

CME PTO Board Meeting Minutes

May 2, 2018

- 2018-19 Board Members
- P-Cora Lee, President
- P- Kelly McKnight, Vice President
- P- Erin Bersin, Treasurer
- P- Jenni Kennington, Recording Secretary
- P- Lana Mistretta, Corresponding Secretary
- A- Melissa Bolding, Principal
- P- Jackie Boyd, Assistant Principal
- P - John Adams, Teacher Representative
- P/P - Michelle Arceneaux, , Boba Nikolic - Hospitality
- P/P- Sarah Yoo, Lucy Ponce DeLeon - Gifts
- P/P/P- Jennifer Varnell, Wendy Zafris, Maria Quezada -VIPS
- P/P - Nykyta Rainer, Michelle Townsend- Ways and Means Fundraising
- P/A- Janet Berry, Adhi Kusumajaya- Ways and Means Spirit Wear/ Spirit Nights
- P- Katherine Bingham-Ways and Means- Retail Share & Box Tops
- A/A - Aiman Gurji, Divya Gupta-Publicity
- A/P - Norin Ali Khoja, Ying Sun- Membership

P= Present A= Absent

- I. Call to Order by Cora at 10:18 a.m.
- II. Installation of officers by Ms. Boyd - Statement is read and agreed to
- III. Minutes of the Previous Meeting- no previous minutes to approve
- IV. Administration- Thank you for your commitment to our school
- V. Teacher Representative- Thanked the PTO and reminded that the teacher representative will change for next year depending on availability
- VI. Reports of Executive Officer
 - a. President
 - b. Vice President- No definite program plans for 2018-19 year yet
 - c. Treasurer- Proposed budget for 2018-2019 discussed. Goes over the budget including line items that have changed. Lots of changes based on historical usage. Review of tree plan and explanation of history for new members. Detailed plans are on the website. Grade level funds reduced; homeroom party supplies to be supplied by parents instead of PTO; Hospitality events to be

stretched to once per 9 weeks (Michelle ok with less budget because parents have been donating more); In-house programs can be reduced due to using free/low-cost alternatives including side shows that come as part of our fundraising contracts; Multicultural Day handled by grade level; Penny Wars will not be done next year; School directory done in-house; subsequent budget categories reduced nominally. Coach will look into a Health Fair for next year (done through community volunteers). Family events are better attended and supported. This is a transitional year so not sure our income and our budget reflects that. We are being conservative but it is mostly in line with what other schools in the area are doing. This constitutes a balanced budget.

- i. Jenni motions to approve the proposed 2018-19 CME PTO Budget as presented, Michelle A. seconds it. Cora explains the voting rules. The motion is voted upon and passes.
 - d. Recording Secretary-make sure you sign the attendance sheet at each meeting for the minutes
 - e. Corresponding Secretary- none
 - f. Parliamentarian- Do not currently have a Parliamentarian.
 - i. Voting rules will be emailed out by Cora.
- VII. Reports of Standing Committees
 - a. Gifts- none
 - b. Hospitality-Ms. Bolding has requested dates for next year; Cora and Michelle will work on a date list
 - c. Membership-none
 - d. Publicity- none
 - e. VIPS-Introduction of new board members
 - f. Ways & Mean
 - i. Spirit Nights will be handled by Adhi
 - ii. Spirit Wear will be handled by Janet. Asks the administration to pass on the theme for next year as soon as they have decided. Janet will research online ordering options/ e-commerce sites. Used to have two shirts but now have one shirt.
 - iii. Fundraising- will be looking for new ideas for next year
 - iv. Retail share- none
- VIII. Unfinished Business -none
- IX. New Business - none
- X. Announcements- none
- XI. Motion to adjourn meeting made by Kelly. Seconded by Michelle. Meeting adjourned at 11:25 a.m.