

Cumming Elementary School PTO
Monthly Committee Chair Meeting Minutes
August 13, 2018
9:00AM

Location of Meeting: CES Conference Room

Meeting called to order by President Megan DeCosta at 9:05 AM

Attendance: Jordan Livermore, Megan DeCosta, Amanda Pirkle, Karyn Brown, Melanie Jordanopoulos, Paula Roach, Kelly Hobbs, Toni Clark, Terese Weart, Caitlin Tate, Komrul Alamsk, Alejandra Acosta, Brittany Amos, Yecenia Sanchez, Bri Daniels, Mari-Lee VanScoter, Angela Green, Cesar Flores, Emilia Carbajal, Rosaura Bautista, Maria Bautista. There were 21 members in attendance; a quorum was reached.

Minutes: No previous minutes were presented for approval.

Officers' Reports

Treasurer: given by Karyn Brown

- Balance on hand as of August 1, 2018 - \$24,875.55
- [2017-18 Final Expense Report](#) available
- [July](#) and partial [August](#) summary statements read and accepted.
- [Proposed 2018-2019 Budget](#) presented and reviewed
 - There was a motion made by Megan DeCosta. "I move that we pass the Budget for 2018-2019". The motion was seconded by Amanda Pirkle and accepted by those in attendance. The 2018-2019 CES PTO budget was approved.

President: given by Megan DeCosta

- Resources, Roles and Openings
 - Introduction of the Executive Board Members. Jordan Livermore was sitting in for Mrs. Rice. A brief description of each Executive Board position was given
 - Openings for 2019-2020
 - Treasurer
 - Secretary - 2 positions - recording and communications
 - A list of standing Committee Chairs and contact info was distributed and is accessible on the website cummingpto.com
 - Current open positions discussed
 - Movie Night
 - Bri Daniels and Brittany Amos voiced interest in helping. Amanda Pirkle will follow up.
 - Mother/Son Night

- BINGO Night
 - Staff Appreciation
 - Caitlin Tate, Mari-Lee VanScoter, Brittany Amos voiced interest in helping. Amanda Pirkle will email Paula Roach their email for follow up.
 - Bilingual Ambassadors
 - Fundraising
 - Spirit Wear
 - Our goal will be to assemble a Committee of 5-6 people per event
- Event Planning - process overview and updates
 - 2018-19 Event Schedule reviewed (handout sent home in student folders)
 - Committee Chairs will receive last year's binders that will include
 - Last year's content - Event Approval Form, flyers, budget, sponsors, vendor list, volunteer info, planning timeline)
 - NEW content - Table of Contents (so the same information is included in each binder), Draft of Event Schedule, Signed commitment and acknowledgment of responsibility, Plan of Work Form, and After Action Report
 - Terese Weart mentioned she may be able to donate paper for PTO use. Amanda Pirkle will follow up.
 - Bulletin Board and Flyers
 - Committee - Brittany Skrip, Toni Clark, and Rachel Schultz
 - There will be a schedule of deadlines for submission of event information
 - The PTO bulletin board may be used for non-PTO activity, but requests must first be made to the Executive Board. Requests will be reviewed and granted on a case by case basis.
- Key upcoming dates
 - Community Cup Spirit Day
 - August 21st 6:30AM - 8:00PM
 - Board and Chair Meet and Greet 6:00PM - 8:00PM
 - Volunteer / Room Parent Training
 - August 29th 8:00AM AND 6:00PM (repeat same meeting)
 - Committee Chair Training
 - TBD Early September
 - APTT K-2
 - September 13th 6:00PM
 - Set up PTO Info Table in K-2 Rotunda

New Business

English classes that provide childcare: Emilia Carbajal voiced interest in locating an English class that offers childcare. Mr. Livermore will call his contact at The Place and get more information on the classes they offer there and inquire about childcare. St. Brendan's and FUMC

Cumming may offer English classes but do not provide childcare which is an obstacle for those that want to attend and improve their English. The Executive Board will also put this on the meeting agenda for Thursday when we meet with Mrs. Rice.

Next meeting is September 10, 2018 at 9:00 AM, location TBD (we will be in a bigger room!)

Meeting adjourned at 10:04 AM by Megan DeCosta

Minutes compiled by Amanda Pirkle, Secretary