

## CME PTO Board Meeting Agenda

Date: 01/15/2025

Call to Order Time: 9: 36 am

Administration Rep	Ms. Viado	P
Administration Rep	Mr. Mackay	NP
Administration Rep	Jennie Lam	P
Teacher Rep	Ms. Benson	P
President	Anne Vaughn	P
Vice President	Connie Khawaja	P
Treasurer	Melanie Sacks	NP
Recording Secretary	Janet Berry	P
Corresponding Secretary	Sarah Yoo	P
Parliamentarian	Jennifer Varnell	P
VIPS	Jessica McCauley	P
VIPS	Christine Micheletti	P
VIPS	Adriana Spenzi	P
Fundraising	Amber McCoy	P
Fundraising	Stephanie Rice	P
Fundraising	Tiffany Seijo	NP
Gifts	Natalia Nicastro	P
Gifts	Rosanna Isaguirre	P
Gifts	Lubna Faizal	P
Hospitality	Victoria Greenleaf	P
Hospitality	Unnati Naik	NP
Hospitality	Sonia Joshi	NP
Hospitality	Natalie Simmons	P
Publicity	Racheli Tamir	NP
Publicity	Victoria Greenleaf	P
Spirit Wear/Nights	Holly Klingaman	NP
Spirit Wear/Nights	Amanda Sauer	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  
9:36 am  
Quorum is present.
- II. Minutes of the Previous Meeting

-Motion passed for approval of last month's meeting minutes (11/06/24), Amber motions, Natalia seconds.

### III. Administration:

-Viado: The winner of the Teacher of Year is being announced today at 2 pm. The contestants were Hood, Sullivan and Martinez. Hood is the winner.

-tomorrow night is the HAABSE Banquet, Viado and MacKay will attend as Ms. Portly (3<sup>rd</sup> grade teacher) has won an HAABSE award.

Jan 20<sup>th</sup> off for MLK day

Jan 21<sup>st</sup> Apex Huddle after school, Apex meets with faculty

Jan 27<sup>th</sup> is a Pep rally

Jan 28<sup>th</sup> team leader meeting so if you need anything pushed out, let her know

Jan 28<sup>th</sup> to Feb 7<sup>th</sup> Apex is in the classrooms for 5 minutes, hyping up the fundraiser and letting kids know which class is leading and incentives

Jan 29<sup>th</sup>

-Read Nation Assembly, in the library. Only the top 50 kids that had the most reading minutes are invited to the assembly. Put on by Whataburger and Houston Rockets (representative). 8:45 to 9:45, they will read aloud and play games.

-PTO assembly for the lion dance 2:00 pm (this was moved to accommodate the morning activity)

-Mr. Sullivan will be starting his Music Theater club

Jan 30<sup>th</sup>

-Pre-K goes on their field trip to the Children's Discovery center on special buses with seat belts.

-Faculty meeting about STARR (security and legalities)

Feb. 1<sup>st</sup> week Interim STARR ELAR (Practice STARR test) happening

- 3<sup>rd</sup> 5<sup>th</sup> grades does Interim STARR and Kinder field trip

-4<sup>th</sup> is Fourth Grade Interim STARR

-5<sup>th</sup> is PTO meeting and 3<sup>rd</sup> Grade Interim STARR

-7<sup>th</sup> PTO fun run which is also 5<sup>th</sup> grade field trip (8:45 to 11:00), the schedule will be adjusted to accommodate the 5<sup>th</sup> grade to do fun run.

### IV. Teacher Representative

- Ms. Bensen: asking that the Fun Run and Valentine's party be advertised together so there are less emails to parents. The winter parties went well because the teachers knew what was going on and what to expect from the signups.

Stephanie asks about Auction Parties: Are they popular with the teachers. Bensen thinks they could be better explained to the teachers so that the new teachers know why they need to stay after school. Also, if the numbers were smaller in the groups it would be better.

Other suggestions of 1:1 ratio of kid to teacher, off campus activities like going to a movie, bowling, main event, dinner or if the event were at school, make it really

special. Viado will check with the teachers and see what has worked in the past with other schools.

Bensen: is there something that the teachers can get involved with and bid on for themselves? Like no dismissal duty or leave early? Viado says they can look into it but have to be careful with policy or splitting classes into other teacher's rooms because now they have to pay the teachers that get the extra kids or a pay for a sub. Suggestion: Maybe families could sponsor an event. Brunch, pickleball for auction, no approval would be needed as it is off campus.

