**CME PTO Board Meeting Agenda**

Wednesday, February 7, 2024

| Administration Rep | Mrs. Viado | P |
| --- | --- | --- |
| Administration Rep | Mr. Macky | NP |
| Teacher Rep |  Coach Loftin | P |
| Teacher Rep | Mrs. Campbell | P |
| President  | Jessica McCauley | P |
| Vice President | Connie Khawaja | P |
| Treasurer | Holly Klingaman | P |
| 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 | NP |
| Membership   | Changjun Shen | P |
| Membership  | German Contreras | NP |
| 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 9:32
2. Minutes of the Previous Meeting: Motion to approve Amanda motions Sarah seconds.
3. Administration: Viado & Mackey
	1. Viado
		1. On Thursday we have our banquet HAABSE honoring Mrs. Benson.
		2. Star Interim will be on for the next three weeks. I will take that data for intervention and reteaching.
		3. February 12th Lunar New Year dragon dance
		4. 2/13 2nd Grade Valentine Party @ 1:00-1:30, PK-1st @ 2:00-2:30
		5. 2/14 3rd-5th Valentine Party @ 2:00-2:30
		6. 2/23 Faculty/Staff Rodeo Lunch
		7. 2/29 Open House 5:30 - 6:30
		8. ESL has TELPAS testing Feb 20th - Marth 28th
		9. Space Cowboys reading March 23rd
		10. First grade March 29th @ 9 am Rodeo round-up
		11. March 4th pre-k field trip. Pettingzoon here at school. No need for parent volunteers/chaperones.
		12. March 4th - 8th Read Across America
		13. International week March 4-8, International Fest Fest March 7th
	2. Mackey
		1. Spring is busy as we get started with testing.
		2. We just had our PBIS meeting for discipline and culture. Thank you PTO volunteers for helping run the Tiger store.
		3. We have continued to celebrate students of the month. As well as acknowledging the teacher of the month.
		4. Positive behavior referral. We want to recognize all students through the nine weeks.
4. Teacher Representative: Mrs. Campbell & Coach Loftin
	1. Nothing to report
5. Reports of Executive Officers (9:50)
	1. President
		1. What is the Why?
		2. Calendar Updates: International Week (March 4-8), International Fest (March 7th) Field Day (April 5)
		3. Volunteer Sign-Ups. Please plug into helping hospitality and School tours.
	2. Vice President: Connie
		1. Nothing to report
	3. Treasurer: Holly
		1. Financial Report

Beginning Balance (as of July 1st, 20223) $76,328.36

Income this year $79,277.72

Expenses this year $44,362.41

Current balance $111,243.67

* + 1. 5th-grade celebration budget proposal. We gave them a budget of $2,000. They raised $2,100. They are at a total of $4,100.
		2. We would like to give the 5th grade a decorating budget of $500.

Motion to approve $500 for 5th-grade decorations. Sarah motions and Melanie seconds. Motion passes.

* 1. Recording Secretary: Alejandra
		1. Nothing to report
	2. Corresponding Secretary: Janet
		1. Nothing to report
	3. Parliamentarian: Henna
		1. Nomination Committee updates: Jennifer presents
			1. The purpose of this report is to detail the findings and recommendations of the Nominating Committee to the PTO Board for consideration and adoption of the amendments stated herein. It is typical in deliberative assemblies like a board, to have all preliminary work in the preparation of a matter that requires board action to be done by means of committees. This 1 committee prepared these recommendations after thoroughly reviewing materials such as the parliamentary procedure outlined in Robert’s Rules of Order Revised - 4th Edition, other PTO and PTA bylaws from elementary schools in our district, and district guidance regarding the responsibility and authority of nominating committees. Our members did not take this duty lightly and deliberated on these recommendations in earnest and good faith. The recommendations herein have been compiled by the members and presented with unanimous consent to the board for consideration.
		2. Respectfully submitted,
		3. The Nominating Committee 
		4. Robert Rules of Order. Article IX, Section 52
		5. **Report**: Your Nominating Committee appointed to discuss and determine nomination and election procedures respectfully reports the following as recommendations to the board to be considered as bylaw amendments and voted on as such.
		6. Strike and add the following changes. Followed by the Committee vote.

