

CME PTO Board Meeting Minutes

Wednesday, October 2, 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
- P - Fauzia Syed, Parliamentarian
- P - Melissa Bolding, Principal
- P - Jackie Boyd, Assistant Principal
- P - Melanie Hodges, Teacher Representative
- P/P/A - Ozgun Demirbas, Sarah Yoo, and Celine Zhao, Hospitality
- P/P - Catherine Manganaro and Nyla Ismail Sydora, Gifts
- A/A/P - Simmi Chaudhary, Andrea Reichenbach, and Wendy Zafris, 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
- P/A - Amy Tran Jiang and Asal Mahtabi, Ways and Means - Retail Share & Box Tops
- A/A - Hanh Earhart and Aiman Gurji, Publicity
- P/P - Suma Chilukuri and Jin Pan, Membership

P = Present

A = Absent

- I. Call to Order - 9:36am
- II. Approval of Minutes of the Previous Meeting
 - a. September Meeting Minutes - Cora motioned and Norin seconded
- III. Administration - Ms Bolding - Sorry I missed last month's meeting, normally I don't have meetings on Wednesday, but I wanted to thank you for your help with picture day, and helping us get volunteers for Science lab, and for the upcoming painting of the bathrooms that we are super excited about. We also wanted to tell the custodians we love them and that we are happy to be celebrating National Custodians day today. We had a meeting the other day and we are looking forward to carnival and if you need any help from us, please let us know. Question: Sometimes the kids don't know what the out class schedule is each week. With the new shoe policy, it would be nice to know so the kids can be prepared and wear the right shoes. Ms. Hodges - Aside from kinder, PE will be on a rotation, every three days. We did have some confusion with that weather day, and on a half day there is no outclass. Some teacher newsletters have the child's schedule listed weekly, but not all

of them include it so one option is to check Mr. Lofton's Schoology calendar. Ms. Bolding mentioned that if it's helpful, they could put the A-E schedule rotation on the main website, but your child would need to know what letter corresponds with what outclass for their grade level. Also, our website master last year was Coach Andrews and Mr. Ngo who will be taking over those duties has not attended the web master training yet as it happens later this month. Question on modified recess - what is the criteria for modified recess? Mrs. Boyd and Ms. Bolding said that they received a chart from the district and it outlines the temperature and humidity (heat index) threshold for calling modified recess. We do have some grade levels going at different times to make sure we can get in as much recess as possible. Finally, we are trying to get parents to read the Tuesday emails so we are including a note about that in the email so the kids can submit something and get rewarded for parents reading it.

- IV. Teacher Representative - If you have a second grader, but definitely 3rd grader and up, please check Schoology. We will be using Schoology for library and steam, as well as all of the classroom teachers. The secret passwords will be updated from the current template passwords. The district was waiting for the verification forms to be updated before changing the passwords. Across the district, we were the 4th highest for the online verification forms and AUP completion rate. Third graders will be getting new super secret passwords soon, so at some point the students password could change. Book fair is starting today for setup and I included the signup genius in the Tuesday email because we had a couple holes in grade levels and it looks as though the GLCs might not have sent them out. Not sure how we want to do it or how we did it before, but certain classes are getting the SUG and some are not. It was recommended that we should to come up with a deadline for GLCs to send out emails - within 24/48 hours to send - and if you are noticing an issue, please follow up with the GLC. Book fair is kicking off tomorrow and will be running through Thursday of next week. We will be doing storybook pumpkins again with an artificial pumpkin, decorated as a storybook character and the storybook stroll on the 31st is where the kids get to dress up as their favorite book character. Please tie it to a book character, but nothing scary. Curriculum Committee is meeting and Mrs. Bates was considering a curriculum night with an ELA focus. Hoping to try to structure it similarly to the STEAM Night that was really successful. Mrs. Adams would like your 'junk' 3-5th grade is getting ready to make projects, so we will be asking for pringles cans, buttons, yarn, cardboard, fabric scrapes, egg cartons, etc. We are only limited to our children's imagination so please send it in. Kids can also use these items for genius hour. I will be sending an email out next week, for anyone that has an old smart phone that is wiped completely, we would like them. I'm looking for 7 to 8 phones as I have VR googles and we have not used them yet because they are only compatible

with a smart phone. Finally, we want to thank Boba for all of her help in the library and with STEAM. We really appreciate all the help and we loved the cow program. Author visit is Oct. 22nd for 3rd - 5th grades.

