

CMS PTSO Board Meeting Minutes

April 22, 2025

Time: 6 p.m.

Location: CMS Library

1. Call to order 6:05 p.m.

2. Approval of March [board meeting](#) and [general meeting](#) minutes, Desiree motioned to approve, Trixie seconded, approved

3. President's updates

- 4/25 dance – not sure how many kids will attend, McKenna will put up signs, lots of parents signed up to help, pizza has not yet been ordered (can do Thursday), will also get cookies, have a DJ, lots of reusable decorations (LED lights, black lights, etc. plus balloons), will have quiet space, karaoke, basketball. Pizza and cookies will be free, will sell snacks, then use rest for track concessions sales; Desiree plans to spend \$300-\$400. If attendance is not good, will reconsider hosting dances in the future. Also consider all-school dances and doing a dance in the fall.
- 8th grade promotion ceremony – had a planning meeting earlier this month, will be doing awards again, would like to order the award holders though Amazon as it is challenging to source via Hobby Lobby, district is doing drone photo on Friday, 8th graders are in a Mountain Time that morning. Parents in attendance offered to source raffle prizes, but need their contact info to follow up. Next planning meeting is on 5/20 at 6 p.m. Trixie started program, certificate and save the date designs. Need quantities. Kelsey will give Trixie the dimensions of the labels for the save the date. Kelsey to give Trixie names for the certificate. Save the dates should go out in early May. Need to figure out which translators we need other than Spanish. PTSO has our own print shop account. Will do a bag for students who get certificate and an award; Trixie to order bags. We have Spirit Rock reserved; will ask Shannon to ask someone to paint. Have the banner, will need to have students sign. Kelsey to ask if students can do chalkboard. Will need help with balloon arch; Kelsey will ask incoming WEB leaders to help. Will also need volunteers for greeters, table, etc.
- 8th grade celebration – similar to last year, brunch at school, Bend Athletic Club, will order pizza, Kelsey asking Oliver about allergies, looking into photo booth
- [Carpool interest form](#) – tabled
- Afterschool activities resource – tabled

4. Vice president's update

- Book fair debrief – successful reception from students and staff, total sales \$4,775.78, check to us for \$684.35. It was a lot of work but went well. Hoping we can plan to do again next year. Goal is to do before holidays, have a gift wrapping station, kids could have e-wallets and buy gifts for families.

- Staff appreciation week – students doing thank you cards this week, going well. Candy was not in budget so will be over budget; we cut budget from \$3,500 to \$3,000 this year, while prices have gone up. Teachers being asked for their orders, due Friday, then Desiree submitting coffee, smoothie and burrito orders. Lots of volunteers. Lanyards will arrive Thursday. Discussion about \$5 gift cards; we don't have budget allocated for that, would be an additional \$300. Desiree to approach Sisters Coffee and/or M's Bakery and see if we can get a discount for purchasing in bulk. Kelsey to get Desiree a staff count. Trixie to order bags to put cards and lanyards in. Some raffle items coming in but may need to do email outreach.
- Grants
 - Dietz and Morris approved
 - [Grants paid to date in 2024-2025](#)
- Concessions
 - Can sell concessions at districts on 5/13 at Summit, will need volunteers
 - Will also be selling concession and merch at 4/30 track meet at CMS, 3:15 – 7 p.m.
 - Thinking about selling pizza, would like to order pizza warmer bag, can be reused for other events. Desiree to order.
- Scoreboard campaign – raised \$2,087 specifically for scoreboard (not including concessions sales), paid out \$4,814. Have not talked to Mr. Collins about indoor scoreboards; table fundraising to next year.
- Rally Recreation reached out about doing a fundraiser for SAW; proposed doing an event on 5/3, 5-9 p.m. 50% of proceeds come back to CMS for SAW. Have a flyer, will get to Carolyn for translation so we can start advertising.
- State testing coming in May. Katie Lyons reached out about doing an Italian soda bar for students and staff as a motivation. We would staff and pay for supplies. Propose 5/28 during math testing.
- CLIMB Day – met last week with planning committee. Scheduled for 8/28, for new and returning students to get binder, schedule, etc. Changing some logistics. Would like to do a t-shirt for each class in a different color. Not doing planners for 7th and 8th graders, only incoming 6th graders. Would like to give 7th and 8th graders big spiral bound notebooks. Meeting again next month.
- Carolyn asked about ordering school supplies now for next year and if she can submit an admin or teacher grant request. Concern about rising cost and availability.
- Les Schwab launched snack program, they will be providing popcorn and water for schools to sell. Will take advantage of next year.

5. Treasurer's update

- There was a discrepancy with reconciliation that was corrected and an updated budget was provided.
- [Final 2024-2025 budget](#)
- [Budget through 4/21/25](#)

- [Financials through 4/21/25](#)

6. Secretary's update

- Annual report – Rachel sent a draft for review, asked board members to upload photos to Drive
- Officer recruitment – Rachel sent draft, get comments to her by Friday, Kelsey to share with Carolyn for translation, then we can get it sent out
- Position descriptions – Rachel sent draft, get comments to her by Friday, then Trixie to post to website
- Rachel to draft May meeting announcements

7. Fundraising update

- Dine-outs
 - Cuppa Yo – Rachel picked up check and gave it to Desiree to deliver to Tari, \$302 raised
 - McMenamins, 5/27, Trixie to work on designs, Rachel to work on calendar submissions
 - General or specific fund – tabled

8. Merch/web update

- We will not sell swag at districts; Summit track and field will be selling swag. Kelsey let the vendor at High Desert know we will not be ordering
- Discussed possibly transitioning to Canva for design projects in future. Will need information on colors and fonts and logos eventually

9. Volunteer coordinator update – none

10. Old Business – none

11. New Business – none

12. Upcoming Meetings

- May (board/general), May 14, 5:20 board, 6 general, library
- June (board) meeting, 6/4, 6 p.m.

13. Adjourned 7:15 p.m.