**CME PTO Board Meeting Agenda**

Date: 11/04/2020

Call to Order Time: 9:34 am

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| Administration Rep | Ms. Mangum | P |
| Teacher Rep | Ms. Hodges | P |
| President  | Jennifer Varnell | P |
| Vice President | Boba Nikolic | P |
| Treasurer | Norin Ali Khoja | P |
| Recording Secretary | Janet Berry | P |
| Corresponding Secretary | Cora Lee | P |
| Parliamentarian | Wendy Zafris | P |
| Gifts | Nyla Ismail Sydora | P |
| Gifts | Open | - |
| Hospitality  | Ozgun Demirbas | P |
| Hospitality  | Sarah Yoo | P |
| Hospitality  | Emilie Rivera | P |
| VIPS | Andrea Reichenbach | NP |
| VIPS | Anne Vaughn | P |
| VIPS | Open | - |
| Fundraising | Rachel Smith | P |
| Fundraising | Nyla Ismail Sydora | P |
| Spirit Wear Spirit Nights  | Nykyta Rainer | P |
| Spirit Wear Spirit Nights  | Michelle Townsend | P |
| Publicity | Jessica McCauley | P |
| Publicity | Hanh Earhart | P |
| Publicity | Rachel Smith | P |
| Membership   | Anupama Khandavalli | P |
| Membership  | Michiko Freeman | P |
| EEPS  | Fauzia Syed | P |
| EEPS  | Linette Ewing  | NP |

Guests: N/A

P=Present NP=Not Present

1. Call to Order

9:34 am

1. Minutes of the Previous Meeting

-Motion passed for approval of last month’s meeting minutes (10/07/20)

1. Administration (Ms. Mangum)

-Grateful for the popcorn provided by the PTO

-Thankful for movie night as we are maintaining community during a pandemic.

1. Teacher Representative (Ms. Hodges)

-Duck for President was presented to Kinder to 3rd (not 2nd as originally planned)

-all CME students are all members of the virtual library course. They will be using this library course for storybook pumpkin, family tradition flip grid, T-shirt art contest, storybook snowman etc.

- There will an on-line Book fair that will last for 2 weeks. It will begin the Wed. before Thanksgiving and end the Tuesday after Thanksgiving. An online book fair is not a fundraiser for the library.

1. Reports of Executive Officers
	1. President

-Nothing

* 1. Vice President

-Thanks to everyone for doing your backround check. If you haven't done already, please do so.
-A reminder to be qualified as a PTO member you need to join the PTO, so please sign up.

-December Social Event for the PTO: working on coming up with a plan and PTO members can vote on how to have the December “meeting”

-Shared Dreams: in the prelim stages of organizing a drive for toilet paper. It will be moved to January as to not interfere with any other fundraiser events.

* 1. Treasurer

Balance of Nov. 3rd: $73,184.37 (there may some differences as delays in some funds from the way the software works on depositing)

Total Income as of Nov 3th $12,587.31

Expenses: $36,568.31 (includes the down payment on the playground $27,151)

Net Income: -$23,981.61 This is not alarming because we had a large amount rolled over from previous year

Clarification will be made but $73,184.37 includes playground money

* 1. Recording Secretary

Nothing

* 1. Corresponding Secretary

-Have discovered a way to send paperless notes.

-Can write thank-you notes to sponsors

-When requesting notes, please indicate what needs to be done exactly, provide email, names and what needs to be said

* 1. Parliamentarian

-Please provide read receipts for reviewing bylaws

1. Reports of Standing Committees
	1. Gifts

-Play structure: $27,000 was paid as a down payment (the balance hasn’t been taken out of the budget yet)

Timeline: 4 weeks until delivered and then 2 weeks until it gets to CME, as of right now ahead of schedule

-Sedrick is the FBISD contact-needs 10 day notice for final placement confirmation

-A line locator company GPRS will be used: advanced technology to detect all lines existing, better than blueprints

-Gifts survey will be ready for distribution after the major events (movie night, spirit wear and membership) are over, probably before Thanksgiving. The needs will probably be different this year.