V. Reports of Executive Officers

- a. President - Like to introduce Fran Steele here with our landscaping committee as we will be discussing phase III planning, she will be here to answer questions when we get to that item. We will be having a picture retake on 10/24, if you haven't already please come in to take your picture if you missed our Sept. date. The plan is to use those pictures for the website.
- b. Vice President - We are looking at some new programs, very exciting, we have always had a great educational programs, but this year's focus will be a multi-cultural theme. We won't announce that yet as the Author Visit is next on our list. I am also helping with Shared Dreams, so we are getting volunteers ready for our campus' drive, 15th, 16th and 18th to go to the district facility to help sort clothes and other items that are collected. We will be sending a SUG to get volunteers for that and our drive will be starting very soon.
- c. Treasurer - Updated report July 1st - Oct. 1. I would like to congratulate the Membership Committee for working tirelessly and coming up with new incentives and surpassing their goal. We don't have all of Sept. online numbers yet for membership or spirit wear. Spirit Wear also concluded, and we hit our break-even mark for them. Total income we have so far that has been generated from spirit wear and nights, membership, retail share is \$30,176.64. Current total expenditure \$6,951.37 so our net is \$23,225.27.
- d. Recording Secretary - Please make sure if you walked in late to grab the attendance and check your name for today's date.
- e. Corresponding Secretary - don't have much to report, if you have anything for me, please send. We did start cookie dough sales for 5th grade party. Janet is helping with some announcements. Asked Ms. Bolding if a yard greeting could be put out by the bikes for 5th grade Cookie Sales. Kristen Boucher is donating the sign for us. We had the teachers dressed up as cookie monsters and danced at lunch.
- f. Parliamentarian - nothing

VI. Reports of Standing Committees

- a. Membership - Just added up and we are coming close to \$29k. We are still accepting donations, but anyone donating after membership closes

will not receive the incentive as we cannot guarantee them as we already placed the order for them.

b. Hospitality

- i. Our next even is the tailgate on Friday 10/18. It will be outside by the gazebo with Beck's Prime providing the meat and trimmings. We will be sending out a SUG for sides, drinks, and volunteers to help serve, lunch monitor duties, etc.

c. Publicity

- i. Nothing, both committee members were absent

- d. VIPS - Dads and Donuts is Friday. If you signed up to help, please come a few minutes before 7:00a that would be helpful. An email went out last night for the painting and hopefully we get volunteers for that. Should be getting that SUG from GLCs today and will go out in the newsletter as well. Clarify that children cannot come to this event as it will be a secret and should update the description to include that. GLCs that are here please mention and I will update when I get a chance.

e. Gifts

- i. Gift Maintenance - We want to talk about a couple different things today. One is gifts maintenance and we would like to propose resurfacing the track. We've gotten a few quotes on doing a rubber type mixture, on the track that kind of seals the track and is really cushy - however both quotes are fairly high - one was at \$70k and the other was \$80k. So we feel like that is out of our reach at the moment, but we could consider that in the future. The track was resurfaced sometime before Harvey, and since then it has been washed away, it's bumpy and serves as a hazard for the kids and so we would like that to be part of gift maintenance this year. We are still looking into who will be redoing the water fountains outside. It is broken and we would like to include that in our gifts maintenance this year. My understanding from the front office, is that they are trying to get an old one from a different school, but it hasn't come into fruition just yet. So if that doesn't happen, I would like to put that into the gifts maintenance as well. We are looking at around \$7,000 for the track as we have to fix some of the drainage. Jennifer had a comment on the options available and cost difference between natural surfaces compared to a synthetic. She said that although the upfront cost for a synthetic or rubberized surface looks immense, if you combine the cost over the lost term (8-12 years) there will be zero maintenance on a synthetic. If we