**Motion A - Proposed amendment revision: Article III, Section 3: Jennifer Motions to discuss and Victoria seconds.**

Members In Good Standing. Only current members in good standing shall have the privilege of making motions, voting, holding office or serving on committees. Members in good standing are considered individuals that have joined the PTO during the annual membership drive of the current school year. The Membership Chairperson/Coordinator shall maintain throughout the year a list of the current members of the PTO.

**Motion A - Proposed amendment revision: Article III, Section 3**

Members In Good Standing. Only current members in good standing shall have the privilege of making motions, voting, holding office or serving on committees. Members in good standing are considered individuals that have joined the PTO membership during the current school year. The Membership Chairperson/Coordinator shall maintain throughout the year a list of the current members of the PTO.

**Motion A revised. Committees vote. Motion passes**

**Motion B - Proposed amendment revision: Article IV, Section 2: Jennifer motions to discuss, and Christine seconds.**

Election ~~Meeting. The Election Meeting may be held during the Regular Member or~~  ~~Board Meeting in Spring of each year. T~~he Election ~~Meeting~~ shall be held for the purpose of electing officers of the PTO. ~~and for the transaction of any other business properly brought~~  ~~before the meeting.~~ The Board shall be elected in the Spring by the Members of the Organization, by an electronic ballot, sent via a link to members in good standing. Members in good standing shall be counted and considered as one family, one vote. The election will be concluded at the April Board Meeting, after any nominations from the floor have been heard and voted on.

**Motion B - Proposed amendment revision: Article IV, Section 2.**

Election Meeting. The Election shall be held for the purpose of electing officers of the PTO. The Board shall be elected in the Spring by the Members of the Organization, by a ballot, made available to members in good standing. Members in good standing shall be counted and considered as one family, one vote, per membership. The election will be concluded at the April Board Meeting, after any nominations from the floor have been heard and voted on.

**Motion B revised. Committees vote. Motion passes**

**Motion C - Proposed amendment revision: Article IV, Section 5. Jennifer Motions to discuss and Melanie seconds**

Quorum and Manner of Voting. A quorum will be determined by counting twenty (20) current members on the PTO membership roster. That number of members shall constitute a quorum and must be present at any meeting of the members. Any item of business included in the agenda and property brought before the meeting may be transacted and voted on during such meeting. The order of business to be followed during each meeting shall be determined by the President. The election of Executive Officers, Standing Officers, and all motions voted upon by the members shall be decided, except as otherwise provided in these Bylaws, by a majority of the voting members present at a meeting provided a quorum is established and maintained throughout the Voting. ~~Election of Executive Officers shall be by~~  ~~written ballot, however if there is only one nominee for each position, election may be by~~  ~~voice vote only.~~ In the case of all other motions voted upon by the members, voting shall be by voice only unless either the President or the Principal shall deem it necessary to have a vote by written ballot.

**Motion C - Proposed amendment revision: Article IV, Section 5.**

Quorum and Manner of Voting. A quorum will be determined by counting twenty (20) current members on the PTO membership roster. That number of members shall constitute a quorum and must be present at any meeting of the members. Any item of business included in the agenda and property brought before the meeting may be transacted and voted on during such meeting. The order of business to be followed during each meeting shall be determined by the President. The election of Executive Officers, Standing Officers, and all motions voted upon by the members shall be decided, except as otherwise provided in these Bylaws, by a majority of the voting members present and a quorum is established and maintained throughout the Voting. In the case of all other motions voted upon by the members, voting shall be by voice only unless either the President or the Principal shall deem it necessary to have a vote by written ballot.

**Motion C revised. Committees vote. Motion passes**

**Motion D - Proposed amendment revision: Article V, Section 3 Jeniffer motions to discuss and Jessica seconds**

The Nominating Committee. During a Spring Board Meeting each year, the ~~Board~~ Parliamentarian shall present nominees to serve on the Nominating Committee.

The members of the Nominating Committee shall be appointed by the Board and shall consist of:

(a) The Principal;

(b) One (1) or more, faculty members other than the Principal;

(c) Two (2) or more members of the Board, including the Parliamentarian; and (d) One (1) or more members of the PTO not serving on the Board.

No person may serve on the Nominating Committee for more than one (1) consecutive year, except for the Principal, and the Parliamentarian (who may serve no more than two (2) consecutive years). The Parliamentarian shall serve as chairman of the Nominating Committee.

