

## CME PTO Board Meeting Minutes

Wednesday, November 6, 2019

### 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
- A - 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/A/A - Simmi Chaudhary, Wendy Zafris, and Andrea Reichenbach, VIPS
- P/P - Nykyta Rainer and Michelle Townsend, Ways and Means - Fundraisers
- A/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/P - Hanh Earhart and Aiman Gurji, Publicity
- A/P - Suma Chilukuri and Jin Pan, Membership

P = Present

A = Absent

- I. Call to Order - 9:38a
- II. Minutes of the Previous Meeting
  - a. October Meeting Minutes - Sarah motioned and Nyla seconds
  - b. Special Meeting Minutes - Aiman motioned and Norin seconds
- III. Administration - Great news, I don't know if you have heard, but we have a working water fountain outside. We were able to get the plumber to come over and it's a double, so we can have two at a time. Thank you for the popcorn bar, it was delicious!. We have Patriot's Day tomorrow and Carnival on Friday. We love the shade structure and the next 6 weeks are the fastest, but full of fun stuff. There was a FBISD Hopes and Dreams Forum at CHS last night. They have students, parents, teacher, admins, and community members are invited to come with our feeder pattern to discuss our hopes and dreams for our students. The district is working towards a community based accountability system rather than leaning on testing only to hold schools accountable. With our CIP our Campus Improvement Plan, we have been working towards a Community Based Accountability System. It's not just about the STARR so we look at all of the different aspects of our school

and things that the community holds in high regard. There is a lot of items that would reflect a better sense of success. A lot of discussion surrounded a school/life balance, mental health, communication, respecting diversity and learning diversity and remembering the kids in the middle. We were talking about what was really important to each stakeholder about what they saw and desired for their future. The district will be compiling everything into a report that will be presented. We were encouraged by the presenter who created high-stake testing and he realized that the test was hurting the ones he was trying to help. STARR testing in an important test, but it doesn't define who you are and this community based accountability system gives us ways to define who are kids are, rather than this one this day, can you past the test. The characterization that the test is big, but the child is bigger. CME is hosting UIL this year, but when we went to the meeting and were told that 33 schools were signed up. So we are still hosting, but we are using FSMS campus because we cannot hold that many students. We are still trying to figure out lunch or snacks, with that many kids. Also Ms. Hagler has been doing a wonderful job at getting judges and getting stuff set up. It will be on Dec. 14. We added 2 new items, with music and art and it's going to be amazing. Mr. Ngo went to his website training as well.

IV. Teacher Representative - we are ready for Friday and carnival and the Pitchburst. Thanks again for the popcorn. We appreciate any donation of 'trash' coke bottles, Pringles cans, etc. for National STEAM Day Friday (during Genius Hour), so we are doing a school-wide challenge marble run. Veteran's Day celebration on Monday, with a flag parade, the kids will wear red, white, and blue. Then we fill in the cafeteria and sing some patriotic songs they have been practicing with Ms. Soto. We also have a wall of honor, if you have a military service member to honor, you can send that in to be displayed for Veterans Day. Ms. Soto is trying to invite active duty or retired service members to be honored. If you haven't seen one of Ms. Soto's choir programs, it's impressive. So even if you don't have a 5th grader, you should consider checking out the holiday program. We had our storybook stroll, and we did a Skype visit with author Bob Shay with Kinder and we have a special event coming up in the spring with Patrick Carmen, as well as another author or program coming in with the library budget. I'm still looking at options for a grade-level author or program.

V. Reports of Executive Officers

a. President

i. Executive Board Meeting Summary - after the special meeting we had an executive board meeting to address some of the things we saw happening during the previous meetings.

1. The items on the agenda were the committee report template which Jennifer will talk more about that in her report.
2. We also discussed the bylaw review, there are a few areas that have caused confusion regarding interpretation, so this is a good time for us to review and if needed revise. According to our bylaws, we can amend these bylaws at a regular board meeting, as long as it was discussed at a prior meeting. Parvathi proposes that whomever sees a need for a revision, including duties and the general bylaws, and bring it to the board during our January meeting so we can vote in Feb so it can take effect after that. Jennifer clarified that you can review all parts of the bylaws, you can suggest revisions for any area in our bylaws to add clarification.
3. General PTO Member Meeting - Dec. 5th (before choir) - we are supposed to have a scheduled general meeting and historically it happens during a choir performance. We were looking at 30 minutes prior to the choir's start time, but we may need more time. We will need some committee's reports so we will looking for a review and preview so we can include it in our powerpoint. Things we are looking for are important things that you have done or if you need their help, it's a great way to get that information out. Mrs. Hodges suggested to embed a QR code for the survey. for parents. We would also like to know who would be able to attend and who would like to present. I would like our board members present.
  - ii. December PTO Board Meeting - is a social meeting that does not happen on campus. I emailed asking if anyone would like to host, or we can go to a restaurant and not discuss PTO stuff. We can get together in another environment. Please let me know if you can host or you have another suggestions, including a date/time.
- b. Vice President - we scheduled some of the programs for Jan-April. We are waiting on responses, but that will be announced next month. My focus has been with Shared Dreams. We are so happy with the drive, and it was so successful and we dropped off to the district office yesterday. They mentioned that it was the most toilet paper that they could remember receiving. We collected 1,088 rolls of toilet paper, so thank you.

