

CME PTO Board Meeting Minutes

Wednesday, March 4, 2020

2019-2020 Board Members

- P - Parvathi Sriram, President
- P - Boba Nikolic, Vice President
- P - Norin Ali Khoja, Treasurer
- P - Jennifer Varnell, Recording Secretary
- P - Lana Mistretta, Corresponding Secretary
- P - Fauzia Syed, Parliamentarian
- P - Melissa Bolding, Principal
- A - Jackie Boyd, Assistant Principal
- P - Melanie Hodges, Teacher Representative
- P/A/P - Sarah Yoo, Celine Zhao, and Ozgun Demirbas, Hospitality
- P/P - Nyla Ismail Sydora and Catherine Manganaro, Gifts
- A/A/P - Simmi Chaudhary, Wendy Zafris, and Andrea Reichenbach, VIPS
- P/P - Nykyta Rainer and Michelle Townsend, Ways and Means - Fundraisers
- P/A - Janet Berry and Cora Lee, Ways and Means - Spirit Wear/Spirit Nights
- A/A - Amy Tran Jiang and Asal Mahtabi, Ways and Means - Retail Share & Box Tops
- A/A - Hanh Earhart and Aiman Gurji, Publicity
- A/A - Suma Chilukuri and Jin Pan, Membership

P = Present

A = Absent

- I. Call to Order - 9:41a
- II. Minutes of the Previous Meeting
 - a. February Meeting Minutes - Ms. Hodges wanted to make a clarification about the Book Fair sales reported in the minutes and the \$19k was not the net profit it was sales. The library made about \$3,500 in profit. That edit was noted and Fauzia motioned to approve and Ms. Hodges seconded.
- III. Administration - Thanks for the lunch yesterday, it was so wonderful with so many options for food and it was delicious. This week has been a really great International Week and we are looking forward to tomorrow night. We are excited to see what happens tonight since we haven't had something like this in awhile and we think that we should be doing things like International Night more often and we want to build on this. We are getting information about the corona virus and we are following what the district is asking. We are cleaning a lot more and the teachers are wiping things down and washing hands a lot. The district is meeting next week to determine what we should we do if schools shut down. There has been options thrown out like

school from home. There will be more information communicated from the district soon so be on the look out for emails. APEX was amazing and we really like that they go into the classrooms and do the character building. It's so much more than collecting money and a fundraiser. It ran much smoother this year since teachers knew what to expect since we did it last year. At the end of Field Day on Friday - we are doing the human sundae with 3rd grade who won the last promotion.

IV. Teacher Representative - It's also 'Read Across America' this week and our honor society was invited to go to Landon Ridge Independent Living Center on Monday and we had several parents step up to transport the kids there last minute. The residents really loved it and the students read to them and we might look into partnering with them in the future. The Skeeters reading incentive kicked off yesterday with Swatson who came out. We also have another reading incentive with the Dynamo and Dash (soccer clubs). Dr. Halford came yesterday to read to kinder for the Read Across America dressed as Dr. Seuss. It's not officially Dr. Seuss Day since they don't have that contract anymore, but they have a focus on diversity in literature. After we come back from spring break, we have a special program for 3-5th graders from the publishing company that Patrick Carmen (author) writes for his new book Towervale will be coming out soon. Information went home regarding pre-ordering those books and I will ask 3-5th grade teachers to resend those links in their emails. Finally on the 17th, the Storybook Opera will be coming out for 2nd grade for their literacy program, so thank you PTO for sponsoring this.

V. Reports of Executive Officers

a. President - it's been a busy month, a lot of volunteers doing a lot of things so thank you for making everything work and doing everything you do to make all of these events successful. Reminder that today is the last day to register for the VIPS of the Year Appreciation Event on March 26th. It will be at the James Reed Center at 9:00a and the district will be sponsoring. Please come and support our campuses VIPS of the Year who is Jennifer Varnell. The VIPS of the Year is not just chosen based on hours they put in, but on how much they have done, the quality of work put in in all areas not just their designated position. Board installation generally happens in the spring and Fauzia will be announcing the board nominations that have been received. There are several open positions, so if anyone is on the fence, we have a little time to submit your nomination. Installation generally happens either at the spring choir performance or the 2nd grade program. This year the choir performance happens in April, so it doesn't make sense to install the new board before

