

AGENDA

Cunningham Creek Elementary PTO

5-14-19 | 3:30p-4:30p | *Meeting called by*

Board members

Sommer Farrin, President | Melissa Rea, 1st VP | Jenn Martini, 2nd VP | Sharon Antunes, Treasurer | Kellie Putnam, Parliamentarian | Michele Gooch, Secretary |

Item

Owner

Welcome

Sommer Farrin

Principals Report

Edie Jarrell

Old business

April Meeting Notes Approval – see attached

Staff Appreciation Week

Upcoming Events

Summer Break!

New Business

Nomination for 2019-2020 Year – see attached

Budget Approval for 2019-2020 Year – see attached

Committee Reports

Announcements

Next PTO Meeting TBD

Adjournment

In Attendance

Michele Gooch, Sharon Antunes, Sommer Farrin, Eddie Jarrell, Pam Houser, Jessie Fellows, Krista Pertile,

Approval of Minutes

Board

CCE PTO will be meeting the second Tuesday of every month.

President, Sommer Farrin

1st VP, Melissa Rea

2nd VP, Jenn Martini

Treasurer, Sharon Antunes

Secretary, Michele Gooch

Artistic Director, Pam Houser

Spirit Wear

ESE Liaison & Chair of Welcome Back Glow Party and Mad Hatter's Ball, Jessie Fellows

Volunteer Rep, Caitlin Polly

Staff Appreciation and Room Parent Coordinator, Krista Pertile

Open Positions

All board positions are open for the 2019-2020 School Year

President: The President shall set the agenda and preside at all meetings of the organization and executive council and shall perform such duties as may be prescribed in these by-laws or assigned by the organization or by the executive council, and shall coordinate and support the work of the officers and committees so that the objectives may be promoted. Attendance at all executive board meetings and general meetings is expected unless providentially hindered. President shall work with school administration and district to assess needs and PTO responsibilities.

1st Vice President: The 1st Vice President shall act as an aide to the president and shall perform the duties of the president in the absence or inability of that officer to serve. He/she will oversee all non-fundraising activities and programs (Spring Fling, Light the Night, Holiday Hotcakes, Family Dance/event and all other events planned during the course of the year). 1st VP would oversee the Volunteer Coordinator and all Event Chairs. In the event those positions are vacant, the 1st VP would fulfill the job responsibilities.

2nd Vice President: The 2nd Vice President shall act as head of all fundraising events (Fund Run and membership). He/she will evaluate and oversee current and perspective fund-raisers. The 2nd VP will oversee the Fund Run Chair, the Director of Membership and Recruitment and Box Top Chair. In the event those positions are vacant, the 2nd VP would fulfill the job responsibilities.

Secretary: The Recording Secretary will record the minutes of all board and general meetings and shall perform such other duties as may be delegated to her/him. The Secretary will also publish a monthly newsletter via email. Secretary will oversee the Social Media/Website Coordinator and Fence Cups Coordinator. In the event those positions are vacant, the Secretary would fulfill the job responsibilities.

Treasurer: * The Treasurer shall be present at all functions of the organization where funds are to be accepted and shall further be responsible for the counting balancing, and depositing at the bank of said funds as soon as possible. In the treasurer's absence, the treasurer shall delegate an alternate for the treasurer's duties.

* The treasurer shall have custody of all funds of the organization, shall keep a full and accurate account of receipts and expenditures, and shall make disbursements with the President, 1st and 2nd Vice Presidents, or either Secretary as CO-signatory, in accordance with the approved budget and as otherwise directed by the organization.

* The treasurer shall be responsible for the maintenance of such books of accounts and records as shall be sufficient to establish the items purchased, gross income, receipt and disbursement of the organization, including, specifically, the number of its members and the dues collected from its' members.

*The treasurer will oversee the Business Partner Rep. In the event the position is vacant, the Treasurer will fulfill job responsibilities.

