**CME PTO Board Meeting Agenda**

Wednesday, April 5, 2023

| Administration Rep | Ms. Bolding | P |
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| Administration Rep | Ms. Mangum | NP |
| Teacher Rep | Ms. Hodges | P |
| President | Jessica McCauley | P |
| Vice President | Sarah Yoo | P |
| Treasurer | Holly Klingaman | P |
| Recording Secretary | Alejandra Tran | P |
| Corresponding Secretary | [Janet Berry](mailto:lgnixon1@hotmail.com) | P |
| Parliamentarian | Fauzia Syed | P |
| VIPS | Emilie Rivera | P |
| VIPS | Jennifer Varnell | NP |
| VIPS | Johanna Haas | P |
| Fundraising | Victoria Greenleaf | P |
| Fundraising | Anne Griffin | P |
| Gifts | Henna Ali | P |
| Gifts | Mona Sanghani | P |
| Hospitality | Rosanna Isaguirre | P |
| Hospitality | Michiko Freeman | P |
| Hospitality | Tammy Janos | P |
| Publicity | Carrie Nesmith | NP |
| Publicity | Erin Lancaster | NP |
| Spirit Wear/Nights | Christine Micheletti | P |
| Spirit Wear/Nights | Amber McCoy | P |
| Spirit Wear/Nights | Kim Jeffery | NP |
| Membership | Jin Pan | P |
| Membership | Connie Khawaja | P |
| EEPS | [Wendy](mailto:lgnixon1@hotmail.com) Zafris | NP |
| EEPS | [Amanda](mailto:lgnixon1@hotmail.com) Sauer | P |
| EEPS | Rachel Smith | NP |
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Guests: NA P=Present NP=Not Present

1. Call to Order 9:30

Quorum is present. Alejandra is taking notes for 2022-2023

1. Minutes of the Previous Meeting
   1. Motion to pass for approval of last meeting minutes (3-05-2023) Sarah motions, and Amanda seconds.
2. Administration: Mrs. Bolding
3. Thank you so much for our international week, field day, and the rodeo lunch. It was nice having the auction baskets at curriculum night.
4. Be aware of the STAAR dates if you bring lunch to your child. We will not have visitors on those days.
5. Field trip announcements are coming out in the Tuesday email.
6. Teacher Representative: Ms. Hodges
7. We had some 4th and 5th-grade students compete in the 90-second Newberry competition. We have ten students in seventeen categories that were nominated as finalists. We had three students nominated for best picture. There is a fifteen thousand dollar prize for our school if we get first, second, or third place.
8. UIL on April 29th
9. Book of Paluza April 29th at Clements High School 9am - 3pm
10. Reports of Executive Officers
    1. President: Jessica
       1. What is the why? We had curriculum night last night, there was a dedication of the Steam room, and we had an auction preview. It was such a unique time and well-run together. There was a spirit of unity. I love being a part of this group.
       2. There were a few of us that were asked to judge the Science fair. It was me, Rachelle, and Elizabeth. When we walked in and started talking to the kids I knew immediately that I was underqualified to judge the science fair. We were supposed to ask questions and my question was what did you like about your project? The children were so impressive. Late last week we got an email with an update from Ms. McManaman. It was so touching to me that she took the time to circle back and thank the volunteers for judging the art show.
       3. Teacher Appreciation Week notes. Hospitality has given out notes for the kids to fill out for teachers. We want all teachers to be recognized. Here are some notes that your littles can fill out to make sure each teacher receives a note.
       4. Officer/Committee Transitions: Starting today we have our vote but we are going to start thinking about our officer and committee transition. I would like to have tight transitions with whoever comes in after you. Please take this month to get ready to clean up your files and emails. Please clean it up so that it can be nice and lovely to be passed on to the next crew.

* 1. Vice President: Sarah
     1. I reached out to Walker Station because I was told they have a rubber track. They gave me the name of the contractor they used. I'm still waiting to hear back from them. I also reached out to the district to ask for the approved vendors.
     2. I delivered the gift card to the crossing guard. She was very appreciative and surprised.
  2. Treasurer: Holly
     1. You will notice the Balance Sheet looks a little different. I have added a new fund for the "Rubber Track" multi-year project. For safety and simplicity, we continue to only have one checking account, but this is a way to show the fund savings.
     2. The Profit & Loss Budget vs. Actual is an excellent report for checking on the budget in a particular spending category, as well as the amount that has been spent thus far.
     3. I need two volunteers in July (both PTO "members"/max one board member) to help audit the books at a mutually agreed upon date/time of convenience. This will hopefully only take 1-1 1/2 hours as I plan to have documents organized well for time savings. If you can help with this and/or know someone in the PTO not on the board I would appreciate it. It does not need to be someone with accounting experience.