Service on the Nominating Committee does not exclude a person from seeking an office in the PTO. If a potential nominating committee member has a conflict of interest that would interfere with the performance of his or her duties as a committee member, the Parliamentarian should follow procedures listed in Article IX, Section 6. Persons wishing to run for an office shall complete a form in writing stating which office he or she would like and provide a written statement explaining why they are qualified for the position(s) for which they are applying. Nominees for Standing Officers shall be listed on the same form as Executive Officers.

Persons may nominate someone else to an office. Members can also be nominated for more than one office. It is recommended (especially in contested positions) that members submit secondary and tertiary nominations for alternative board positions. All positions are considered open until the nomination deadline. The Nominating Committee shall be impartial, objective, and unbiased. They are responsible for ~~evaluating the qualifications of each~~  ~~nominee~~ ensuring that each nominee meets the minimum eligibility requirement (please refer to Article VI, Section 2 and Addendum A) and is a member in good standing (please refer to Article IIl, Section 3).

All nominees for election or appointment shall be current members in good standing of the PTO and shall personally consent to stand for election or appointment as the case may be after their names are placed in nomination.

~~At~~ Prior to the Election ~~Meeting~~ in the Spring, the Nominating Committee shall be responsible for ~~recommending a~~ presenting to the Members of the Organization one or more nominees for election to each Executive Officer position, designating the capacity in which each nominee has agreed to serve. In addition, the Nominating Committee shall be responsible for

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~~recommending~~ presenting to the ~~Board~~ Members of the Organization one or more nominees for each Standing Officer position, designating the capacity in which each nominee has agreed to serve. Each Standing Officer position should have no less than one and no more than 4 committee members. The number of positions can be increased in a given year, by bringing a motion to the Board.

**Motion D - Proposed amendment revision: Article V, Section 3**

The Nominating Committee. During a Spring Board Meeting each year, the Parliamentarian shall present nominees to serve on the Nominating Committee.

The members of the Nominating Committee shall be appointed by the Board and shall consist of:

1. The Principal;
2. One (1) or more, faculty members other than the Principal;
3. Two (2) or more members of the Board, including the Parliamentarian; and
4. One (1) or more members of the PTO not serving on the Board.

No person may serve on the Nominating Committee for more than one (1) consecutive year, except for the Principal, and the Parliamentarian (who may serve no more than two (2) consecutive years). The Parliamentarian shall serve as chairman of the Nominating Committee.

Service on the Nominating Committee does not exclude a person from seeking an office in the PTO. If a potential nominating committee member has a conflict of interest that would interfere with the performance of his or her duties as a committee member, the Parliamentarian should follow procedures listed in Article IX, Section 6. Persons wishing to run for an office shall complete a form in writing stating which office he or she would like and provide a written statement explaining why they are qualified for the position(s) for which they are applying. Nominees for Standing Officers shall be listed on the same form as Executive Officers.

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All nominees for election or appointment shall be current members in good standing of the PTO and shall personally consent to stand for election or appointment as the case may be after their names are placed in nomination.

Prior to the Election in the Spring, the Nominating Committee shall be responsible for presenting to the Members of the Organization one or more nominees for election to each Executive Officer position, designating the capacity in which each nominee has agreed to serve. In addition, the Nominating Committee shall be responsible for presenting to the Members of the Organization one or more nominees for each Standing Officer position, designating the capacity in which each nominee has agreed to serve. Each Standing Officer position should have no less than one and no more than 4 committee members. The number of positions can be increased in a given year, by bringing a motion to the Board.

**Motion D revised. Committees vote. Motion passes**

**Motion E - Proposed amendment revision: Article V, Section 4 Jennifer motions to discuss and Melanie seconds**

Teacher Representative(s). The Teacher Representative(s) serving on the Board shall be chosen separately by the faculty at the first faculty meeting of each school year or appointed by the principal. The Teacher Representative serving on the Board shall be elected separately by the faculty at the first faculty meeting of each school year or may be appointed by the Principal of the school.

**Motion E - Proposed amendment revision: Article V, Section 4**

Teacher Representative(s). The Teacher Representative(s) serving on the Board shall be chosen separately by the faculty at the first faculty meeting of each school year or appointed by the principal. The Teacher Representative serving on the Board shall be elected separately by the faculty at the first faculty meeting of each school year or may be appointed by the Principal of the school. The election will be concluded at the April Board Meeting, after any nominations from the floor have been heard and voted on.