Parliamentarian: The Parliamentarian shall serve as advisor to the President and nominating committee. He/she shall serve as a guide to proper parliamentary procedures at meetings. When by-laws are to be reviewed or amended he/she shall serve on the by-laws committee. Parliamentarian will also assist the 1st and 2nd VPs in event planning and execution if needed. Parliamentarian will oversee all Spirit Chairs (Spirit Wear, Spirit Rock, Spirit Nights) and Staff Appreciation Chair. If a position is not filled, Parliamentarian will fulfill the job responsibilities of Spirit Chairs and Staff Appreciation Chair.

Upcoming Events

April 13: Volunteer Breakfast

April 17: PTO Board Budget Meeting (3:30p)

April 19: No School

May 8: Spirit Wear Pop Up Shop (9a to 3p)

May 13-17: Staff Appreciation Week

May 14: PTO Meeting (3:30p to 4:30p)

May 22: 5th Grade Lunch – Chick Filet

Principal's Report

School is in testing mode, things are going well.
The school will be going in to budget in a couple of weeks.
Registration for Kindergarten has started
Link for parents will be brought up online for parents to talk about their students to help place their child next year

New Business

Spending Money

- 2 Laptop Carts (24 laptops each) is being processed
- 3 iPads for Speech being processed
- 7 iPads for Media being processed
- Smart Board for Music being processed
- Sound system is installed and operational

New Blood

- Still need to get volunteers/positions filled for next year's PTO board
 - Job descriptions are being created
 - Flyers are being created

Staff End of Year Lunch

- Eddie Jarrell will be providing the staff lunch on Friday 24th
 - Smoking Pork Butts, BBQ Side Items, Banana Pudding
 - PTO is providing \$500.00 towards this event

Teacher Assistance

- Ms. Hamilton had emergency surgery and has been released from Mayo on Sunday
 - Ms. Rotan was a Para and has left the position to be with her son in ICU
 - Both requests for donations from CCE PTO were agreed to by all
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Committee Reports

Staff Appreciation Week

- Smile Theme – Be the reason someone smiles
- Each day of the week will coordinate by spelling out SMILE for small gesture of kindness from CCE family towards the staff members
- Monday – Coffee/Pastries along with Soups and Salads
- Tuesday – Brucci's Pizza and Salad
- Wednesday – Gators and Happy Hour
- Thursday –
- Friday – Moes lunch and Chick Filet Biscuit Drive
 - All money raised by the biscuit drive will go towards the Teacher's Lounge
- Sign Up Genius will be created – volunteers needed to help service from 10:50a to 1:40p
- Suggested to bring the food out in shifts to make sure all grade levels get something
- Need help decorating the weekend before
- Mary will deliver goodies to the Crossing Guards during the week

Spring Fling

- This event is to raise funds for the operating budget for the PTO in the upcoming year
 - Last year raised \$16,000
 - This year raised \$14,500
 - Last year cost \$10,000
 - This year cost \$11,000
 - Operating Budget for 2018-2019 \$6,000
 - New restrictions from Risk Management of the District
 - Everything that was done this year is prohibited now
 - Hoping PTO's across the district come together to get the restrictions modified
 - Teachers do want to be auctioned off with time baskets – so keep in mind for next year. This year would have been difficult to coordinate between the two schools.
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Next Meeting

5-14-19 | 3:30p-4:30p, Media Center
Meeting adjourned at 4:28p by Sommer Farrin

Positions

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Staff Appreciation Chair: Krista Pertile

The Staff Appreciation Chair is responsible developing and executing all appreciation initiatives including Staff Appreciation Week, monthly treats, Welcome Back Breakfast and End of Year luncheon along with other events decided on throughout the year. The Staff Appreciation Chair will also take on the responsibilities of the Room Parent Chair if the position is vacant.

Event Chairs

All Event Chairs will report to the 1st VP. They will plan and execute (along with a committee if needed) the event from initial planning to completion.