added up the cost on what it takes to keep up the gravel in that same time the cost could be similar. You are also dealing with safety concerns with rocks, and even though they aren't trying to kick them up it happens accidentally. Just like the multi-year fundraising with the blacktop cover/pavilion, I think that having a better surfaced track, whatever that is, would be better than continuing with the gravel. Nyla said that one of the things that came up, is that when we looked at the gravel and different substrates, the ones that we gave quotes for are what would be considered the cheapest. They can go upwards of \$200,000. Jennifer added that these are for much larger tracks and ours is less than 2 tenths of a mile, but it's double the size of Commonwealth's. They recently competed their track for about \$35k. Nyla mention that one of the things that came up was that when they do resurface the track, they will have to gravel first. If we are able to afford it, in the near future, the contractor said we would have to resurface to create a flat level surface. Right now our track is not level and the rock and gravel will serve as our resurfacing and later if we wanted to add the rubber then that will take off the upfront cost from that. So let's say it's a \$70k quote and the gravel cost \$7k, it will then be \$63k. That will definitely help in the future, but for now, it's not possible with our current budget. That would be Nyla's suggestion. Catherine added that we feel like it was important to do something for the safety of the kids running around out there everyday, we feel like it needs to be resurfaced to a certain standard. Then we can look at fundraising efforts to get us across the line for a better track. Nyla mentioned that we would love a synthetic track for all of our kids, it would be cushier and safer. A question came up on how frequently we should be maintaining the track and Fran said it should be done in a 2-3 year window depending on what type of weather you have. It's not just Harvey that we need to consider, but we were also inundated with heavy rain in May. Nyla said you could consider the track as multiple phases and this is phase I and you have to get this substrate down first. We would love to consider doing a fundraiser just for the track, but for now I think for basic maintenance these two items are the most important for us. Norin asked about the budget for these items and Nyla proposed a total of \$10,000 for gift maintenance (track and water fountain). Gifts wanted a vote on the proposal, however there was a question on whether we could vote on the same day as the proposal and discussion. Based on our bylaws, 24 hour advance notice (in a email) is required including the specific item that we will be voting on and a specific

cost before a vote can occur. Mrs. Boyd pulled up the our previous meeting minutes read that a discussion was held, but nothing specific was determined and the motion was tabled last month. Continued discussion on the gifts budget, the maintenance budget, following our bylaws, protecting our board, and options to get this streamlined for a vote. We discussed and several members called for a special meeting, with notice that will need to be provided. It was also noted that we have to have at least half of the board to have a quorum in order to vote in this special session. Discussed doing a school-wide survey for suggestions on gifts, but they were wondering if the committees had questions to add to the survey. Mrs. Hodges agreed to put the kids survey on Schoology. Please send questions to Catherine and Nyla.

- ii. Phase III tree replanting - Ready for phase III, but it needs to be approved as it wasn't approved before by a previous board. November is the appropriate time to plant trees, so there is a deadline for planting. Fran has already arranged for this to happen. Handouts were given to board to review last years notes on planning from Arbor Care and the layout for trees. There is water in existence to tap into those sprinkler lines. Last year we came under budget by \$3k and that included 6 trees planted and new bubblers for 11 trees. We are looking at doing 5 trees this time and using the existing water line/sprinkler system. The budget on this is based on last year's quote which is \$9k for 45 gallon red maples - to finish the process with all of the same trees. Discussion - Trees don't provide the immediate shade for children, but a shade structure would give us that. All the Bradford Pears needed to be taken out due to safety issues. We have lost a year because we had to wait for the trees to be removed by the district and the stumps ground. We need to put the trees in during the Thanksgiving Break when the children aren't around. The trees aren't replacing the shade structure. There is also maintenance involved in this price. Norin made a point that we were not committed to approving the final phase of trees. We discussed and agreed that we do not have to complete phase three, as it was a suggested phase plan and timeline, and a previous board does not commit a future board financially. However, the trees that planned are not covering areas that the shade structure would cover. We also have students that don't play on the playground and those are areas that could be providing shade for them and teachers that are monitoring recess. Michelle asked if anyone has checked about getting trees donated. Fran said that we would not receive a 45 gallon tree first of all and there is no maintenance with it, that would be our responsibility.