**Motion E revised. Committees vote. Motion passes**

**Motion F - Proposed amendment revision: Article V, NEW Section 10 (current Section 10 will be renamed Section 11, and so on) Jennifer Motions to discuss and Amanda seconds**

Election Procedures. The following procedures will outline the election process for CME PTO Board.

A. The Nominating Committee shall communicate the deadline for nominations. It is recommended that the deadline for nominations be set by the end of February with the nomination period being no less than three (3) weeks.

B. The Nominating Committee shall communicate the election window for voting. It is recommended that the deadline for elections be set by the end of March with the election period being no less than one week.

C. The Nominating Committee will finalize the nominees for election and present them via an electronic ballot. The electronic ballot will be sent via a link to all members in good standing for members to vote.

D. Once the voting period has closed, the Nominating Committee will count ballots and present the results at the April Board Meeting. The election will be concluded at the April Board Meeting, after any nominations from the floor have been heard and voted on.

E. Ballots shall be submitted by the deadline set by the nominating committee each year. All ballots returned after this date will not be considered. A simple majority of the votes counted, as well as a 10% quorum of ballots returned by the current Members of the CME PTO shall constitute election to the Board.

F. The Nominating Committee is responsible for ensuring that each ballot cast was done so by a member in good standing (please refer to Article IIl, Section 3).

Any candidate with multiple nominations, who is elected to multiple offices, shall be asked to confirm which position they wish to consent to stand and serve in. All subsequent nominations will be withdrawn for that candidate and runner ups will be notified to confirm their intent to serve in those positions. Any candidate that was not elected to any of their nominations will be asked to consent and stand for an open Executive position or open Standing Officer position. Open Standing Officer positions are committees that have not reached their maximum capacity. In the event of a tie, a run-off election will take place for that position only. A new voting window will be determined by the Nominating Committee and be open to Members to determine the winner of the election.

Campaigning is limited to the nominees bio/write up, picture, and word of mouth. Nominees cannot use any school/PTO platforms or resources to advertise their campaign. The school grounds cannot be used to display posters, placards, yard signs, etc. to advertise.

**Motion F - Proposed amendment revision: Article V, NEW Section 10 (current Section 10 will be renamed Section 11) Jennifer motions to discuss and Jessica seconds**

Election Procedures. The following procedures will outline the election process for CME PTO Board.

1. The Nominating Committee shall communicate the deadline for nominations. It is recommended that the deadline for nominations be set by the end of February with the nomination period being no less than three (3) weeks.
2. The Nominating Committee shall communicate the election window for voting. It is recommended that the deadline for elections be set by the end of March with the election period being no less than one week.
3. The Nominating Committee will finalize the nominees for election and present them by ballot. The ballot will be made available to all members in good standing for members to vote.
4. Once the voting period has closed the Nominating Committee will count ballots and present the results at the April Board Meeting.
5. Ballots shall be submitted by the deadline set by the nominating committee each year. All ballots returned after this date will not be considered. A simple majority of the votes counted, as well as a 10% quorum of ballots returned by the current Members of the Organization shall constitute election to the Board.
6. The Nominating Committee is responsible for ensuring that each ballot cast was done so by a member in good standing (please refer to Article IIl, Section 3).

Any candidate with multiple nominations, who is elected to multiple offices, shall be asked to confirm which position they wish to consent to stand and serve in. All subsequent nominations will be withdrawn for that candidate and runner ups will be notified to confirm their intent to serve in those positions. Any candidate that was not elected to any of their nominations will be asked to consent and stand for an open Executive Officer position or open Standing Officer position. Open Standing Officer positions are committees that have not reached their maximum capacity. In the event of a tie, a run-off election will take place for that position only. A new voting window will be determined by the Nominating Committee and be open to Members to determine the winner of the election.

Traditional campaigning is discouraged. Campaigning is limited to the nominees bio/write up and picture. Nominees cannot use any school/PTO platforms or resources to advertise their campaign. The school grounds cannot be used to display posters, placards, yardsigns, etc. to advertise.

**Motion F revised. Committees vote. Motion passes**

**Motion G - Proposed amendment revision: Article VI, NEW Section 2 (current Section 2 will be renamed Section 3)**

Executive Officer Eligibility. To be eligible to serve as President or Vice President, a person must have been a previous PTO/PTA Board Member and a member in good standing of the Organization for at least one year.