c. Treasurer - We reviewed the handout and balance sheet. The total income this year is \$49,804 and total expenses are \$30,101. Membership drive ended, but the numbers from the October Stripe account is not reflected on this budget sheet. So we have \$29,690, but that will change once we get those last donations. 5th grade party had a good turnout for cookie dough and they earned \$6303. Spirit Wear we did \$8303 and we will also be getting in our recent Spirit Night and Retail Share money. On the first page you will see our balance sheet, and our retained earning when we started this year was \$82,661.93. And total income was \$49k after expenses our net income is \$19,703. Our total current balance is \$102,366.66. Jennifer mentioned that last year, we discussed as a board to retain a certain amount that we were comfortable with to roll over (historically \$30k) to pay our bills/write checks at the beginning of the year. So less the operating budget for the next year, less 30k, to determine our gifts amount in an appropriate time frame to spend that money. Parvathi suggested to set aside gift maintenance for next year when we vote on the budget because maintain can take up a lot of money and you never know when we will need to maintain something and set aside that money. Nyla mentioned that the kiln needs to be maintained and the teachers lounge needs some sprucing up since it was given as a gift in 2006. The murals also need to be updating, so there are a few things we need to consider. We need to prioritize them obviously. Parvathi mentioned that every gift maintains item will have to be brought for a vote until March. In March we can set aside an amount to be used for these maintenance items, and by March they should have a list that we can vote on prioritizing that list so we can take care of this. Ms. Bolding mentioned that as a part of the bond, the electronic marquee is included. Now we can only sell 1 birthday each week, but we can sell more once that get put in.

d. Recording Secretary

i. Committee Reports - thank you to those that completed your committee reports and submitted them to me. I hope this was a painless process for everyone and that we are able to continue it as it really helps me be more efficient and accurate in reporting our board minutes. It also helps ensure that we have everything on the agenda for us to be productive and to hopefully save us time during our board meetings. I know each of you have a lot of other commitments, so I am appreciative of the time you've taken to complete the report form. I also wanted to mention that even if your report is a one liner, that's sufficient enough to submit. Some

committees have a 'busy season' and then not much to report on afterwards. So please feel free to give us a short review of the previous month or preview of the next month's activities in your committee - even if it's just one sentence. Parvathi also mentioned that it helps in many ways, to add more clarity to something, or making sure that we vote on an item and have the advance notice required on our bylaws. Also if something needs to be changed and you have already submitted your report, we can change it and you can update us at the board meeting. It's better to have something submitted, rather than nothing. It's a recommendation and it would really be helpful if you submitted your form.

- e. Corresponding Secretary - Patriots Day is coming up on Thursday and our 5th grade t-shirts are coming in Friday next week. Wendy needs someone who has a real camera to take the picture because we will be scheduling a class photo. Cookie dough should be coming in on the 21st.
- f. Parliamentarian - none

## VI. Reports of Standing Committees

### a. Membership

- i. Tax letters - All tax letters have been put in teachers' mail boxes for distribution last week, so all parents that contributed have their letter.
- ii. Incentives wrap up - We are wrapping up with incentives to the teachers and we have had a successful popsicle party for Ms. Aggarwal and Ms. DeLome's class who were the class winners. So far the drive has ended, but we are still getting donations. We currently have 180 families and 23 teachers that have donated cash or check. We had over 100 families that donated online. \$30K has been collected so far. Board members were reminded that they have to be PTO members in order to be in good standing, to vote, etc. So if you have forgotten, please do it today and give it to Jin.

### b. Hospitality

- i. Oct. Review - Tailgate was a success, and teachers loved it. The weather was beautiful! Thank you to all that helped. We put out candy in the Teachers' Lounge the week of Halloween and we surprised the teachers with a Popcorn Bar and cupcakes in the lounge on Friday 11/01.
- ii. Future Events - Thanksgiving Feast on Thurs. Nov. 21st and Ozgun and her husband are sponsoring the feast and providing the main dish, so we will be asking for drinks and sides. We are very

appreciative of them! Loaves of Love around mid Dec. or last week of school and we will be asking for your favorite loaf of bread.

