

CMS PTSO Board Meeting Minutes
December 4, 2023

Present/Introductions

Kelsey Boyd – president

Desiree Kelley – vice president

Rachel Grenier – secretary

Trixie Hoda – web and merch chair

Caitlin Bjornstad – fundraising chair

Gabe Pagano – principal

Call to order

Meeting called to order at 5:33 p.m.

Review/approve board and general meeting minutes from November

Motion to approve as written, second, passed

Principal's update: Gabe

- a. Athletics scoreboards: Indoor scoreboards relatively affordable, football more expensive as may need to replace the foundation; may be able to find sponsors/in-kind donors; Gabe to contact Daktroniks rep to schedule a site visit and get a cost estimate. SignPro would likely be the installation vendor. Need to get 3 quotes. For comparison, Summit High School's exterior boards were \$10k - \$28k, interior boards were \$5k - \$8k. We should consider exterior board location, consider use as a cross country timer, readability for spectators, location of power. Can place replaceable sponsor stickers on the scoreboards, offering another sponsorship opportunity in addition to banners.
- b. 6th grade WEB night: Went awesome, watched basketball game
- c. WEB canned food drive: Collecting food through late January
- d. Youth Truth survey after first of year
- e. Hoping can come to agreement on teacher pay and contract
- f. Lots going on the next two weeks: band concert, choir concert, orchestra performance, spirit week
- g. Wrestling starts after start of year
- h. Basketball in progress
- i. Track and field coming up in spring
- j. District is pushing standards-based grading; Cascade has already been doing this; talking with leadership team about running a 6th grade cohort of number grades only (0-4); rest of district slowing working toward standards-based grades
- k. Binders: not all students got them (their responsibility); going OK considering it was implemented 9 weeks in to the school year; trying to manage students running to and from lockers; reached out to families and encouraged them to talk with kids about using binders; working to reduce technology, use more pencil and paper; tardies going down slightly

Fundraising update: Caitlin/Tari

- a. Approved banners: Caitlin and Trixie just put them up
- a. Fundraising plan
 - Outreach to businesses that were past supporters (banners) – Caitlin to follow up with Struble Orthodontics
 - Flyers – postpone, plan to send home in January with list of upcoming events
 - McMenamins family and friends night – hopefully hear in January
 - Sunriver 10% - we can promote, Trixie to put on social, they are sending us funds raised from last year
 - Color Run - target dates are 4/26 (preferred) or 5/3 (backup); Kelsey to run event and calendar by administration, we would organize, do laps around track, raise money per lap, have powders, biggest expense is white t-shirt, Desiree to get estimate
 - Winter dance/carnival concession sales – still working on this, grades 6-8th, January or early February, in tandem with WEB, instead of WEB Valentine's Day, 7th and 8th would still get dance in spring
 - Popcorn sales at sporting/band events – tentative ok to do that indoors except for drinks, have volunteer sweep afterwards, start after first of year, no wrestling schedule yet, girls basketball, look at setting up a concessions committee, also need to set up payment process: PayPal or Venmo or Square. Desiree to look into cost and logistics
- b. Sponsor thank yous – can recognize on front signage, student aides updates sign, **what are next steps on this?**
- c. Caitlin to send another letter out; make another push in winter/spring; process has been a little bumpy, same letter went out twice, translation is difficult with some phrases/words
- d. Caitlin to put together a list of potential sponsors to call, share at January meeting
- e. Fundraising policy – formalize what we can do/not do, share with potential supporters

Budget and tax update: Tari

- a. Tari sent grant and budget updates via email
 - Grants Link:
<https://docs.google.com/spreadsheets/d/1gg57PO6CNCC5LsE7tUp5XeQU2VgLmS9SznsE3cbgDwY/edit#gid=0>
 - Budget Link:
https://docs.google.com/spreadsheets/d/1s1c_fjSaDqR28Z241-pr7a6P8ATgbZeBTvHAE9Gb_2Y/edit#gid=0
- a. Net donations as of 12/1/23: \$10,592.56
 - Net donations at this same time last year were at \$13,187.28
 - Reach goal was \$20k, revised goal is \$15k
 - Put Giving Tuesday on our list for next year; Rachel added this to the ["PTSO Board To Dos" doc in Drive](#)

- Look into matching grant opportunities
- b. Kelsey updated our state registration/annual report; that will be updated in expenses

Grant requests: Desiree

- a. Nothing tabled or new
- a. Kelsey sent a request to the teachers for their “favorite things” or Amazon wish list

Merchandise: Trixie

- a. Prize was delivered to Leslie from November raffle
- a. Second swag sales closed, a couple minimums weren’t met, was able to pull from stock so orders weren’t canceled
- b. Reopen store in New Year with reminder about upcoming sporting events
- c. Vinyl stickers – Trixie will contact Kelly(?)
- d. Silicone bracelets – Trixie to research

Web/Social Update: Trixie

- a. Kelsey to ask Melissa if we can share and get link/file; Trixie to post Loom video to website, share on social

Volunteer opportunities: Kelsey

- a. Response to November email from Kelsey – got additional forms submitted, putting together a spreadsheet
- a. Mountain time/classroom volunteers – families are interested, running through admin to see about matching them with a class/teacher, get into classroom in January
- b. Fundraising committee – discuss at general meeting
- c. PTSO table at upcoming events (sporting events, family nights, etc.) – can be manned or unmanned, with signs/QR code, Kelsey can easily set up on most days
- d. Would be helpful to have a calendar where all upcoming school activities are listed
- e. Planter decorating quarterly – bring up in January meeting and promote in volunteer opps to see if we can get a volunteer
- f. PTSO letter writing campaign – no updates

Bylaw review/update discussion

- a) PTSO is an umbrella organization, need to see if we are supposed to be charging dues or other requirements, **who is researching this?**
- b) Board will have a special virtual meeting 1/8/24, 7 p.m., Desiree to send Zoom

Upcoming events

- a. 8th grade celebration, 6/13
- a. Yearbook party, 6/11 or 6/12
- b. 8th grade night - games, pizza, music, food truck option; do week before last week of school, 6/5 or 6/6
- c. 8th grade graduation?

Misc.

- a. End of year member survey
- a. General meeting schedule/break out sessions
- b. Board member manual development

Upcoming Meetings

- a. 1/8: special virtual meeting, 7 p.m., to discuss bylaws
- a. 1/22: board (5:30 p.m.), general (6 p.m.), library
 - Meeting announcement and reminders (Rachel)
- b. 2/12: board, 5:30 p.m.
- c. 3/11: board, 5:30 p.m., possibly general

Adjourned

6:32 p.m.