* 1. Hospitality

-Thanks to all the volunteers at the Tailgate appreciation lunch for teachers.

-Last Thursday was a popcorn surprise for the teachers

-Adopt a teacher has raised over $1020. The difference in the budget would be from credit card fees. There will be another Adopt a Teacher even in the spring and will be planned around other fundraisers. It will be done a little differently.

-Planning a Thanksgiving treat and a Winter Break treat.

* 1. Membership

-There has been 34 donations online for a total of $3,461.

-There were 4 donations over $200-they will have their name on the marquis for the week.

-At this time last year there were 101 online donations amounting to $11,249. Working on incentives and a plan to get more families involved. Planning to extend the deadline and next week the incentives will be released (will be a class/student competition)

Discussion: about the best way to get information to parents.

Discussion: on how/when to do morning announcement submissions.

* 1. Publicity

-Updates:

-Please remember that publicity is a liaison between board and Marisa, in order to not overwhelm Marisa, please use Jessica for information to be put in Tiger Roar.
-Using Google Calendar for the PTO calendar. Each section of publicity has their own area so you can see when things are due for release.

-For the website: the calendar uses blocks of time. When you need something posted use the calendar. FB posts will be posted between the hours of 9 am and 6 pm as that is when people are checking FB. If you want something posted on website, please email. All posts should be short to keep interest and in JPG or PNG format (will be a faster posting as the file doesn’t have to be converted). A PDF will take longer due to conversion. You can expect a 24 hour turnaround time on your post.

-For the marquis, it is full until the end of Jan. as many of the spots are taken with sponsor messages. Many spots in the new year are also taken. A new digital marquis may be available this year.

All requested posts, email blasts, Tiger Roar messages, FB, website information must have all the wording and information provided by the person requesting. Publicity can’t make the messages.

-Front Office advertising boxes: keys still lost

-Teacher Center: still closed.

* 1. VIPS

-Family appreciation- Dads with Donuts will be a drive through. You can pickup donuts and bring them home to enjoy. They will coincide it with National Cookie Day (Friday, Dec 4). Online kids will do the pickup in the afternoon.

-5th grade party update-cookie dough sales have raised $2,500 (approximately). The fifth grade shirts will hopefully be printed before holidays.

-Holiday Parties: put together a party pack with game/candy cane and distribute (online students will pickup and do with their teachers online)

-Waiting on how or the best way to collect funds for teacher gifts.

Discussion: The best way to distribute teacher’s fav lists (normally kept in a binder at the front office).

* 1. Fundraising

-Movie Night: will be in the parking lot of Sugar Land Baptist. There were sponsors that donated $2,600 in cash and $1,500 in items (T-shirts, bags, generator, Sugar Land Sun advertising). Approval from the mayor of Sugar Land and CDC is being approved. Sales of concessions ordered online will be delivered to car. In need of volunteers, 10 are needed.

* 1. Spirit

- Spirit wear purchasing on the PTO website was extended unto Nov 7 (original deadline was Oct 21,2020) due to low sales. Spirit Night at Jason’s Deli is coming up on Thursday Nov 19th from 4pm-9pm.

* 1. EEPS

-Duck for President show online happened for K to 3rd (originally planned for K to 2nd). Thanks Ms. Hodges for scheduling. Storybook opera is being presented tomorrow for 3rd grade (10:45 live F2F and 1:00 pm online)

-Free educational programs (Sugar Land Police and Sugar Land Fire Department) will happen the Friday before Thanksgiving (live and virtual at the same time).

-November 11 (Wednesday) will be the Vetran’s program

1. Unfinished Business

Nothing

1. New Business

Nothing

1. Announcements

Shout out to Publicity for working hard! We are really leaning on them to communicate information out to families.

Adjournment Time: 10:56 am Jessica motions, Janet seconds