

# CME PTO Board Meeting Minutes

April 3, 2019

## 2018-19 Board Members

- P-Cora Lee, President
- P- Kelly McKnight, Vice President
- A- Ying Sun, Treasurer
- P- Jenni Kennington, Recording Secretary
- P- Lana Mistretta, Corresponding Secretary
- P- Fauzia Syed, Parliamentarian
- A- Melissa Bolding, Principal
- P- Jackie Boyd, Assistant Principal
- P - Melanie Hodges, Teacher Representative
- P- John Andrews, Teacher Representative
- A/P - Michelle Arceneaux, , Boba Nikolic - Hospitality
- P/P- Sarah Yoo, Lucy Ponce DeLeon - Gifts
- P/P/A- Jennifer Varnell, Wendy Zafris, Heidi Efrid -VIPS
- A/P - Nykyta Rainer, Michelle Townsend- Ways and Means Fundraising
- A/A- Janet Berry, Adhi Kusumajaya- Ways and Means Spirit Wear/ Spirit Nights
- A/P- Katherine Bingham, Amy Tran-Ways and Means- Retail Share & Box Tops
- P/A - Aiman Gurji, Divya Gupta-Publicity
- P/P - Norin Ali Khoja, Parvathi Sram- Membership

P= Present    A= Absent

- I. Call to Order at 9:31 a.m.
- II. Minutes of the Previous Meeting approved: Kelly motioned, Sarah seconded.
- III. Administration- Thank you for all you do. End of year activities are starting. Discussed possible parent meeting with Principal of Fort Settlement for 5<sup>th</sup> grade parents. She will follow up. AUP violations are up. In Fort Bend, 2<sup>nd</sup> - 12<sup>th</sup> grade can Bring Your Own Device (BYOD). Delome and Ngo are blended classrooms but school doesn't have enough devices for instruction. No social media or texting is allowed. Emphasize integrity with the AUP. Any communication through Schoology is held to the same standard. Students must log in with their own devices through the se-

- cure Wi-Fi. We are a Phase 1 technology rollout meaning 2-to-1 ratio of devices in all classrooms. Our campus will fill in with laptop carts and extra laptops.
- IV. Teacher Representative- Fun with Faculty dates and grade level party dates have been set. Michelle and Melanie will work together to finalize remaining dates. Michelle will order the supplies for the events and a link will be sent out April 16 in Tiger News for Fun Events.
- V. Reports of Executive Officer
- a. President - Nominations for next year's board have been received. Please meet with your positions' counterpart to fill them in on what they need to know for taking over the position.
  - b. Vice-President - Owls and Art Car Author/book are coming up
  - c. Treasurer- Not here. Review and discussion of proposed budget for 2019-2020. (attached) Michelle thinks \$20,000 would be a good estimate for APEX. More outside funding and less parent funding could be a goal. Some notes include Marquee to be done next year all online, 5<sup>th</sup> grade Party income allocated a budget line in case they do fundraising but PTO will provide \$3,000, field trip budget increased to \$10 student (enrollment for next year expected at 760) and chaperones continue to pay for themselves. In-House program budget splits into two so Author Visit will have its own line item and Vice President can control other in-house visits. Discussion on how to allocate money to library in the manner it can be most easily used. Landscaping budget increased. Give PE, STEAM and Music a budget so they are in line with other Outclasses. Coach Andrews says \$750 would cover any past fundraising need, eliminating the need for separate gym fundraisers. Because of the timing of our funding and huge number of estimates made while making the budget, the budget does not have to completely balance.
  - d. Recording Secretary - none
  - e. Corresponding Secretary - none
  - f. Parliamentarian- Fauzia presents nominations for 2019-2020 CME PTO Board (attached). Discussion on some slight changes including Sarah Yoo to Hospitality, Lucy Ponce DeLeon and Wendy Zafris to VIPS. Kelly Motions to approve the proposed board. Wendy seconds. A vote is held and the motion passes.
- VI. Reports of Standing Committees
- a. Gifts- Structure update: No approval from District except for email with list of new information that is needed. New cost of structure is \$18,181 with increase in permit fees, etc.
  - b. Hospitality- none
  - c. Membership- none
  - d. Publicity- none
  - e. VIPS- Picture Day is on April 16. Discussion and vote on increasing Volunteer of Year budget by \$500. Jenni motions, Kelly seconds. A vote is held and the motion passes.
  - f. Ways & Means- Five Guys and Kendra Scott spirit nights coming up
- VII. Unfinished Business- none

- VIII. New Business- Discussion and vote on increasing Field Day budget by \$200. Jenni motions and Kelly seconds. A vote is held and the motion passes.
- IX. Motion to adjourn meeting made by Kelly and seconded by Michelle.  
Meeting adjourned at 11:16 a.m.