

CMS PTSO Board Meeting Minutes

February 12, 2025

Time: 5:45 p.m.

Location: Desiree's Home

1. Call to order 5:57 p.m.
2. Approval of January [board minutes](#) and [general meeting](#) minutes
 - o Tari motioned to approve, seconded by Desiree, unanimously approved
3. President's updates
 - o Dance recap
 - o Went well, approximately 400 kids, lots of karaoke, had a good time
 - o 6th grade night, 3/13, 6 p.m.
 - o Cidney volunteered to sell swag
 - o Trixie to decorate backdrop
 - o March PTA/PTSO collab meeting, 3/13, 6 p.m., location TBD
 - o Would like a representative to attend; Val asked if there was an option to participate virtually
 - o 8th grade celebrations
 - o Promotion ceremony: slideshow with baby photos, student awards, admin talked, cookies and lemonade
 - o Celebration: brunch in the morning at school, then food and fun at the Bend Athletic Club, Kona Ice, chaperones include admin and teachers and 8th grade parents
 - o Expect similar game plan this year
 - o Need to reserve Kona Ice ASAP; Kelsey to ask about the date
 - o Admin requested amount spent last year, there is some concern about equity between schools
 - o Would like to have a committee especially for coordinating the athletic club day/brunch/pizza; Rachel and Cidney volunteered
 - o Trixie will handle program and certificates for the promotion ceremony
 - o Carpool interest form
 - o Still want to do this, have it ready for incoming 6th grade night, Google Sheet with disclaimer that we are not organizing or liable, it is simply a way for families to connect, Rachel to draft description and disclaimer and send to both Kelsey and Trixie, Trixie can help set up an editable sheet
 - o Afterschool activities resource
 - o Would like to create list of places/opportunities that offer school pick up, scholarships, etc. Kelsey to lead
 - Kelsey cleaned up the PTSO closet
4. Vice president's update
 - Grant requests

- o Horn for band – approved and funded
 - Kelsey to ask Mr. Rushton about previous endowment fund
 - o OBOB – approved and funded
 - o FAN outdoor clothing – approved and funded
 - o Outdoor equipment – approved and funded
 - o Jenga – approved and funded
 - o Washington, DC – board discussed and agreed we would want an ask that benefited as many students as possible rather than just one student (i.e, bus transportation, etc.). We could also help her set up a fundraiser/dine out
 - o The foods fridge is very old, handle fell off, Mr. Faurot may be putting in a new grant request
- Book fair with Roundabout
 - o Got school and district approval, week of April 7, set up Monday, open Tuesday – Thursday, Desiree will talk to admin about best hours to be open, open for lunch then keep open for families after school on Wednesday, will need volunteers to staff the fair, Roundabout working on book list for review, can set up e-wallets so families can put money in for their kids, families can also donate additional to benefit kids who can't afford books, discussed if we want to authorize a portion of money to go towards covering extra if a student is short a certain amount (set a cap), we get 15% of proceeds, Desiree to loop in Anthony, Val mentioned that Big Story is a sponsor so be prepared if they ask why we didn't do a book fair with them, admin asked us to have a plan for kids who can't afford a book (FAN), put together a communications plan (newsletter, on driveway announcement board, social, dedicated email from PTSO, get language arts teachers to send email out to families, poster for sandwich board with QR code for e-wallet)
- Raffle totals
 - o Desiree will figure out how much was raised
- Kendall Cares
 - o Grant request on the to do list
- Les Schwab community outreach
 - o No update, they said they will reach out
- Sunriver Resort
 - o Advised they are not doing the 10% for schools program anymore
- Concessions/upcoming events
 - o Sold at wrestling meet, there are girls basketball games but don't know schedule, Desiree to email Greg Brady
- Staff appreciation week
 - o Spoke with Synergy Health who does chair massages but cost is \$1700, look into COCC massage school. Other ideas include lanyard, coffee cart, gift cards, breakfast burritos, smoothies, lunch, raffle prizes (need to start rounding up raffle items)

- 7th/8th grade spring dance/semi formal
 - Desiree to talk to admin about open dates, maybe late April
- Bottle Drop
 - We have \$95 in the account, have bags at upcoming events

5. Treasurer's update

- Fundraising platforms
 - Tari looked into Butter and Cheddar and Give Back but rates did not look better than PayPal (1.99% and 49c transaction fee but we are not paying that high of a transaction fee on concessions). However, the upside of other platforms is ability to do raffles, online fundraising, events, etc.
- Budget
 - Expenses from last month include admin grant and teacher grants
 - Revenue includes concession sales
 - Pulled extra swag funding from miscellaneous fund
 - [See budget addendum](#) for details
 - Discussion about use of planners; not been utilized as much as we hoped

6. Secretary's update

- Thank you cards
 - Kelsey has CMS thank you cards and has been sending them out, talked about having a single point person to handle thank you cards, Cidney volunteered to do thank yous including banner sponsors if needed
 - Thank yous to Pinky G's, Abby's, Mt. Burger – Kelsey handled
- Annual report
 - We got photos from Mr. G
- Officer recruitment
- March meeting announcement

7. Fundraising update

- Mt. Burger went great, raised just under \$500
- Cuppa Yo Westside on 4/10 (promote at book fair!)
- McMenamins on 5/27
- We should discuss how we want to dedicate dine out dollars; going to general fund now
- Want to start scheduling dine outs for 2025, include some budget for dine outs (posters, etc.)
- We would need \$4800 for indoor scoreboards; Desiree will talk with Mr. Collins about timeline

8. Merch/web update

- Swag store closed Monday, order put in, will have in 3 weeks
- Stickers from last year's contest
 - Trixie to send estimate

- Social contest winner
 - Still working to connect with winner

9. Volunteer coordinator update

- Got feedback that evenings are hard for families to attend meetings, discussed hosting a “Cascade coffee” in the morning to get more families involved in PTSO; Highland alternated morning and evening meetings, and evenings had a remote option. Meetings around afternoon pick up and a quarterly parent social were also mentioned

10. Old Business

- 2025-2026 officer/chair recruitment
- Member survey
- Board member manual development
- Fundraising policy development

11. New Business

- None

12. Upcoming Meetings

- March (board/general, 3/11, 5:20 p.m. board, 6 p.m. general)
- April (board) - TBD
- May (board/general) - TBD
- June (board) meeting - TBD

13. Adjourn 7:27 p.m.