

# CMS PTSO Board Meeting Minutes

**Date: April 15, 2024**

Time: 5:30 p.m.

Location: CMS Library

1. Call to Order 5:30 p.m.
2. March board and general meeting minutes approved
3. President's report
  - o 8<sup>th</sup> grade promotion scheduled; not a "graduation," but a recognition and celebration of students. Gabe will speak, student speakers, hand out certificates, trophies for life skills mentors, show 8<sup>th</sup> grade video, photo opps on grass, at rock, in front of banner. Trixie to help with program, postcard and certificate. Leah to pull a list of names for initial formatting, then pull final list as close to end of year as possible. PSTO provide food. Board OK'd \$200 to mail postcard to families.
  - o Stickers were voted on, have top 3. We did not get to this on the agenda, so will discuss at May meeting.
  - o Got plenty of food donated for teacher conferences.
  - o Destiny sent out swag email to incoming 6<sup>th</sup> grade families.
  - o Starting to get volunteers for 4/26 dance.
4. Dean's update - Leah Boon
  - o Conferences went well, did some group conferences (ELL families, etc.), spring not as well attended as fall, always thinking about how to improve.
  - o Track is in progress, highest participation sport of the year, 7 Peaks joined CMS team, great coaches.
  - o Planning with Monica Desmond, public health specialist, a back to school family event, tentatively 8/29. Families can sign up for sports, info on lunch accounts, pay fees, set up binder/see examples, locker combo, PTSTO table, schedule changes, have students sign iPad agreement, all the prep work before first day of school so can have "running launch" on first week of school.
  - o Idea for "pencil drive" – school supply drive for students/teachers.
5. Vice president's update
  - o Destiny, school secretary, is leaving; last day in Wednesday, get a token of thanks. Kelsey reviewing her "favorite things" form.
  - o Concession sales – PayPal offered a free device, but have not been able to get in touch with PayPal for more info. For 4/24, will use Desiree's Venmo and cash. Trixie to promote concessions and sales on social media and school email. Rachel and Desiree to meet at school to review location, assess supplies, develop plan.
  - o Granted approval for school dance. Asked Abby's for pizza donations. There is a costume closet at the school, can pull props for photo booth. Put out volunteer

request/sign up. Will be selling concessions – requested a blank check to take to Costco. Popcorn, karaoke, bingo with candy prizes (Desiree to get bingo supplies from Pine Ridge if Kelsey can't find CMS bingo stuff). Limbo? Theme is spring fling.

- o Discussion about piggybacking on the back-to-school night for the PTSO back to school event/fundraiser. Used to have Cascade on the Green. Food trucks, bouncy house, music? Leah to put Monica and Desiree in contact to discuss planning.

#### 6. Treasurer's update

- o Only donation is recurring \$20 donation
- o Not much has changed in finances
- o Have \$5k in administrative grants, \$3k for Challenge Day that has not been allocated so have "wobble room."
- o 1856.32 remaining in teacher grant budget.
- o Current account balance is \$23,321.87

#### 7. Secretary's update

- o Rachel to draft and send May meeting announcements/reminders to Kelsey for translation, then forward to Carrie and Gabe for approval and distribution.

#### 8. Fundraising update

- Scoreboards/fundraising
  - o Waiting for approval from facilities, then can start fundraising.
  - o Mr. Collins, the AD, can cover half of the cost out of his budget; PTSO would cover the other half.
- Sunriver 10% - email went out to families and included in weekly newsletter, receive funds in fall.
- McMenamins friends and family night – Kelsey continues to follow up, but no response.

#### 8. Merch/web update

- Swag shop – Trixie to check if we have met minimums, then do a final call for orders, PTSO can order some to have for prizes, etc.
  - o Teacher appreciation: Hoodies have been ordered for teachers. Janitors opted out of hoodies – would like to get them something (Jimmy – gas or Home Depot card? Mike – food or podcast related? Leah to ask Craig for ideas.)
- Stickers in Desiree's car, will sell at concessions.
- Bracelets – Trixie brought them, 1,000, give to all track athletes with jerseys, also sell at concessions sticker/bracelet combo for \$1.
- Store stickers and bracelets in the PTSO closet or filing cabinet.

#### 9. Old Business

- Concessions - track and field events 4/24 and 5/8
  - Sell water, soda, coffee/hot drinks (in future), popcorn, candy, bracelets/stickers
  - Purchase popcorn, butter, salt, bags?
  - Will need table, tent, signage, extra trash cans
  - Promote via email to families, in weekly email, social media, ask Steve to let ADs at other schools know we will have concessions
  - Where set up? Need outlet for popcorn machine.
  - Can set up Bottle Drop account to support PTSO, and get blue bags and tags
  - Rachel and Desiree to meet and coordinate
- Dance – 4/26
  - Fake flowers for photo backdrop
  - **Who** will create Sign Up Genius for volunteer sign ups
- Staff appreciation week – 5/6 – 5/10
  - Once board signs up for volunteer slots, Desiree will send out. Create Sign Up Genius?
  - Lunch card making, first lunch 11:30-12:30, second lunch is 12:30 – 1:30, need paper and markers and stickers – Kelsey will check on binder supplies and check in with one of the moms who is very into crafts; Trixie can go to Michaels to fill in supplies as needed
  - Coffee bar good to go, Desiree meeting them at 8
  - Smoothie bar – 4 smoothie options, teachers will pre-order, they will deliver, volunteers to deliver or pick up
  - Breakfast burritos – will order ahead of time, Desiree to ask if there is a GF option
  - Lunch catered by Bowtie Catering, can be GF – just need to know quantity, send out email to preorder sandwiches
  - Looking for gift card donations for daily giveaways – got some from Pete’s Coffee, artist prints/note cards, Pine Mountain Sports; send out another email on Friday, consider Sign Up Genius for donations and volunteer spots
  - Trixie to make poster for lounge; consider annual flowers for décor, then plant in planters out front
  - Desiree will be here to meet all vendors, only needs help with volunteer slots
  - Budget – if remove stock the fridge line item, will be close to on budget.
- Yearbook party – 6/14, 2 p.m. PTSO has not been asked to help yet, but may be asked to help with volunteer recruitment.
- 8<sup>th</sup> grade banner – Trixie to order
- 8<sup>th</sup> grade celebration – 6/17, table to May meeting
- 8<sup>th</sup> grade Promotion Ceremony – 6/14 6:00 PM, see notes in president’s update
- End-of-year member survey, table to May meeting

- Board member manual development, table to May meeting
- Fundraising policy development, table to May meeting
- Back-to-school event, table to May meeting

#### 10. New Business

- Grant requests – nothing new, one teacher talked to Kelsey about display boards for around school.
- 2024-2025 board seats – Kelsey, Desiree, Tari, Rachel and Trixie all continuing; will Caitlin be continuing? Is there anyone who wants to do merch? Need to vote at May meeting.
- Trivia night – Trixie to put out on social media.
- PTSO closet clean out – table to May meeting

#### 11. Upcoming Meetings

- 5/13: 5:20 p.m. board, 6 p.m. general, library
- 6/10: 5:30 p.m. (tentative)

12. Adjourned at 6:55 p.m.