- c. Publicity - thank you all for sending all of your contributions in on time. Website should be passing that on to Hanh to update our site. We would like to have a lot on the website before our general meeting in December and have that updated for the parents prior to our Dec. PTO Member Meeting.
- d. VIPS - none
- e. Gifts
  - i. Water Fountain Update - we already had an update on this from Ms. Bolding. Just want to thank everyone and that was a huge savings for us.
  - ii. Track - will hopefully be done as soon as possible, we are excited to get that going.
  - iii. Survey - we will be sending out to three different groups, students, parents and teacher. We have three people on the committee. Parvathi asked whether maintenance items will be included on the survey. We wanted to find out what everyone thinks is important and where they want their money to be spent. There are general categories included and an open section to write in other ideas. We want to keep it open through the holidays and into January. We will be asking the GLCs to keep sending out the survey and include it in the Tiger Weekly Newsletter, etc. Question on whether we could have hard copy, and this will not happen because we want to keep it anonymous and it prevents more leg work and the program used will compile all the data. Ms. Bolding mentioned that there is a computer in the lobby if someone needs to use it and Mrs. Hodges also said that kids can take the survey during library time. Suggestion to add it to Schoology. Discussed that the maintenance questions be included in the teacher and student surveys. Deadline for questions is today, but please submit by the end of today.
- f. Ways & Means
  - i. Spirit Nights, Spirit Wear
    - 1. Spirit Night - Chuck E Cheese spirit night was a great success. We brought in \$611.72 and last year we received \$357.70! Our next event is Spring Creek BBQ on November 14 from 5-9pm.
    - 2. Spirit Wear pickup option for next year - Spirit wear is submitting a correction to the vendor for errors. There aren't

many errors, but vendor suggested that next year to have the orders picked up at their store in order to reduce errors in bagging. Concern, will people pick up? It will reduce the scope of the job for spirit wear person. It will also save money. It cost \$240 this year to have the bagging done by the vendor. Jennifer noted that last year the board sorted, after HS volunteers didn't do the best job, so she thought that since this new vendor had a bagging option, they did it. Norin said that the initial the plan was to do it in house, but something fell through and they went with the vendor to bag. We discussed having a new vendor for shirts or a SUG to have volunteers sort next year versus parents pickup shirts. Breakout conversation on school supplies and getting volunteers to sort and deliver. Picking a different vendor (versus BuiltbyBlue) for supplies that will do a better job at packaging individual supplies, as well as the quality of products to choose from.

- ii. Fundraising - We don't have the new theme yet from Apex. We have the marquee spots that were sold and all are paid for from last month. We also have the new teacher Ms. Nguyen, doing the marquee club. We will also be using some of the open marquee slots to thank our Carnival sponsors.
- iii. Carnival
  1. Budget Handout - The carnival is this Friday, and we still need donations and volunteers to help. If you are available, please use the Tiger Weekly links to sign up and you can also speak with Fauzia who is our volunteer coordinator for the event. To briefly summarize, we prioritized three areas; activities that require money, the inflatables (for safety reasons) and the attractions/art that may need more supervision than a MS or HS student should be asked to do. On another note, if you have any portable tables that we could borrow for the event, please let me know. I also wanted to note that today is the final day that we are accepting donations for our contest and for pre-sale wristbands. I also wanted to give you all a copy of our current budget. These numbers include the donation totals that our sub-committee (Janet Berry and Michelle Townsend) have collected to date. I am very proud of what they were able to accomplish this year, and it is my understanding that

we have never collected as much money as they hustled for in a non-fundraising event. I will let Michelle read off our sponsors for you in a moment, but I believe that we only have one outstanding check that we have not collected. To date, we have collected a total of \$1,530, some of which we have utilized in our attractions and games budget to get a new attraction (the eliminator/wipeout). The rest will be given back to CME. As of yesterday, we have sold over 160 tiger bands (80 families) which totals \$1956. If you look at the difference category and add that to the \$1900, we have made approximately \$3500 before we even calculate event wristband sales, concession sales, and our proceeds from Kona Ice and BFW Pizza from their food sales. So I am happy with that number heading into Friday. I wanted to personally thank all that have helped and donated to make this event happen and I am extremely pleased with what our sub-committees have done preparing for this year's event. It's going to be incredible!

iv. Box Tops - none

VII. Unfinished Business

- a. Playground Shade Structure Update - The shade structure is finally completed! However, there are landscaping issues that need to be addressed which occurred during the installation. There is \$521 left in the shade structure budget, and I believe they should be used towards these issues as they were caused by the structure.
  - i. Due to the extension of the playground borders, three sprinkler heads need to be replaced to keep water away from spraying into the border area.
  - ii. The control valve box on the field did not have a box cover on it when the cement truck drove over it. If the box enclosure was not damaged, then a new top needs to be put on, but if the entire box enclosure is damaged, the the entire box and top will have to be put in. Waiting on Fran to get clarification on whether it was damaged. Ms. Bolding said that kids had brought in pieces inside the control box, so they had them.
  - iii. Put down sod around this playground structure to keep the soil from washing away. The cement truck drove all over the area and left ruts in the soccer field area that needs sand put over to smooth them out. Nyla mentioned that since we will have gravel trucks coming for the new track, maybe we could wait and do that then?

Fran said that we should lay the sod preferably when the trees are being put in. We agreed that the cost should come out of the buffer money (\$500).

- VIII. New Business - none
- IX. Announcements - Dec 5th PTO Member Meeting and our Dec. (TBD) Board Social
- X. Adjournment - Jennifer motioned to adjourn and Nyla seconded - 11:24a