

## CME PTO Board Meeting Agenda

Date: 09/11/2024

Call to Order Time: 9:41 am

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

Guests: NA

P=Present NP=Not Present

I. Call to Order

9:41 am

Quorum is present.

II. Minutes of the Previous Meeting

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

### III. Administration:

-CME won the district attendance challenge this month which means the teachers can wear jeans and the kids get some extra recess

-Today Crabtree organized a first responders parade for CME for 911/Freedom week

-Next week is Hello Week (evolved from anti bullying and the Sandy Hook shooting), the kids get involved in activities and dress up each day with a theme. Themes are polka dot day, superhero day, college shirt day, pirate day and blue out.

-19<sup>th</sup> is Book Fair which runs to the last week of September, next week is Student Council and class parties for membership, cheer clinic and tryouts are at the end of September, September 20<sup>th</sup> is Kinder Parade, 26<sup>th</sup> early release, and 27<sup>th</sup> is PD day.

Jennie: they are in the construction and design stage of stage lighting.

Sarah asks for a playground, NEHS, UIL update: There will be a new basketball court outside of the covered hardtop and a new playground with a cover. Timeline: it will be completed at the end of the year. Centeno and Ngo will oversee NEHS. Mr. Ngo wants to do number sense (UIL) but there is a new rule that a coordinator has to be a coach, and he doesn't want to do both, only a coach so they are working on it.

### IV. Teacher Representative

- Ms. Benson: New teachers are in culture shock, they are eager to support the PTO with membership.

### V. Reports of Executive Officers

#### a. President

-Thank-you to everyone for the support during Anne's recovery and thank-you to Connie. Anne made everyone a bracelet, please make sure you get yours

-the popcorn machine has been ordered; it will be here Friday.

Viado: Friday will be popcorn days, VIPs could there be a signup for people to pop?

-Tireless Tiger award goes to VIPs, for there back to school initiative and Spirit Committee

-please use your PTO email accounts

-be respectful in voting, listen, be collaborative!

#### b. Vice President

-Family Fun Night was a success! Thanks to all our volunteers we had. The event ran smoothly and there was lots of involvement.

Victoria: will follow up with the CHS dance volunteers to see if they liked the face painting products that they were provided for future events.

#### c. Treasurer

Melanie: Beginning Balance (as of July 1st, 2021) \$65,050.77

Income This Year \$17,065.21

Expenses This Year \$23,405.54

Current Balance (\$6,340.33)

-We have negative revenue because a gifts check went out so balance is coming back up. - There have been big expenses, like the Scholastic subscription

- Field Trips are being booked up
- Please submit reimbursements as soon as you can so that the money can be kept track of.
- checks are to be picked up at the front
- Viado will send a reminder out for teachers to use their teacher funds (up to \$200)
- Bensen: What is the per kid budget for field trip? \$15 except the class that goes to the zoo they get a bit more.
- PTO member feedback: field trips to plays don't seem to be popular
- Box Tops need to be pushed, it is an area where we can make money, this year our goal is \$1,000 and we have met \$100 of that.
- Our record keeping is QuickBooks online, people are asking for access, we will vote on that. The voting will be handled in new business, but we will be voting on: a: no change, 1 person access of treasurer, b: view only President, c: view only President and VP.

#### d. Recording Secretary

Janet: JotForm is not a way to start a vote process or to add details to meeting schedule, it is to help recording secretary to keep detailed notes. If you need a voting item, please discuss with the president ahead of time to get that on the schedule. JotForms are saved on Google Drive for the purpose of note taking. There is an area on Jot Forms to click if it is a voting item. This is a last-minute catch for a voting item so Jot Forms need to be supplied 48 hours in advance.

Suggestion: add a section to Jot Form that allows committee to add wording to the schedule and keep the section that helps in note taking.

#### e. Corresponding Secretary

Sarah: In August, we sent congratulatory cards to Nurse Angie (pregnancy) and Ms. Velez in SPED (wedding) and a thank you card for Starbucks for their coffee donation.

-Villareal is getting married in October

#### f. Parliamentarian

Henna: NP

### VI. Reports of Standing Committees

#### a. Gifts:

Rosanna-Flex Seating \$15,000 was approved, all have been ordered from 3 different places. Some are here and some are in shipping. There was some money assigned to cover shipping costs and wasn't used: \$5,000. Gifts can use the money as they seem fit, could divide across grades, ask grades what they want from an approved menu list.