Fran also said that they spoke last year about families donating trees and that is still an option to cut down the cost. We can't put their name on it, but we can do a plaque in the school as a thank them. Trees are \$1500 each and they could be broken up into \$500 increments are lower.

iii. New Shade Structure - The original shade structure is moving to the smaller playground, as it was planned for the larger one. There had to be a redesign, because they started to dig and ran into the storm drain line, as there was an issue with the blueprint. The district came out, and there was no way for us to get the original one to fit because of the placement of the storm drain near the larger playground. We did however get lucky because the original 35x35 will fit on the smaller play structure. There is another issue as the original design quote had a 12' posts for the smaller playground, instead of the 16' for the larger. So we are forced to put in the 16' posts and are out of pocket \$1200 which is the price difference on the posts. Discussion on fault on storm drain blueprint. There is a new design for the larger playground shade structure and it is a 40x40 structure so we will not be hitting the storm drains. We wanted to propose putting that in with the Phase III tree planting. New quote for the larger play structure is slightly taller, and will be approximately \$32k. We are working with a full blueprint and we were out there for several hours to make sure that we don't have any other issues with the company. We are 'best planning' with what we have available with the contractor and Cedric at the district. Jennifer totaled up all of the proposed items which equalled \$51,000 and was concerned about voting on all of this in a special meeting when we don't have the money on hand. After discussion, we decided to remove the new shade structure from the special meeting agenda. Question from Janet about the shade structure and the trees. She had thought about the shade structure as a replacement for the trees at one point, because the trees, although beautiful, don't provide the shade and protection for the children playing at the playground. Thought that at the time, that we were going in a different direction with the shade structure as the newer schools have the shade structures as direct cover for the children. She likes the idea of the tree at the bench, and they are esthetically pleasing, but doesn't think they were really providing shade were they children are concentrated and playing. Parvathi asked if the board had enough information about Phase III to move to a vote at a special meeting and Jennifer asked if the board could prioritize our list as we are requesting a large portion of our budget today. The discussion came to prioritizing the track

as number one, with trees following. They removed the new shade structure off of the list for our special meeting vote. Question was asked about what the timeline is for the initial shade structure and when it will get put in. Sarah said it should be next week and she would follow up with them to confirm. We discussed several details about issues and concerns regarding the shade structure; compromising on moving a customized shade structure we purchased from one playground to the other base on a mistake that was made with the blueprint, the company digging without notifying us and hitting the storm drain, how the district missed the storm drain on the blueprint, not getting the blueprint from our project manager first, and only being able to work with approved vendors of FBISD moving forward. Question from Michelle - is there any consideration made for calling modified recess with a shade structure? Ms. Bolding said that they would look into it and see if there is any difference with a shade structure or the pavilion and calling modified recess. Boba asked if we had the drawings to help in visualizing and if we could see that and quotes before we vote on anything. Question came up on how we move forward with a new structure if we are having so many issues with the current and only vendor approved. Mrs. Hodges recommended that we need to get all of this specific information to the district board before they review and renew vendors. Finally, we are going to do a school-wide survey as was brought up in a previous meeting. We will be asking parents, teachers, and kids for gift suggestions. We were wondering the board wanted to add some of your committee questions to the surveys. Mrs. Hodges agreed to put it on Schoology and a separate one will be sent out to the parents. Please email Catherine or I before the next board meeting if you have questions to include.

f. Ways & Means

- i. Spirit Nights, Spirit Wear - Jason's Deli - we made around \$140 and thank you for coming out to that. We have Chuck E Cheese in 2 weeks and Chuck E will be coming at dismissal. Teachers come to the ticket booth and catch tickets to give to the kids. They also get a free meal as well. When we get the package from CEC, the committee will give to Ms. Bolding with the signup for teachers. Shirts are coming soon and we are paying the company will bag shirts for us so we don't need to have volunteers to help with that. I think they are being printed this week so I hope we will have them next week to distribute, depending on bagging time.