our final May board meeting, so we will be installing during the 2nd grade program which is in May (on the 7th) after our current board meeting. I will be asking for your committee binders so please have your scope and sequence updated so we can go digital with this information. This digital switch will help with transitioning and provide access for all committee members to share information rather than the responsibility being on the person with the binder. We will have to start with the digital transition soon, so it can be ready for committee transition if possible. Who ever is ready can start now. We don't have to have all of the historical background that is in the binder, just relevant information that will be needed moving forward. Question, how will we be sharing this digitally, do we have a drive already set up? Jennifer mentioned that we were approved by Google Non-profit to get email addresses with our website domain, and in that suite there are other tools and apps we can use, including a Google Drive. There will be committee folders set up to organize our digital binders and emails for our board, ad-hoc committees, and GLCs. This will hopefully help us all have better transitions year to year. It will be a transition for us in moving away from using our personal emails to this new PTO gmail, but that will give us the ability to post those email addresses on our website for families that have questions. Finally, if there is an item that is not on the agenda we will be not be addressing it since we have a lot to get through today. Please make committee reports as brief as possible.

- b. Vice President - not present, but the Rain Forest presentation was incredible and we really like that it was split between the K-2 and 3-5th.
- c. Treasurer - Financial Report: enclosed in the packet we have the financial report for this month. Not a lot of changes on the income side, but we do have several payouts. With that, we are standing at a net income of \$2,806.82 for this year. Based on activities and transactions we have seen, we have surpassed our expected budget for APEX.
- d. Recording Secretary - if you have come in late please make sure you sign the attendance sheet.
- e. Corresponding Secretary - we have spirit week planned for 5th grade during the last full week of school, with a themed day each day to coordinate with the walk around the track. We are looking to move the party since it's Memorial Day weekend. Simmi's father in law is ill and we will send something out.
- f. Parliamentarian -
 - i. Nomination Committee Report - read out the names for the upcoming year, Jennifer Varnell - President, Boba will continue as

VP, Norin will continue as Treasurer, no one for the Recording Secretary, and Cora Lee will be the Corresponding Secretary, and no one for Parliamentarian. Gifts, Nyla will continue and we have one opening in Gifts. Hospitality, Sarah and Ozgun are continuing and they have one new member, Emilie Rivera. VIPS, there is a person interested Bozena (Shared Dreams), but I have not received a formal nomination. I'm hoping Andrea continues in VIPS she's done an amazing job. Ways and Means Fundraising - no one nominated yet. Spirit Wear/Nights - Nykyta and Michelle will be moving there. Hahn will continue on Publicity and Rachel Smith will join her. Membership we have Michiko. So we have around 8-9 positions still open.

- ii. International Week and Field Day - International Week is looking good. Thanks to Hospitality for coordinating lunch for the teachers. Tomorrow is the big night, please be here at 5p. The big world map is looking amazing, I had no idea that we had that much representation around the world. Thanks to Coach Loftin for helping the kids with the map! The map will be on display tomorrow night. Parents have been preparing kids for performances and presenting country poster boards. Field Day - email blast will be sent today, we still have volunteer openings so Ms. Bolding has thankfully given us some outclass teachers and specialists to help. Field Day hasn't really changed much, so the teachers know what's going on and I think we will be fine. If you are here and around, for setup or teardown, please come find me. I appreciate all of you that have signed up to volunteer. We are going to have great weather so we hope to see you Friday.
- iii. Discussion and voting on proposed amendments to by-laws. Propose updated job description and duties for Gifts. Jennifer discussed minor updates to Gifts under duty 1, 2, and 4 to change January to fall semester (duty 1 & 2) and to reword the sentence in duty 4 to be clear on the fact that principal meeting happens first before board approval. Fauzia motioned and Nyla Seconded, motion passed. Propose updated job description and duties for VIPS - all specific information included under VIPS are not added duties. We added to bylaws for job description clarity. EEP has taken some committees from VIPS to help create more balance of duties. Fauzia motions and Jennifer seconds, motion passes. Propose updated job description and duties for Membership. Fauzia motioned and Catherine seconds, motion

passes. Propose updated job description and duties for Publicity. Fauzia motions, Catherine seconds, motion passes. Propose addition of a new job description and duties for Educational Enrichment Program Committee. Fauzia motions and Nyla seconds, motion passes. Propose addition of a new job description and duties for Wellness Committee. Discussion occurred and the Wellness position will be tabled for edits (PTO - supporting role to teachers) and possibly make a non-board position which will not need a board vote. Section 2- bylaws edits and clarifications. Fauzia motions, Sarah seconds and the motion passes

