

CME PTO Board Meeting Minutes

Wednesday, May 6, 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
- P - 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/P/P - Simmi Chaudhary, Wendy Zafris, and Andrea Reichenbach, VIPS
- P/P - Nykyta Rainer and Michelle Townsend, Ways and Means - Fundraisers
- P/P - 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/P - 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 - Lana motioned to approve and Sarah seconded.
- III. Administration - Yesterday, was amazing! Thank you so much for providing such a wonderful Teacher Appreciation Event and making so many of us cry with tears of joy! Bond construction on the new floors will happen earlier than scheduled so everything needs to be moved out. Therefore, nothing is going to be delivered to the school, rather it will be sent to the district warehouse. We don't anticipate being able to distribute yearbooks until late summer/ beginning of the school year. As for school supplies, we are not exactly sure what we will need next year until there is an answer on starting in the fall. Dr. Dupre laid out three options in in video and right now we are just in a holding pattern. Question - what are we doing to ensure students are safe if we return to school? The district is putting a lot of precautions in place in order to keep our students and staff safe, if we return back to school. More

specific plans will be announced soon. We have also heard that we will be getting a new digital marquee, so we are excited about that!

- IV. Teacher Representative - Echo Mrs. Boyd, we miss you and your kids. We are here to help in anyway we can, so please reach out if you need anything or have any questions. KGRR is happening twice a week, so if PTO needs anything announced please know that we will need at least 4 days to turn that around. We held a virtual book fair, not to make money, but to provide an opportunity for families to get new books or materials at home. Clarify that outclass is optional, but there are a lot of great resources and things to do for parents that need something extra. All of our outclass teachers have lessons and activities for our students.
- V. Reports of Executive Officers
 - a. President - Thank you for doing so much behind the scenes to make things work. There has been a lot going on, and we appreciate all that you do.
 - b. Vice President - The Houston Opera, that was paid for by PTO for the 2nd grade program will be rolled over to the 20-21 school year.
 - c. Treasurer - Financial Report reviewed. Budget for 20-21 School year was discussed. Cora motioned and Jennifer seconded, motion passed.
 - d. Recording Secretary - nothing
 - e. Corresponding Secretary - update on 5th grade party - still waiting to see if we can have something later this summer or at the beginning of the year. They are also working on their gift, which they would like to use toward an outdoor space/classroom/trees.
 - f. Parliamentarian -
 - i. 20-21 Board Elections
 - ii. 20-21 Board Induction
- VI. Reports of Standing Committees
 - a. Membership - nothing
 - b. Hospitality - Thank you for everyone that contributed and were out to help us celebrate our teachers. It was a great event and we couldn't have done it without you.
 - c. Publicity - nothing
 - d. VIPS - VIPS Top 50 appreciation event will now be digital gift cards and they will be sent out by the end of the month. Yearbook - Balfour is closed and not printing right now so we are not sure of the timeline for the yearbooks. Going to re-open purchasing by Monday for anyone else that wants to purchase a yearbook. We are also planning on adding a COVID-19 page with our Teacher Appreciation Event and any pictures that the teachers have of their Zoom meetings. Question - Yearbook 5th

grade Ads? Wendy will follow up on total for 5th grade Ad pages. Ms. Bolding offered to send anything out about Yearbooks in her Friday email. Wendy will work on getting that information to her and Hanh to post on the website/social media.

- e. Gifts - Proposed to move \$45,000 from our operating budget to Gifts in order to purchase an extension to the playground (climbing structure near the fencing) and \$3,300 for classroom enchantments based on this year's Gifts Survey. Discussion took place and Cora motioned to approve and Wendy seconded. Motion passed.
- f. Ways & Means
 - i. Spirit Nights, Spirit Wear - nothing
 - ii. Fundraising - Although we are not doing our Fun Events now, we discussed doing something smaller at the beginning of the year.
 - iii. Box Tops, Retail Share - we received a Kroger check for \$177.
- VII. Unfinished Business - Thank you for everyone who helped, contribute, and attended our Open House and International Night. It was a very successful event. Thank you for giving us an opportunity to do it and let our families share their pride and culture with our community.
- VIII. New Business - none
- IX. Announcements - Question about End of Year Teacher Gifts - Ms. Bolding suggested online gift cards for teacher since we will not be able to give teachers physical gifts, even when families come to pick up belongings on 5/22.
- X. Adjournment - Jennifer motioned to adjourn and Norin seconded - 12:45p