**CME PTO Board Meeting Agenda**

Wednesday, October 4, 2023

| Administration Rep | Mrs. Viado | P |
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| Administration Rep | Mr. Macky | P |
| Teacher Rep | Mr. Ngo | NP |
| President  | Jessica McCauley | P |
| Vice President | Connie Khawaja | P |
| Treasurer | Holly Klingaman | NP |
| Recording Secretary | Alejandra Tran | P |
| Corresponding Secretary | Janet Berry | P |
| Parliamentarian | Henna Ali | P |
| VIPS  | Krista Patlovich | NP |
| VIPS | Jennifer Varnell | P |
| VIPS | Adriana Spenzieri | P |
| Fundraising | Victoria Greenleaf | P |
| Fundraising | Melanie Sacks | P |
| Gifts | Natalia Nicastro | P |
| Gifts | Rosanna Isaguirre | P |
| Hospitality  | Christine Micheletti | P |
| Hospitality  | Tammy Janos | P |
| Hospitality | Unnati Naik | P |
| Publicity | Racheli Tamir | P |
| Publicity | Carrie Nesmith | NP |
| Spirit Wear/Nights  | Sarah Yoo | P |
| Spirit Wear/Nights  | Amber McCoy | P |
| Membership   | Changjun Shen | P |
| Membership  | German Contreras | P |
| EEPS  | Wendy Zafris | NP |
| EEPS  | Amanda Sauer | P |
| EEPS  | Rachel Smith | NP |
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Guests: NA P=Present NP=Not Present

