback, Loi and Crabtree
- Upcoming Spirit Nights:
November 12th - Chick-fil-a all day
December 3rd - Pepperoni's Pizza

h. EEPS

- My Reptile Guys for 1st grade on November 14th
- Nutcracker coming before the holidays
- NASA for 4th and 5th grades on December 9th
- Spring is being scheduled next

VII. Unfinished Business

- None

VIII. New Business

- Vote: To approve ad hoc committee for appointing a new parliamentarian (Connie Khawaja, Jessica McCauley and Amanda Sauer)
- Discussion Motion Christine, Seconds Sarah
- There is still an opportunity to join the race. So far only 1 person is interested. Stephanie Motions, Victoria seconds
Vote passes.
- Vote: To purchase a business prime membership for PTO for \$129/Year for up to 3 users
Stephanie motions, Jessica seconds to discuss.

-Gives us 1-2 day shipping versus 1-1.5 weeks. Many times we need fast shipping and we are paying \$7 for shipping.

Stephanie motions, Amanda seconds to vote

Vote: Passes

IX. Announcements

-Nov. 8th New Carnival Date

-Nov 19th Thanksgiving Pies

-Nov 25-29 Thanksgiving Break

-Dec 4 PTO Board meeting

-Dec 11 PTO Board Winter Party

-December 18-19 Winter Parties

-December 20 (half day)-Jan 8 Winter Break

X. Adjournment

Everyone motions for meeting to adjourn, Anne seconds, Adjournment Time: 11:18 am