Discussion on best way to do it and maybe some possible items that could be added. It needs to fit the needs of the grades/teachers.

## Hospitality

Victoria: -Breakfast went well, tracked what was popular and what was not.

-Tail gate SUG's are out for lunch monitoring and food items. If you grade level is missing monitors, GLC please put out an email to your grade.

-Viado indicated that they invited Intake and Fine Arts district departments and they were very happy to be included. It was decided that there was no need for extra people to included in numbers to accommodate them

## b. Membership

Jennifer: The Membership Committee is in its last week of our drive and are finishing preparations for the parties the week of the 23rd. We appreciate everyone's help in promoting the drive and volunteering to hand our buddy passes and raffle tickets during lunches. Things have been running smoothly thanks to all the support we have been given. We will have a SUG for help at the parties, so be on the lookout for those and again, thank you all for your support!

-\$24,868 with 217 donors, including 30 staff.

-June's scannable stickers were successful.

-Last year we had less donors, 180

-Stripes will be out at the pickup line with his QR code

-Right now, the order of winning classes is 1<sup>st</sup>, 2<sup>nd</sup>, and 5<sup>th</sup>

-We appreciate the teachers' efforts. June's friends gave lots of gifts to be raffled off so there will be lots of appreciation in the form of gift cards and items to be raffled off.

## c. Publicity

-Victoria: Marquee has more opening spots this year. PTO can do a form on the PTO website and request that information be put up with no charge. Notice must be 1 week ahead. Summer has availability and messages get put up over summer. They are working on getting some messages from pre-bought spots. There is a donor wanting a specific date.

- Konstella, if you are added to a form by Victoria, you can republish it or add items

## d. VIPS

-Jessica: At the SHAC meeting the message was if there is a problem, call a person who can help, and their time is spent on that. If social media f(Fort Bend ISD Concerns 2.0) is used, effectiveness is decreased.

-Bingo Night is October 3<sup>rd</sup>, SUG will have snacks

-GLC's are busy pushing out messages.

Carnival: Victoria: Planning is underway. Looking for volunteers to coordinate games and attractions, refreshments, volunteers, and donations and sponsorships.

Hope to have committees in place by the end of the week. Meetings will start, we are at a good spot for timing. Everyone has a fall carnival, so we have to keep that in mind for bookings.

e. Fundraising

-Stephanie: APEX will do our fun run. They will interact 5 min per class to share lessons, prizes and bracelets. There will be an obstacle course or a traditional run. APEX keeps 50% of our earnings.

f. Spirit

- The Spirit Wear Store closed yesterday, the goal was \$6,000, they did \$6,138

- Upcoming Spirit Nights:

September - Gelato Picks 09/19

October - Spring Creek BBQ 10/29

November - Chick-fil-a 11/12

g. EEPS

-they are getting teacher feedback and scheduling some. Opinion of live animals for ABC/SAILS and Pre-K/Kinder, they like that.

VII. Unfinished Business

-None

VIII. New Business

-Vote: \$670 for new Raptor Scanner (check-in, check-out system), Jennifer motions, Sarah seconds to discuss. Helps when we have events. There is one operational at this time.

Vote: Passes

-Vote: New members-Natalie Simmons (Hospitality) and Tiffany Seijo (Fundraising), Jennifer motions, Stephanie motion to discuss.

Vote: Passes

-Vote: Amber motions to discuss the access to online QuickBooks, Victoria seconds. In the past (last year) President and VP had read only access once it moved to online. Prior to it being online, QuickBooks was on a physical computer so only the treasurer had access. President and VP have access to the bank account and Stripe so it would follow that budget access would make sense. More eyes on the budget would be best. The main concern seems to be that if the treasurer were unavailable, we would need someone else to have access in their absence. In the future, additional access may be needed if more experience is needed to help the person doing the books and checks and balances are in place.

Vote: Passes (President and VP will have read only access)

IX. Announcements

-All board members have donated to membership

-Sept. 15: Membership Drive ends

-Sept. 19: Spirit Night Gelato Pics

-Sept. 20: Teacher tailgate luncheon

-Sept. 23-25: Membership parties

-Oct. 3: Bingo

-Oct. 25: Carnival

-Oct. 29: Spirit night Spring Creek BBQ

X. Adjournment

Jennifer motions for meeting to adjourn, Sarah seconds, Adjournment Time: 11:32 am