

CME PTO Board Meeting Minutes

March 6, 2019

2018-19 Board Members

- P-Cora Lee, President
- P- Kelly McKnight, Vice President
- P- Ying Sun, Treasurer
- P- Jenni Kennington, 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 - Michelle Arceneaux, , Boba Nikolic - Hospitality
- P/A- Sarah Yoo, Lucy Ponce DeLeon - Gifts
- P/A/A- Jennifer Varnell, Wendy Zafris, Heidi Efrid -VIPS
- A/P - Nykyta Rainer, Michelle Townsend- Ways and Means Fundraising
- P/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 9:34 a.m.
- II. Minutes of the Previous Meeting approved: Norin motioned, Janet seconded.
- III. Administration- APEX event was awesome. Thank you for delicious Rodeo Luncheon. Looking forward to Field Day on Friday (hopefully). Auction items are being discussed with teachers and staff. Keep fun events because the kids look forward to them and they are a CME tradition. Michelle and Nykyta still would like to do Fun Events. Make sure it doesn't conflict with JumpRope for Heart. Maybe we could supplement Coach's budget for the year instead of him using the JumpRope for Heart as a fundraiser for new equipment. Coordinate with Coach. Wonder Movie Night being planned in conjunction with school-wide reading of the book. All children will have security badges next year that must be scanned at the school

- entrance for admittance. Details being worked out. This is a District-Wide initiative and not because of any imminent threat.
- IV. Teacher Representative- All materials for the Wonder book club are in homeroom course folders and in STEAM course folders online. Week 2 readings will be up by Friday. Book study will be done on KGRR. Mr. Ngo (new 5th grade teacher) can have the regular allotment for teachers provided by the PTO. BOGO Book Fair at the end of the year. Author visit on the 12th in conjunction with Art Car visit (Chalkzilla). Kids will be able to sign their name on the car which will appear in the Houston Art Car Parade on April 13.
- V. Reports of Executive Officer
- a. President - Discussion of Standing Rules (a condensed version of the by-laws). Clarification that the timing and posting of meeting minutes will be done in accordance to the by-laws.
 - b. Vice-President - Bunny Show for K-2 on March 19, 3-5 on April 30. Art Car author on April 12. Ms. Hodges notes there may be some scheduling conflicts with Science Week. Kelly notes that there is time to work out conflicts.
 - c. Treasurer- Make sure all receipt requests have a budget item. Ms. Hodges will remind teachers to spend their allotment by May. Current budget is provided.
 - d. Recording Secretary - none
 - e. Corresponding Secretary - none
 - f. Parliamentarian- Still working on filling all board positions. Currently President, Treasurer, Gifts (1) and Membership (1) are still open. Discussion on who would make a good President and Treasurer. If you have ideas, contact Fauzia.
- VI. Reports of Standing Committees
- a. Gifts- Submitted Right of Entry form for FBISD, FCCA forms resubmitted, working on City of Sugar Land permit. Landscaping discussion on timely payment. All reimbursements are being done in a timely manner. Concerns on non-payment or late payment should be addressed to Cora. Need to talk next month about gift procedure and possible changes to the by-laws.
 - b. Hospitality- Request budget increase of \$1,000 for teacher appreciation. Michelle would like to do a catered lunch. Jenni makes a motion for budget increase of \$1,000. Lana seconds. A vote is held and passes.
 - c. Membership- none
 - d. Publicity- none
 - e. VIPS- planning Volunteer appreciation event. Moms and Muffins was well attended. Field Day is Friday; please sign up to volunteer.
 - f. Ways & Means
 - i. Spirit Nights - Urban Air did not go as well as planned. Spring Creek is on March 28, Five Guys on April 11 and Kendra Scott on May 3
 - ii. Fundraising- APEX went far better than expected. Our original goal was \$8,000. Total pledges were . \$52,947 with a 98% collection rate. School profit was \$28,442. Michelle will send out all pertinent statistics. Because we raised so much, 10% will go back to each grade level.
 1. 5th Grade Fun Event - Request for budget increase or PTO payment of event. No fundraising has been planned for the 5th

grade party this year. Discussion on holding the party as a 5th grade fun event, with only some paying but allowing all 5th graders to attend. Norin proposes having the PTO pay for the entire party this year. (Side discussion on money from 5th grade yearbook ads being used to supplement this). Michelle T. motions for \$3050 for 5th grade party/ PTO sponsored. Kelly seconds. A vote is held and the motion passes.

VII. Unfinished Business- none

VIII. New Business- Yearbook needs a budget line. Discussion on history of yearbook funding and proceeds. Profit estimate of \$3,500 this year. Could be need for initial payment to go to Balfour before we have all the proceeds from sales. Michelle A. motions for \$5050 in Yearbook income and \$4050 in expenses. Ying seconds. A vote is held. The motion passes.

IX. Motion to adjourn meeting made by Kelly Seconded by Lana.
Meeting adjourned at 11:25 a.m.