## V. Reports of Executive Officers

### a. President

-Anne: Tireless Tiger award goes to Gifts: Flexible seating

-Viado: the seating looks good. Pictures were emailed. The stools/tables are adjustable so that is really nice, and the stools have a cushion on the back. The other teachers really like it and want to have it too.

-Anne: Mr. Sullivan will come in later when he can to talk about the vote item.

-Gala basket theme. The basket is due between Feb 3-7<sup>th</sup>. Would like to come up with a theme now and bring the items for next meeting.

Explanation of Gala requested: Jessica explained it is the Fort Bend Education Foundation who is putting on the Gala and they provide the grant money for our schools.

Viado: every year each campus puts together 2 baskets, one for the art foundation and the other for the Education Gala, the campus does the art one. This year they did Italian night, and each grade contributed. Last year they asked PTO to do Gala basket, and they will do it again this year. It was too much for the campus to do both.

Ideas presented: Books, Mexican theme, pet theme, self-care, trips, wine, sports apparel

We can discuss next meeting

-Jennie asks about Lost and Found and the plan to deal with it. Victoria says it took about a week for turnaround last year. Jennie says it needs to be handled by the end of the month because of musical theater. It was helpful to have the teachers bring the kids to come and look at it so they would have time to look. Items could be donated to Shared Dreams after the clinic takes what they need. Christine and Victoria will take care of it.

Viado: side note that construction will be going on in the front office. Viado and MacKay will office together. There will be a new clinic, and Ms. Ford will have a new area. The interim clinic will be in the dyslexia office. All offices will be moved around in the meantime.

\*\*At this time Ms. Benson arrived so she reported (see her section).

-Melanie is resigning from treasurer, instead of rushing and getting someone that doesn't want to do the job duties or someone who isn't comfortable with the software, Connie will take over in the interim.

-Welcome back! On a personal note, Anne is cancer free. There will be a round of chemo in February.

b. Vice President

-Connie: goes over her extensive experience for the treasurer job. Accounting degree, 12 years in accounting firm, auditing experience, and more. Very qualified for the job.

Viado: a PTO must have a president, VP and treasurer to exist, so thank-you, Connie. Questions: Jennifer is upset and wishes Melanie were present to discuss the situation specifically towards are things resolved? Things are not resolved yet, but once Connie has clearance to look things over, she will be able to fix things. Connie also feels that the way the software works is fine and the tracking it does is necessary.

-Dual roles are ok for treasurer and VP as per our Bylaws.

Viado: Suggestion to maybe put in bylaws that, if necessary, a 2 year position could be extended a year to keep the PTO functional. If a PTO dissolves it is a lot of work to bring it back online.

c. Treasurer

Melanie: NP and numbers weren't presented. These numbers were released to the PTO in an email prior to the meeting

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

Income This Year **\$58,080.81**

Expenses This Year **\$(47,921.40)**

Current Balance **\$79,210.18**

d. Recording Secretary

Janet: The last meeting was recorded and transcribed by Natalia's son using his software. It worked great, the only thing missing was who was saying what. Discussion about maybe introducing yourself when you talk so that it is captured on the recording. This meeting was recorded as well but due to the fast turnaround needed, the recording won't be used for notes. The next meeting will be attempted.

e. Corresponding Secretary

Sarah: A note was sent to Dr. Jay Ferry (Anne's dad) for the generous luncheon at Grimaldi's he donated for the PTO winter social.

f. Parliamentarian

Jennifer: We did not sign off on reading the bylaws at the beginning of the year that is required by the bylaws. She will be sending a PDF document for us to electronically sign off for doing that. So please read over the bylaws, especially your job description. The nominating committee will start next month. If you served on

the nominating committee last year, you may not serve on it again this year. If you are interested in this position or know someone who is, please let Jennifer know.

## VI. Reports of Standing Committees

### a. Gifts: Lubna

-Flexible seating is done. They will present photos of how it looks at the next meeting.

