

CME PTO Board Meeting Agenda

Date: 09/02/2020

Call to Order Time: 9:34 am

Administration Rep	-	NP
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	P
VIPS	Anne Vaughn	NP
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	NP
EEPS	Fauzia Syed	P
EEPS	Linette Ewing	P

Guests: Fran Steele, Bridget Mueller, Raffat Waqar

P=Present NP=Not Present

- I. Call to Order
 - New officers were installed, Ms. Hodges “swore” them in

- II. Minutes of the Previous Meeting
 - Sarah motions for approval, Wendy seconds

III. Administration (Ms. Hodges)

-Ms. Boyd has left her position.

New applicants are being reviewed or there may be someone in the position interim.

-Kids are getting into online school rhythms.

-The new floors look great.

IV. Teacher Representative (Ms. Hodges)

-Please remember that the first point of contact is the teacher for tech question on Schoology and Teams.

V. Reports of Executive Officers

a. President

-A thank-you!

-Meetings are to be short. Issues offline will be recorded and will be sent out to the board so that all can keep up with the issues and discussions.

b. Vice President

-a welcome

-shared dreams are currently collecting full size toiletries and bathroom supplies (shampoo, conditioner, toilet paper etc.). Items can be delivered to Shared Dreams Tuesday and Wednesday (11 AM to 2 PM). Consider contacting them as hours may change.

c. Treasurer

- fiscal year July 1st to June 30

-discussed budget overview from July 1st until now

As of July 1st, 2020 our balance is \$97,164.38

Total income as of Sept. 1, 2020: \$1518.24

Total expense as of Sept. 1, 2020: \$1888.73

Net income this year: \$-370.49

\$96,794.88 is total equity in the bank. This number includes the approximate \$50,000 that was approved for the play structure from last year.

-please turn in reimbursement requests as soon as possible, the reimbursement form should be filled out online (please don't just send in receipts).

d. Recording Secretary

-DRAFT meeting minutes for review were submitted at the morning of this meeting, in future they will be submitted at least 48 hours prior to meeting for review.

e. Corresponding Secretary

-let Corresponding Secretary know if any notes need to be written

f. Parliamentarian

-Wendy joined position very recently, Jennifer spoke

-Bylaws-read them and pay close attention to your job description, there will be a read receipt to follow shortly

-voting rules- please submit 24 hours prior to meeting for a vote, multiple people in a committee have 1 vote, please present supporting documentation (ie if you are needing a budget increase, indicate the amount and supporting documentation as to why you need increase). It takes ½ of the board members to be present (quorum) to pass a vote.

VI. Reports of Standing Committees

a. Gifts

-Last year the board approved a play structure. The paperwork is with Ms. Bolding to be approved at this time. FBISD has given a verbal agreement for the play structure to go forward.

-The rest of the classroom type gifts that were approved by the last board are on hold at this time.

b. Hospitality

-Right before school started PTO partnered with CME to provide "Dinner to take home". PTO provided the desserts.

-This week PTO provided Starbucks coffees and cups with custom stickers for the staff.

-Additional ideas for appreciation are being thought of:

Ideas: Adopt a teacher (a set amount of money will be determined and families can contribute for boxed lunches, snacks or treats) could be posted to the PTO website

c. Membership-Working on getting dates to begin the drive. Time is being given for everyone to get accustomed to the schedule.

d. Publicity

-Jessica will be collecting information to be distributed in the Tiger Weekly Roar. She will need any announcements by Sunday for it to be included in the email on Tuesday.

e. VIPs

-No updates. Waiting to see the plan for when people will be in the school.

f. Fundraising

-In the idea forming stage:

1. FB Education Sugar Shindig Sept 24 to Oct 24 offers 50% to the school and 50% to the Foundation. There are not many details online but it ends in a scavenger hunt.

2. Apex- may not be a good fit this year. There is another outfit called "Get Moving" that offers fun runs, dance parties and other events. They offer their products online and CME keeps 95% of donations. Ms. Hodges asked that a Read-a-Thon not be organized as she is planning one in the spring.

3. iCode: Sugar Land company is offering 10% of their program fees back to the school. It is an online learning/student helping service.

4. Sept/Oct. have Movie Night on the lawn. Ms. Hodges warned of needing a license for showing movies. It would be a bring your own snack event.

5. Online Auction in the Spring will be lots of work

Discussion on Fundraising Events ensued. Worry of anything interfering with membership drive. Interest in the Movie night as possibly not a fundraiser but a family event.

g. Spirit

Spirit Nights: BFW Pizza sent over a check for \$44 for spirit summer.

-Chick-fil-a Drive through spirit night is in the works

Spirit Wear: Spirit Wear will be the same shirts as the teacher's except writing will be only 1 color. The following products will be provided:

T-shirt in royal blue (Tiger, with #TigerStrong)

Hoodie and Zippered Hoodie in grey
Masks (a few colors)

h. EEPS

-looking to see if shows can be provided online and what time in the schedule would be good for online programs.

Suggestion: PTO sponsors a book club like CME did with the book WONDER last year and could be done in conjunction with a visit from the author (virtual).

VII. Unfinished Business

District wants the PTO to have a separate address from the school's address. A post office box at the Kroger Shopping center was obtained:

4711 Sweetwater Blvd. #152

Motion to approve the new address to be included in the Bylaws by Janet, seconded by Fauzia. A roll call vote ensued.

Motion passed.

VIII. New Business

A shout out to Hospitality!

IX. Announcements

None

Adjournment Time: 10:55 am Janet motions, Nyla seconds