VI. Reports of Standing Committees

- a. Membership - absent, Jin said nothing to report.
- b. Hospitality - Go Texan Day and International Luncheon turned out amazing. Thank you for supporting. We may have a surprise for St. Patrick's Day and we are still missing the PTO cooler since Go Texan Day so please keep an eye out. Also the PTO cart is missing.
- c. Publicity - please submit your Tiger Weekly submissions by noon on Monday
- d. VIPS - VIPS Top 50 appreciation event, end of April or beginning of May. Coordinate with Sharon and Ms. Bolding on a date. Need pictures for Yearbook for Field Day and International Day. Mrs. Hodges will be meeting with Wendy and Ms. Bolding after Spring Break to make sure we have reviewed pictures of students that have requested not to be photographed. Teachers have been uploading 15-20 pictures each for the Yearbook.
- e. Gifts - executive summary of the Gifts Committee Survey and Results. Catherine - Surveyed parents, teachers and students (3rd-5th). 49 parents responded, 14 teachers, and over 300 students. Surveyed mainly about gifts suggestions, but in the parents survey we asked some other general questions. With the teachers we asked a little bit about gift maintenance. The main areas that kept coming up were the outdoor experience, shade, and outclass curriculum and supplies. 27% of students surveyed said sporting equipment was an area of improvement. 20% wanted better garden spaces, trees, etc. 15% referenced technology. With parents, 35% supporting outclass supplies, 33% for shade, 27% for a new rubberized track. We used a different weighted scale (out of 3) for teachers and their results were; 2.93 - teacher supplies, 2.93 - for outclass supplies, and 2.85 - educational resources. A point of

clarification is that we did not ask the teachers about the outdoor spaces specifically which may be why there was no reference to that specifically. We formed a sub-committee to present the data from the survey, including comments and every suggestion made. The committee identified some key areas that we will go over shortly. The committee met without us to vote and prioritize items. We also went over some estimates of these items to provide more information to the board. We also met with Ms. Bolding to review these results. There is a 12-14 page report with all of the survey results for those interested, but we will be reviewing the executive summary today. We also want to review this report again with the committee so we can come up with recommendations to the board regarding the other feedback and comments that came up in the parent survey. Nyla - sub-committee recommendations. After reviewing with Ms. Bolding the number one item, recess equipment, is funded through the district. They are working on devising a plan for it to be maintained by the students. On the spreadsheets you will notice that they are separated by currently supported items and unsupported items. This does not mean that we don't support the idea, it means that we do not need to financially support it with PTO funds. We did not want to overlook the unsupported items, because they are important to our school. The currently supported items are ranked, 1-7, based on committee decisions, cost, and Ms. Bolding's recommendations. Kinder art drying rack, art brushes and organizers, white boards, maker's space with 4 person pod tables and organizational towers, gaga pit, playground extension, canopy/shade structure, and rubberized track. Some of the financially unsupported items included an outdoor classroom and garden. Both are supported by parents, teachers, and students and the PTO would support a project like this, but there is a lot of potential barriers like district approval and permits, long term planning, professional consultation, etc. to consider. A couple other items that were considered a bit too specialized is a 3D printer, robotic mats, teacher iPad, microphone update for music and other equipment. Another item to look into for next year is sign-up geniuses. Parents responded that they are overwhelmed with the amount of signups that they are getting. We might want to consider that next year in how we are scheduling all of the signups. Question on bathroom update with the new bond and whether we can get touch-free faucets and toilets. It wasn't discussed in the sub-committee specifically, but it was verbally discussed with Ms. Bolding and it's not necessarily a PTO gift, but something the district should provide as a building modification and for sanitation purposes.

- f. Ways & Means
 - i. Spirit Nights, Spirit Wear
 - 1. Spirit Night - March 24th is at Chipotle from 5-9pm and this is 33% back. April is Spring Creek BBQ.
 - ii. Fundraising - APEX - we haven't had our final meeting yet, but it looks like we collected \$52,970.87. 60 more pledges than last year and that was up about \$800 from last year. We still have to pay APEX, but we get 55% of that. So roughly we will be getting \$29,133.98. We think that since the teachers were aware of the program, it ran a lot smoother this year. Feedback from Janet, some teachers felt like the fundraiser aspect wasn't advertised as much. They thought it was a leadership event and they were not aware that this was our big spring fundraiser. Nykyta and Michelle met for our spring fun events and we were talking about a lock-in but still need to meet with Ms. Bolding to review and approve. We are looking to have some of the past events, but maybe have that incorporated with the lock-in.
 - iii. Box Tops - \$500.20 - talk to Ms. Bolding if we met our halfway goal of \$500 to do something school wide.
- VII. Unfinished Business - none
- VIII. New Business - none
- IX. Announcements -
 - a. International Week - March 2nd - 6th
 - b. Open House - International Night - March 5th (Cultural Programs - starts at 5 pm)
 - c. VOY Appreciation event on March 26th at James Reese Center
- X. Adjournment - Parvathi motioned to adjourn and Jennifer seconded - 12:05p