- ii. Fundraising - Sold 4 marquee spots - 2 paid
- iii. Carnival - We had our first committee meeting yesterday, so we have designated all of our sub-committee chairs. Vision for carnival is the same from last year, with wristbands instead of tickets, pre-sale wristbands started yesterday, but there was an issue with the link so Jennifer emailed the corrected link to Marisa. We are ready for a great event and thank you in advance for all of your help as I know that this is a time intensive volunteer event. Thanks in advance for helping, to our committee members, and the donations that we will be asking for!
- iv. Box Tops - BTs are making a transition to the app - \$46 dollars on the app right now. Working on a video with Mrs. Hodges to help families with logging on and registering. They came back and said that physical Box Tops won't be eliminated completely, so they will be doing both. However, we don't know if we will be able to double up and collect both tops and scan the receipt. Because we are expecting a reduced amount of being clipped, Amy wanted to propose that we drop the monthly popsicle party because BTs has a Nov. and Feb. deadline for submissions. She wants to propose that we do a fall drive and winter drive to match their collection time. This also reduces the monthly hand-ons work required for volunteers. Since Feb. is the last collection for the school year, all those collected after will be submitted in Nov. of the next school year. We originally thought that BTs was going strictly online, so we stopped printing 750 copies of the submission form each month, but now that BTs is still doing both, we want to be clear with collecting and submitting. Ms. Bolding suggested that we can attach the flyer to the email instead of having to copy all of the submission forms each month.

VII. Unfinished Business

- a. Playground Shade Structure - see new shade structure notes

VIII. New Business

- a. Yearbook - We started with three people on the yearbook committee, but now we have no one. Parvathi signed the contract with Balfour in a meeting with Catherine, but after that meeting Catherine didn't want to be the lead. There was a question on whether there was a folder for Yearbook. Pavarthi said that Catherine had given her a lot of materials that she passed on to Alejandra and Maria. Cindy, the Balfour rep has also offered to train them as well, but Alejandra and Maria are not comfortable doing the yearbook by themselves. Fauzia offered to help as

she has done yearbook before and Norin has stepped up as well to work as a team. However, Alejandra and Maria only want to help with taking pictures rather than be on the leadership team. So we currently do not have a committee, but we have a signed contract. Asked Ms. Bolding about having a teacher to help with the yearbook. Ms. Bolding asked, but the teachers are spread really thin with their own clubs. We gave them the app and link to upload pictures and they have to submit at least 10 pictures each. Parents can still submit photos to image share. Wendy said she would take over and lead yearbook so we can meet our first November is the first deadline for the cover and back. Jennifer suggested that we need to reach out to our parents and tap into the resources and talents in our community because we as a board are going to burnout if we continue to jump in and try to save committees. Wendy will be working with Fauzia to meet our November deadline and will work to form a new committee. Wendy asked if anyone had a nice camera who could come to Dads and Donuts to take pictures. Boba asked if we could send out an email blast to ask if we could ask the Dads to take selfies. Cora mentioned that we also have a photo booth that was purchased for 5th grade party, so it could be set up and tell Dads this is a selfie station and then Dads can upload to image share. Wendy said she doesn't have the link yet, but Ms. Bolding said she has it and will send it. Parvathi said her husband has a nice camera and could come to take pictures this first week. Jennifer asked Ms. Bolding if yearbook could be a teacher-run club in the future who works with PTO. Ms. Bolding said that it had been done that way in the past, but the PTO rep worked with the kids. A suggestion was made to include it as a Genius Hour project if kids wanted to do participate. Fauzia mentioned that we need to consider deadlines when working in a Genius Hour environment.

IX. Announcements

- a. Summarized in anticipation for a Special Meeting. We will only be voting on the track, fountain, and phase III trees, and we will be removing the new shade structure proposal. That's approximately \$20k that's up for a vote. There was a question on whether there are water fountains outside that work, and there are not. Ms. Bolding clarified that kids are allowed to bring their water bottles out and their teachers let them go in and get water. We are not keeping them out there without water. She continued that when we talked about getting a new (water fountain) one, we were told that there was a water fountain at another school that didn't fit so it was suggested that we bring it here. That person however, is in a new position, so we are seeing if that's still an option. Question about how much new water fountains run. Nyla said it depends since the bottom was all rusted out and there is a plumbing issue. Jennifer asked if it would be a

whole new unit. Nyla said when it gets opened up, we will see. Norin clarified whether or not we knew what the cost would be for the water fountain. Nyla said that \$3,000 was what she was told would be the most that it would cost.

- b. Book Fair (3rd-10th)
 - c. Dads and Donuts (4th & 10th)
 - d. Group Picture and Re-takes (24th)
 - e. 50s Day (28th)
 - f. Storybook Stroll Parade (31st)
- X. Adjournment - Special meeting for track, fountain, and phase III to vote next week, Wednesday Oct. 9th at 9:30a. Norin motioned to adjourn at 11:37a and Wendy 2nd.