**CME PTO Board Meeting Agenda**

Wednesday, January 10, 2024

| Administration Rep | Mrs. Viado | P |
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| 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 | NP |
| Parliamentarian | Henna Ali | P |
| VIPS  | Krista Patlovich | NP |
| VIPS | Jennifer Varnell | NP |
| 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 9:34
2. Minutes of the Previous Meeting: Motions to approve Sarah motions and Amanda seconds.
3. Administration
	1. Mrs. Viado
		1. We had professional development coming back from the winter break. PDIS facilitators gave training on building community circles, and community within our classrooms.
		2. I sent two teachers to district training. They then came back and did a training on phonics in the classroom. We are making sure that teachers teach phonics in the same way. We now have a curriculum on it.
		3. ESL has TELPAS training coming up. There is training they need to do. They got time to see clarity, feedback, and goal setting.
		4. We had a campus climate survey for staff. There are a couple of things we can change right away. The improvements they have seen this year are us being present and building relationships. So I took the top three highest and three lowest and put it on chart paper. The staff gave us good feedback. They got to do a gallery walk and see the results.
		5. The staff would like to be more involved in campus events. I will get clarity on that.
		6. Second semester 3rd, 4th, and 5th will start taking DLA but it’s a practice STARR in February. This will help us look at data and plan interventions.
4. Teacher Representatives: Mrs. Campbell & Coach Luftin
5. Reports of Executive Officers
	1. President: Jessica
		1. What is the Why? I want to jump back to 2023. Thank you to everyone who had a hand in the holiday party. There was so much energy and collaboration. Everyone came together to pull it off. Thank you!
		2. FBEF Gala Basket. PTO has been asked to help compile a basket for the auction.

The basket for the Fort Bend Education Foundation Gala theme is books. Please bring them to the next meeting!

* 1. Vice President: Connie

 i. Be on the lookout for our master calendar.

* 1. Treasurer
		1. Financial Report

a.Beginning Balance (as of July 1st, 2023) $76,328.36

 Income This Year $51,386.10

Expenses This Year $34,924.62

Current balance $92, 789.84

* 1. Recording Secretary: Alejandra
		1. Nothing to report.
	2. Corresponding Secretary: Janet NP
	3. Parliamentarian: Henna
		1. Intentions for the 2024-2025 school year and Board election update. Please send me your intentions by Friday by email. You can sign up for more than one position.
1. Reports of Standing Committees
	1. Gifts: Natalia & Rosanna
		1. Flexible seating presentation. We are asking to move $15,000 into a budget to support the installation of more flexible seating. Flexible seating pieces can range from $50-$5000.
	2. Hospitality: Christine, Tammy, & Unnati
		1. Barista Brothers on 1/24, rodeo lunch in February.
	3. Membership: German & Changjun
		1. Nothing to report
	4. Publicity: Racheli & Carrie
		1. Nothing to report
	5. VIPS: Jennifer, Krista, & Adiana
		1. We had a great year-end with our amazing Room Reps organizing all of the winter parties for their grade levels. Special thanks to our GLCs who facilitated these amazing parties and offered guidance and resources to their Room Reps to ensure that our kids had an amazing experience. We did want to offer some feedback that we received about the class group gift from our GLCs. We have not gotten complete feedback from each grade level yet, but I still thought it would be significant to share at this time. I will provide an update with all grade levels in the February meeting. So as you know, it has been a tradition to offer a group gift by Room Reps to families in each class to help support those who might be stressed with all that goes on in December. However, in recent years we have seen a drop off in participation so we asked the GLCs to follow up with Room Reps to see what the participation was like this year, and here are the results:
		Pre-K = total of 11 families (6/5)
		Kinder = 25 families (8/6/6/5)
		1st = still waiting for all classes - 2 reported with a total of 8 (4/4)
		2nd = 27 families (6/5/3/9/4)
		3rd = 26 families (1/4/7/7/7)
		4th = still waiting for all classes - 1 reported with a total of 3
		5th = still waiting for all classes - 3 reported with a total of 7 (2/0/5)
		2. Two GLCs gave additional responses that added some important context. One of which was that Room Reps also contributed to the group's gift which would indicate that few families took part. Another mentioned that a few parents provided feedback that they thought we shouldn't continue offering this option, as interest has decreased significantly. We do have many families that like to do something for their teachers independently, so I don't know if this would ultimately affect the outcome or total gifts that are received by teachers. This is one of the items that VIPS will be discussing so we can provide a recommendation for the board on whether this should be continued in the future.
		3. Thanks to everyone who has reported their outside hours. Remember, you can still report if you missed documenting a month. Just backdate them with the correct month and submit it. We will be recognizing our quarterly volunteers next month and these outside hours do play a part in this decision. You can find the submission form on our PTO website under Volunteers.
		4. Finally, we are gearing up for the Valentine's Day Parties next month and the district VIPS meeting next week, in which we will be sharing best practices that have worked for our campus in VIPS Forms as well as prizes for the top three winning classes. That's all for now!
	6. Fundraising: Victoria & Melanie
		1. Fun Run will be a dance party during the outclass on 1/26. Registration kick-off is 1/17. We are partnering with Booster support service this year. SUG for help distributing prizes will be sent out soon.
	7. Spirit: Sarah & Amber
		1. Spirit Wear & Spirit Night income updates. Next Spirit Night: Chuck E Cheese on Thursday 1/25/24.
		2. We sold $275 worth of spirit wear at Carnival.
		3. We made $250 from Trudy's Hallmark for our November Spirit Day and $333.41 from Chick-fil-A in December.
		4. Right before the winter break, Spring Creek BBQ presented a check for $1,500 as well as prizes for the
	8. Educational Enrichment: Amanda
		1. The next scheduled program is the lion dance on February 12th at 2:00 pm We are working on scheduling the rest of our programs for the Spring semester.
2. Unfinished Business (10:45)
	1. 2024 Ideas and Intentions
3. New Business
	1. Vote to approve$15,000 for flexible seating initiative in CME classrooms into the Gifts budget. Victoria motions and Sarah seconds. Motion passes.
4. Announcement: Be on the look out for Fun Run info and volunteering.

We are opening up the Tiger store on Thursay and Friday. We have a few openings to help run the store. Please plug in where you can.

1. Adjournment 11:02. Jessica motions to adjourn the meeting. Mealonie motions and Sarah seconds.
	1. 1/17: Fun Run Registration Challenge
	2. 1/25 Chuck E Cheese Spirit Night
	3. 1/26 CME Fun Run

**“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.