Beginning Balance (as of July 1st, 20220 $68,833.08

Income This Year $73,046.38

Expenses This Year $60, 141.65

Current Balance $81,737.81

Financial Report

* 1. Recording Secretary: Alejandra nothing to report
  2. Corresponding Secretary: Janet
     1. Tree Fertilization
        1. Trees have been planted in phases over the years and paid for by the PTO. They were installed by Arbor Care (now SavATree). Every year it is recommended that they be fertilized. There are 16 trees in total. Last year during the drought, one tree (not in the last phase) was not doing well as the sprinkler system was off. Trees in the zone where the tree wasn't doing well were manually watered. It has leafed out this spring but doesn't look as full as the others. The trees were expensive and considered an investment. Fertilization needs to happen no later than April.
           1. Proposal #1 All trees are to be fertilized by SavATree at $1,465.00
           2. Proposal #2 Latest Phase is to be fertilized (5 trees) at $341.00 to ensure its success, it will have had the least fertilization at this point. Possibly adding trees that may not be doing well (I don't have a price quote on that).
           3. Proposal #3 Moon Valley Moon Juice Fertilizer ($59.99 a bottle) was donated by Moon Valley Nursery in Sugar Land. 3 bottles were donated. They need to be mixed and poured into the trees. Will ask a Boy Scout Troop to help with this. Trees are to be monitored and if needed, SavATree be called.
  3. Parliamentarian: Fauzia
     1. Future voting procedures. We have a list of nominees that we will vote to approve later today. We had two nominees for one position. The election meeting will be done at a regular meeting with a written ballot. This meeting will be open to PTO board members and nonmembers. We can have one vote per member (as in PTO members) they would have to be a registered members.

1. Reports of Standing Committees
   1. Gifts: Henna
      1. On Wednesday from 7 am - 12:00 benches and tables will be installed.
   2. Hospitality: Tammy
      1. The teacher lounge is being stocked up. Parents are donating through signup genius.
      2. Teacher appreciation week
         1. We will have catering for the staff for Cinco de Mayo.
         2. May 8th Barista Brothers
         3. May 9th Tacos and Donuts
         4. May 10th Gift card drive
         5. May 11th yogurt and muffins
         6. On May 12th the school is doing something
   3. Membership: Connie and Jin nothing to report
   4. Publicity: NP
   5. VIPS: Emily and Johanna
      1. We are planning our top 50 volunteers in May.
      2. NHS - blue ribbon week.
      3. Please do not forget to submit your volunteer hours.
   6. Fundraising: Anne and Victoria
      1. Field day went well. Thank you for volunteering in the morning. Clean-up was easy. The modified games were good for Sped/prekindergarten.
      2. The auction is coming up. Everything is good to go. There is still time to donate items.
      3. Our fundraising goal is $10, 000.
   7. Spirit:
      1. Thai cottage went well. We made $400.
      2. Red Circle ice cream in April
      3. Chick fil-A in May
   8. Educational Enrichment: Rachell
      1. We had Wild Life by Designs for 3rd - 4th grade.
      2. Mariachi band for Cinco de Mayo
      3. The 5th-grade end-of-the-year party at Altitude will be on May 24.
      4. Gelato picks for 5th grade only
2. Unfinished Business
   1. 2023 Ideas and Intentions
3. New Business
   1. Open to vote to approve nominations for CME PTO 2023-2024 Board (Fauzia)

Janet motions to approve and Sarh 2nds. Fauzia motions to approve.

* 1. Open to vote to adopt tree fertilization plan (Janet) Sarah motions to approve and Fauzia seconds.

Fauzia motions to approve.

1. Announcements
   1. April 14-21: Auction
   2. April 21: Career Day
   3. April 27 @9:00: CME Volunteer Appreciation Breakfast (Library)
2. Adjournment. Jessica motions to adjourn Amanda Motions and Henna seconds.

“We can ***all*** do small things, with great love,

and ***together*** we can do something ***wonderful***.”

---Mother Teresa