

## **CMS PTO Executive Board Meeting Minutes**

**December 3, 2014**

### **Board Members In attendance:**

Lisa Morgan ~ Co-President  
Murial Lin ~ Co-President  
Heidi Short ~ Secretary  
Stacy Meheen ~ Co-Treasurer  
Kath Uyeda ~ Website  
Michelle Lauren Kahn ~ Volunteers  
Ken Griest ~ Principal

**General Members:** Cindy Schroeder, Aline Armstrong, Merrie Potter, Susan Abrahams, Brenda Bell

**Welcome** – Meeting called to order at 1:35 pm.

Approval of Last Month's Meeting Minutes—TBD

### **Honors Breakfasts:**

8<sup>th</sup> Grade – 118 students qualified; about half showed up. Parents enjoyed as did the kids. A lot of food was left over

7<sup>th</sup> Grade – kids went through the fruit; went through 7.5 gallons of **hot** chocolate

Overall these are great events and enjoyed by all of the participants; we also get a lot of volunteers for this

**Signup-Genius** Michelle Lauren has had to upgrade to Pro-Silver status due to all of the events and people signing up. This is well worth the cost of \$10/month. She is receiving an abundance of volunteers via this.

**PTO Bylaws – Michelle Lauren Kahn** – Please see attached. Upgraded positions to include Exec Board, various coordinators, etc. Should be posted on the web page in order for people to see it and be advised about what we are voting on. This will be finalized at the January Meeting. Minutes shall be approved by the Executive Board in a timely manner and then posted on the Website for the General Membership. Meeting minutes will be posted within 36 hours of approval.

A Motion to Approve the Bylaws: These Bylaws are to be reviewed and amended as necessary.

Minutes should be approved in a timely manner and approved by the membership by the next meeting.

**President's Report: Lisa Morgan-** Lisa would like each officer to create a binder for their position; ideally this would be a month by month step by step instruction manual that can be handed off to the next person a new officer comes on board. This will ensure that nothing falls through the cracks in terms of what needs to be done. The Secretary will keep a copy of this and make sure it gets passed down as necessary.

**Non-profit letter via Wrestling** – The Wrestling team would like to raise money for new uniforms. They have been given a letter that they can use for soliciting donations that will allow donors to receive a tax write off. Other teams can also use this letter for future fundraising campaigns. A copy is attached.

### **Treasures Report:**

Please see report; not much going on.

## **Principal's Report**

Twice a year CMS does a Climate and Culture survey to talk about how we are doing on campus. Further info next meeting

Ways and means: Last year the PTO was looking at putting in water stations for kids to fill up bottles. Just came out with one that is easy to install; \$2100 / each. Two spots where kids can get to them. We have one spot near each bathroom that is accessible. **All approved**

Darryl Steely has put in a request for bird seed for the feeder watch program – kids do citizen science and enter data into national data base. Mr. Steely's request is for \$73/month or \$374/ year. **All Approved**

Haley Suffock, Jen Ford – Special Intervention teachers in reading and math. Take students to lunch who have reached a certain level. Asking for \$144 to support that. **All Approved.**

Meeting Adjourned 2:30; Next PTO Meeting is scheduled for Weds., January 7, 2015 at 1:30.