1. Call to Order 9:34
2. Minutes of the Previous Meeting: Motion to approve Melony motions and Amanda seconds.
3. Administration:
	1. Mrs. Viado
		1. Everything is going well here at CME. We hired a new 3rd-grade teacher.
		2. Campus things that are coming up are Club with Mrs. Madnanamend, family bingo night on the 5th, and were off on the 9th and 10th. Our first Cpack meeting is on the 11th. Hall of Fame pizza party 13th and Assembly with Mrs. Hobbs on the 16th and 17th.
		3. We had a very successful book fair.
		4. Red ribbon coming up. An email will be coming out soon with the dress-up schedule.
		5. Spring Creek spirit night is coming up. Very exciting!
		6. Third-grade program Nature Discovery on the 26th
		7. Character parade day on the 27th
		8. Second-grade universal screener.
		9. I would like for parents to refer back to the school’s newsletter when it comes to school communication or news. There was some confusion with Konstesla or another form of communication about school closer. We received many calls in regards to parents thinking there would be no school. Please have parents refer back to the school’s newsletter.
	2. Mr. Macky:
		1. CME has met it’s attendance goal. The district goal for attendance is 95% and CME has met the goal above that. Our average weekly attendance is 96% to 97%.
		2. Waiting on the Tiger Cart Delivery.
		3. I would like to have an attendance bulletin board to encourage children to not miss school.
		4. We’ve had lots of great reports from parents about the Student of the Month.
4. Teacher Representative: Mrs. Campbell
5. They are working on getting students used to the calendar and schedule in the 5th grade.
6. Reports of Executive Officers
	1. President: Jessica
		1. What is the Why: Ms. Crabtree is very grateful for our support of the book fair.
		2. Please engage this month. It is busy! We can find opportunities for everyone just like we tell our CME community.
		3. Remember we are held to a higher standard, especially with new faculty and staff. We represent PTO with every interaction we have.
	2. Vice President: Connie
		1. i. Please send a reminder for background checks to volunteers.
	3. Treasurer:Holly NP
		1. Financial Report
			1. Beginning balance as of July 1st, 2023 $76,328.36
			2. Income This Year $27,482.06
			3. Expenses This Year $12,236.93
			4. Current Balance $91,573.49
	4. Recording Secretary: Alejandra
		1. Thank you all for turning in the jot forms.
	5. Corresponding Secretary: Janet
		1. Will send a welcome note to Dr. K
	6. Parliamentarian: Henna
		1. nothing to report.
7. Reports of Standing Committees (10:10)
	1. Gifts: Natalia & Rosanna
		1. Ms. Viado has requested we buy shelving for the reading library.
		2. We are asking for feedback from the Team Leader Meetings with Ms. Viado regarding their needs.
		3. Bought gift cards for teachers to use during the book fair. Can give some stats on how many teachers/staff members reached out and actually purchased books.
	2. Hospitality : Christine, Tammy, & Unnati
		1. Big tale gate luncheon next Friday. Mr. Macky is is cooking BBQ.
		2. Later in October we”ll do a little Halloween event for the teachers that we are still in the works of planning.
	3. Membership: German & Changjun
		1. August 15th - September 30th reached the goal of $22785 net.
		2. Thank you for your contribution! There were 174 donations made in total.
		3. 31% of students participated
		4. The family average donation is around $151.59 and Staff donation is $12.89 and CME families cover about 70% of processing fees.
		5. On October 13th at 2:45 - 3:10 is the Pizza party. The party will be held outside in the pavilion. We have 57 students attending with 15 pizzas. We need ten volunteers. We will also have a bubble machine and water bottles.
		6. The popcorn party is on October 20th from 2:45 - 3:00. Also located on the hardtop.
	4. Publicity: Racheli & Carrie
		1. Nothing to report.
	5. VIPS: Jennifer, Krista, & Adiana
		1. We are looking forward to Bingo Night tomorrow! If you can make it, we would love to see you! It's a great event to spend quality family time together doing something fun. The kids love seeing their teachers calling out the Bingo numbers, so we hope to see you all there.
		2. At the district meeting, the Collaborative Communities staff shared that the district is looking for mentors. If that interests you, you can find out more information on the CC website -https://www.fortbendisd.com/Page/131861 or ask us and we can give you the information. They also discussed district efforts to keep staff and students safe, facility rentals, and tracking outside volunteer hours. We also wanted to thank you for submitting your hours! We are seeing an uptick in reported outside hours, which we appreciate you taking the time to do so we can submit those to the district. So THANK YOU! We will also be recognizing our top volunteers at the next board meeting for the 1st quarter and outside hours are considered for this recognition. I know we don't volunteer for recognition, but we do think it is essential that our volunteers get a thank you for all of their efforts in supporting our school.
		3. Finally, we have reached out to our NEHS and Stu. Co. sponsors, as well as Ms. Hobbs and Ms. Crabtree in anticipation of Red Ribbon Week. VIPS provides decorations and supplies for our students to decorate the front of the building and tie ribbons around trees to celebrate Red Ribbon Week which is scheduled for Oct. 23-27th. So that is underway.
	6. Fundraising: Victoria & Melanie
		1. Weekly Thursday meetings to plan carnival
		2. Seeking sponsors
		3. Need help with volunteers - ask your friends!
	7. Spirit
		1. We had a successful Spirit Night at Gyro Hut. They had a total sale of $1,488, and PTO received a check for $225 which is just over 15%. The owner said they would love to work with us in the future whether it's
		2. Carnival, Teachers' Tailgate (they have a mobile unit), fundraising events like donations to auction, or selling pre-paid cards at a discounted price.
		3. Next Spirit Night: Wed. 10/25 at Spring Creek BBQ. Will send out sign-ups for teachers to serve bread next week.
		4. Spirit Wear has all been distributed.
		5. Spirit Wear and Spirit Night Updates
		6. Red Circle income
		7. Upcoming Spirit Nights: 9/26 Gyro Hut, 10/25 Spring Creek, November: TBD, 12/12: Chick Fil A
	8. Educational Enrichment: Amanda & Rachel
8. Unfinished Business (10:45)
	1. 2023-2024 Ideas and Intentions
9. New Business
10. Announcements
	1. 10/5 Bingo Night @ 5:00-7:00
	2. 10/13 Teacher Tailgate Lunch (recess and lunch coverage)
	3. 10/13 Donation Drive Hall of Fame Pizza Party @2:45-3:10
	4. 10/20 Donation Drive Popcorn Party @ 2:45-3:00
	5. 10/23—10/27 Red Ribbon Week
	6. 10/25 Spring Creek Spirit Night
	7. 10/7 Storybook Parade
11. Adjournment: 10:56 Jesica motions to adjourn Connie motions and Victoria seconds

**“Alone we can do so little. Together we can do so much.”**

**--Helen Keller**

**EDUCATE** our community. **MARKET** our impacts. **PROMOTE** our brand. **INCLUDE** all families.