Glow Party – Jessie Fellows

Kindergarten Scavenger Hunt

Boohoo/Yahoo! Breakfast

Light the Night: Jenn Martini

Holiday Hotcakes: Jenn Tapp

Family Dance/Event: Jessie Fellows

Fence Cups/Artistic Director: Pam Houser

Business Partner Rep: Christine Costello & Rana Dexter

Box Tops: Alexa Flores

Spirit Wear Chair:

Work with printing company and designer to develop new spirit wear

Keep inventory of existing Spirit Wear (update online shop if necessary)

Fulfill all Spirit Wear orders

Answer all Spirit Wear emails

Work with graphic designer to create Spirit Wear Flyer and distribute to classes
Run Spirit Wear booths at Open House/Teacher Meet & Greet/Light the Night/Spring Fling
Coordinate with Director of Membership and Recruitment for Open House/Teacher Meet & Greet

Spirit Nights Chair:

Access partnerships with local restaurants
Coordinate with restaurants to plan Spirit Nights (at least 4 per year and 10% return)
Plan activity at Spirit Night and host event
Work with graphic designer to create Spirit Night flyers and distribute to classes
Follow up with restaurants to coordinate for following year or ensure ROI

Spirit Rock: Abbey Ellison

Maintain Reservation Calendar (online)
Market with flyers when needed
Design Rock for PTO events
Maintain Rock when needed

Social Media/Website Coordinator

Maintain Facebook Account (posts, events, etc.)
Coordinate with Event Chairs to determine online marketing efforts
Update website with PTO info
Coordinate with PTO President and Teacher/Admin liaison for school information

Director of Membership & Recruitment

Execute Invest in Me & CCE strategy
Create envelope and distribute to classrooms
Collect envelopes and record new data
Create and maintain Excel Spreadsheet for new members
Plan and execute 2 recruitment events per year (beginning of the year/ end of year)
Collaborate with Volunteer Coordinator to keep membership info up to date
Plan Open House/Meet & Greet booths with Spirit Wear Chair

Volunteer Coordinator

Maintain Student and Parent Volunteer lists in Sign Up Genius
Create volunteer opportunities for PTO events and school functions in Sign Up genius
Work with Director of Membership and & Recruitment to add contacts to volunteer lists
Coordinate volunteers at all major PTO events (assign chief volunteer at smaller school functions to oversee volunteers if not able to attend)
Work with Event Chairs to determine volunteer needs

FUND Run Chair (planning starts in June): Jenn Martini|

Recruit Committee
Create Theme
Research/purchase prizes associated with donation amount
\$ levels
Field Trip
Free registration gift
Plan Pep Rally
Schedule Time
Guest Speakers/Performers
Games
Etc.
Plan Day of Event
Grade Schedule
Snacks/Drinks
Water Tables
Decorations
Music
Warm Up
ESE Track (coordinate with ESE Liaison)
Coordinate Volunteers for prize fulfillment on daily basis
Work with graphic designer to create marketing material (flyer, envelope, sticker, etc.)
Work with Business Partner Rep for raffle prizes
Work with Boosterthon to create online presence/fund collection
Coordinate with Coach Mickley on field day schedule and theme
Pull reports daily for prize distribution and school-wide goals

PROPOSED 2019-2020 BUDGET

Category	Budgeted
PTO Membership Income	
Membership	4,000.00
Business Partnerships	5,000.00
Total PTO Membership/Business Partners Income	9,000.00
PTO Event Income	
Glow Party	2,000.00
Holiday Hotcakes	500.00
Spirit Nights	500.00
Family Fun Nights	750.00
Mad Hatter's Ball	4,000.00
Spring Fling	5,000.00
Total PTO Event Income	12,750.00
PTO Fundraising Initiatives	
Amazon Smile	200.00
Box Tops	800.00
Spirit Rock	500.00
Light the Night	750.00
Spirit Wear	4,000.00
FUNd Run	30,000.00
Total PTO Fundraising Income	36,250.00
	BUDGET
Total PTO Income	58,000.00