**Motion H - Proposed amendment revision: Article VII, Section 1**

Standing Officers. One or more persons (no less than one and no more than 4 committee members) may be elected to each position provided that such position shall be counted as one person or one vote, as the case may be, for purposes of determining a quorum or approving any matter. The only exception is for the Election, in which members are voting individually and not as a committee. The Standing Officers shall be the Chairperson/ Coordinators of the following committees/programs: Hospitality, Membership, VIPS, Publicity, Educational Enrichment, Fundraising, Spirit, and Gifts and shall be responsible for developing programs in support of the stated purpose of the PTO. Other members, as deemed necessary, of a Standing Officer’s committee shall be appointed by the officer in charge of each committee.

**Motion I - Proposed amendment revision: Addendum A, President Job Description Jeniffer motions to discuss and Victoria seconds**

JOB DESCRIPTION. To be eligible to serve as President, a person must have been a previous PTO/PTA Board Member and a member in good standing of the Organization for at least one year. The President shall be the Chief Executive Officer of the PTO and shall: (i) if present, preside at all Member and Board Meetings, (ii) be an ex officio member of all committees except the Nominating Committee, (iii) appoint with the advice and consent of the Board, the members and the chairperson/coordinator of any special committees, (iv) have supervision of and general executive and administrative powers relating to the organization subject to the control of the Board, and (v) implement the general directives, plans and policies formulated by the Board.

**Motion I - Proposed amendment revision: Addendum A, President Job Description**

JOB DESCRIPTION. To be eligible to serve as President, a person must have been a previous PTO/PTA Board Member and a member in good standing of the Organization for at least one year. The President shall be the Chief Executive Officer of the PTO and shall: (i) if present, preside at all Member and Board Meetings, (ii) be an ex officio member of all committees except the Nominating Committee, (iii) appoint with the advice and consent of the Board, the members and the chairperson/coordinator of any special committees, (iv) have supervision of and general executive and administrative powers relating to the organization subject to the control of the Board, and (v) implement the general directives, plans and policies formulated by the Board.

**Motion I revised. Committees vote. Motion passes**

**Motion J** - **Proposed amendment revision: Addendum A, Vice President JobDescription** JOB DESCRIPTION. To be eligible to serve as Vice President, a person must have been a previous PTO/PTA Board Member and a member in good standing of the Organization for at

least one year. The Vice President shall have such powers and responsibilities as may be determined by the Board or the President. The Vice President is responsible for supporting and assisting the President in all PTO initiatives. In the absence of the President, the Vice President shall perform the duties and exercise the authority of the President.

**Motion K** - **Proposed amendment revision: Addendum A, Parliamentarian Job Description**

 Duties. 7. Chair and direct all activities of the Nominating Committee, including supervising the preparation, collection, and retention of all nomination forms. Create a committee as explicitly outlined in the by-laws. Schedule an Election ~~Meeting~~ and a Board Installation in the Spring.

**4 remaining motions are to be discussed and voted on.**

1. Reports of Standing Committees (10:10)
	1. Gifts
	2. Hospitality
	3. Membership
	4. Publicity
	5. VIPS
		1. Update on Chuck E. Cheese Spirit Night: We had a great turnout. Our school brought in total sales of $3,940.44, and PTO gets 20% of that which was $788.09. A big thank you to everyone who came out and supported the event.
		2. We are working to schedule the next Spirit Night for late Feb/early March, hopefully with Thai Cottage. It was very successful there last year, so we hope they will work with us again.
	6. Fundraising
	7. Spirit
	8. Educational Enrichment
		1. 2/12 - Lion Dance (whole school)
		2. 3/26 - Nature Discovery Center - Back to the Bone (5th grade)
		3. 4/30 - Mobile Dairy (whole school)
		4. 5/05 - Mariachi Band
2. Unfinished Business
3. New Business (10:30)
	1. Vote to approve bylaw amendments presented by the Nominating Committee.
	2. Vote to approve $300 for 5th Grade Celebration
4. Announcements
	1. 2/13 2nd Grade Valentine Party @ 1:00-1:30, PK-1st @ 2:00-2:30
	2. 2/14 3rd-5th Valentine Party @ 2:00-2:30
	3. 2/23 Faculty/Staff Rodeo Lunch
	4. 2/29 Open House
5. Adjournment 12:08. Jessica motions to adjourn the meeting. Christine motions and Amber seconds.

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

**--Helen Keller**