

CMS PTO Executive Board Meeting Minutes

February 4, 2015

Board Members in Attendance:

Lisa Morgan – Co-President
Murial Lin – Co-President
Stacy Meheen – Co-Treasurer
Kath Uyeda – Website
Michelle Lauren – Volunteers
Ken Griest - Principal

Board Members Absent:

Heidi Short - Secretary
Kristen Hunter – Co-Treasurer

General Members: Rosaleen Ryan Trambley, Cindy Schroeder, Aline Armstrong, Susan Abraham, Merrie Potter

Guests: Tanja Roos

1) **Call to Order:** Meeting called to order at 1:35 pm

2) **Approval of Minutes for January:**

Kristen Hunter's name was spelled incorrectly (Kristin). Stacy M. moved to approve minutes and Lisa M. seconded the motion. **All approved**
[handout: [CMS-PTO_Minutes_2015-01-07](#)]

3) **Treasurer's Report:**

Stacy distributed two handouts: (1) January Actuals, and (2) CMS PTO Budget vs. Actuals Report. In January the biggest expense was for the Winter Dance (\$2,064.01); the income for this event was \$857.25. Typically, income and expenses for dances are nearly equal; however, income is less for this dance because the PTO voted at the last meeting to make this dance free of charge for entry. Other expenses in January include \$270.13 for a new student lunch and \$258.53 for the Geography Bee. *[handout: [CMS-PTO_Treasurer_Jan-Actuals](#)]*

Stacy reported that eScrip income is down this year because the program no longer accepts credit cards. Other CUSD PTOs/PTAs have experienced similar declines. Stacy pointed that one issue with the pass-through accounts (e.g., ASE) is that the PTO absorbs the expense if a check bounces. It was recommended that the ASE coordinator (Robin) follow up on bounced checks. *[handout: [CMS-PTO_Budget-vs-Actuals](#)]*

4) **Review/Release of MEarth Funds:**

Background: There are two line items on the budget to support MEarth (\$4,500 for Habitat maintenance and \$6,000 for Habitat curriculum). The \$4,500 for maintenance has already been paid out; there is still \$6,000 remaining in the curriculum line item. The PTO Co-Presidents and Ken Griest met with Merrie Potter & Tanja Roos to discuss releasing the \$6,000 from the curriculum line item to MEarth to augment its maintenance budget.

Tanja R. provided handouts and information on MEarth, its programs, and its budget. Tanja explained that MEarth is a separate 501(c)3 that offers four programs that serves CMS students, as well as students from other districts [[handout: MEarth_Programs](#)]. The annual operating budget of MEarth is \$475,000, approximately \$92,000 of which provides for stewardship of the Habitat [[handout: MEarth_Habitat-Stewardship](#)].

Discussion: Stacy M. expressed concern that teachers might need Habitat curriculum funding during the remainder of the school year. Ken G. responded that the curriculum has already been developed for the year and the Habitat curriculum contract with MEarth has already been negotiated for this year. Stacy suggested that the money should be a donation as opposed to a payout from the Habitat curriculum line item. This leaves the curriculum line item intact and provides a tax benefit for the PTO. Tanja R. indicated that donated funds would be earmarked for Habitat stewardship. Merrie P. added that years ago the Habitat maintenance budget was \$10,000 but was later reduced; the goal [of MEarth] is to work towards the previous level of funding. PTO members discussed the review and revision of the PTO budget for future years to reflect an increase in Habitat maintenance.

Stacy M. made a motion to donate \$6,000 from PTO to support Habitat maintenance; Michelle L. seconded. **All approved**

5) **Search for Serve-a-Thon Chairs:**

No one has stepped forward despite announcements in the “Friday emails” and personal contacts by the current Serve-a-Thon chairs. Michelle L. suggested promoting attendance at the PTO meetings as a strategy to identify chairs for next year.

6) **End-of-Year parties:**

This was a reminder to grade level representatives to work on these events.

7) **Event Info for Information Book:**

Please send all event info to Lisa for inclusion in Information Book.

8) **Principal's report:**

There are 60 new students at CMS this school year, mostly in 6th and 7th grades. There was a recent lunch with new students and leadership students as a way to better integrate new students and increase bonding.

Career Day is Wednesday, Feb. 11; students will attend two 25 minute sessions to hear presenters from different careers.

9) **Ways and Means:**

(a) Habitat: The dishwasher broke and needs to be replaced. The cost is \$5,000; this is an industrial model designed for high usage. The District will pay \$2,500 towards this, and Ken's CMS site budget can cover \$1,250. Ken requests \$1,250 from the PTO to cover the balance.

Stacy M. moved, and Kath U. seconded. **All approved**

(b) Physical Education: The program would like warrior ropes to add to the circuit training activities. A set of six ropes costs \$1,146.38. Ken's CMS site budget will cover 50% of the cost, and he requests the remaining 50% from the PTO. Stacy M. moved, and Kath U. seconded. **All approved**

(c) Industrial Arts: Mr. Ishler requests \$803.03 to purchase mobile tool chests to provide organization and greater accessibility for the tools.

Stacy M. moved, and Kath U. seconded. **All approved**

(d) Drama: Mr. Stadille requests \$1,000 to support stipends for a choreographer & choral director for the spring musical "Once Upon a Mattress".

Stacy M. moved, and Kath U. seconded. **All approved**

10) **Non-Agenda Items:**

The Honors lunches will be on the following dates:

- Tuesday, March 17th – 8th grade
- Wednesday, March 18th – 7th grade
- Thursday, March 19th – 6th grade

Grade level representatives need to provide cookies. In addition, ten (10) volunteers are needed each day to help serve condiments and beverages and to clean up.

Lisa M. asked about vaccinations and exemptions from vaccinations in CUSD.

Ken G. responded that only a couple kids not fully immunized at CMS, and exemptions are very uncommon at this school.

11) **Adjourn**