-The gifts survey will be going to admin today to get approved and then will be emailed out this month. They are giving 3 weeks for responses to come in. Bensen will be the teacher rep in the gifts committee, and they will meet to discuss the feedback and present recommendations. Bensen: question about how gifts work, does everyone get the gift or can you opt out? Viado: some gifts can be school wide depending on nature. Like flex seating would be school wide because parents would get involved as to why their kid doesn't have the opportunity. But some others don't have to be for all teachers.

Input: gifts try to reach as much as the school and student body as possible. And in the past sometimes a whole grade level puts in a request based on their needs. It is best to have the teacher and parent survey results separate so they can be sorted as such.

Lubna: this survey is very specific to try and get suggestions and a follow-up can be done as needed. How to encourage teachers to fill out the survey? The gift is the incentive.

-the survey results should be given to admin so they can filter out the ones that the district may address or may go against policies.

\*\*Mr. Sullivan arrives stage light update, approved at the district. Waiting for the vendor to come up with an electrical quote as the district is not going to cover. Musical Theater is starting, School House Rock, news will go out in Newsletter on Friday. The equipment that is needed is for KGRR. It helps with mic control so that the mics don't pick up on any unwanted conversations on the air. PTO would love to see the setup; Viado will record it on her phone and share.

### b. Hospitality

Victoria: -Stock the lounge is coming up. All supplies are covered by the budget. Instead of sending out a SUG, they will send out a notification that the event is covered by past donations.

-wondering where the budget line for items not related to teacher hospitality (like event hospitality) will be live, under what budget item? It will have a stand-alone line, not under any other budget line. They are looking at the name of the line item and the amount that should be associated with it and will bring to the next meeting.

### c. Membership

June: Nothing

d. Publicity

-Victoria: Going well. If you know Spirit night dates, it can be added ahead of time. Submit when you know. If you can't remember if you have submitted an event, there is a spreadsheet on the shared drive, she will double check that it is accessible by everyone.

e. VIPS: Christine

-Valentine's parties will be the trail mix and wanted to see about BINGO. It is good to be consistent across the grades and classes and it gives classes with low volunteers something to do with low effort. It was bought up that maybe letting room parents know about the possibility of having prizes on hand is a plus in the information email, but it was not decided.

-Valentine parties are Feb. 11-12 this year.

-Looking into putting all the volunteer appreciation events(parties) together this year.

-Gala basket will be a reading basket, could add other things too, reading light, pillow, slippers etc.

f. Fundraising

-Stephanie: Past donators for Auction will be reached out to for another opportunity to donate. Auction grade level activities will be looked at again to incorporate changes. Some ideas thrown out, game truck, nerf party, limo drop off to school

g. Spirit: Amanda

- Upcoming Spirit Nights:

Jan 21st – Thai Cottage

Feb 6th – Magpies Gifts all day (maybe organize a PTO shop session)

March 26th – Chuck E. Cheese

h. EEPS

-Evelyn: Lion dance is coming up

-Wild Life by Design for 2<sup>nd</sup> and 4<sup>th</sup> grade and Nature Discovery Center for Pre-K, Kinder and 3<sup>rd</sup> grade is in the works

VII. Unfinished Business

-None

VIII. New Business

-Vote to approve Connie Khawaja as Interim Treasurer effective today, January 15, 2025.

Victoria motions, Sarah seconds.

Vote passes. Connie Khawaja is Colony Meadows Elementary PTO's Interim Treasurer!

-Vote to purchase updated equipment for KGRR in the amount of \$534 which includes one updated sound console and 3 receivers.

Victoria motions and Jessica seconds to discuss.

Discussion: How are we on budget? We have the money that was designated for the track that has gone to flexible spending and can go to other things now. The gift's budget is not affected by this money. Viado mentions that the item is a want not a need, the item can be put off until the budget is reconciled. All other teachers know that they can ask for PTO support if needed. Also, Sullivan's requests are based on the extra time he puts into clubs. He is asking and the need is there.

Vote passes.

IX. Announcements

-Jan 27 to Feb 7<sup>th</sup>: Fun Run

-Feb 3 to 7<sup>th</sup> Gala Basket due

Jennifer talks of 5<sup>th</sup> grade party. Meetings have commenced for party and it has been approved by admin. It will be at LifeTime Fitness. A survey has been given to the kids and half of the responses have been received.

X. Adjournment

Victoria motions for meeting to adjourn, Jennifer seconds, Adjournment Time: 11:33 am