



CHESAPEAKE SCIENCE POINT PARENT TEACHER ORGANIZATION

1503 Signature Dr, Hanover, MD 21076

P: (443) 470-6890

cspespto@cspespto.com

CSPES PTO General Body Meeting

Minutes & Highlights
September 17, 2025

Meeting Overview

President Zarinah Cuffee opened the meeting, welcoming all community members. She clarified that while general body meetings are open to everyone, only PTO members can participate in voting. The session began with an engaging Slido icebreaker featuring trivia about school enrollment, PTO membership, staff numbers, and fundraising achievements.

Board Leadership Team

Executive Officers:

- President: Zarinah Cuffee
- Treasurer: Britnee Dickerson
- Secretary: Busayo Oyewole
- VP of Membership & Volunteers: Margaret Owo
- VP of Events: Tracey White

Committee Chairs:

- Hospitality Chair: Roli Ibadin
- Membership Engagement Chair: Michele Wright
- Events Chair: Bolanle Aderaju
- Social Media Chair: Kristin Agbanyim
- Website Manager: Jacki Schreiner
- Spirit Wear Chair: Danielle Parker

President's Progress Report

Membership Milestones

- Current enrollment: 325+ members (exceeded original goal of 300)
- New ambitious target: 400 members
- Platinum Families: 63 committed households
- Staff participation: 48 team members joined PTO

Year-to-Date Accomplishments

- Successfully completed 8 community events
- Hosted 3 giveaways: school supplies, Code Ninja class, back-to-school raffles
- Total funds raised: \$1,400+ through uniform resale, Ledo's partnership, Cold Stone events, and Spirit wear sales
- Active volunteer base: 25+ dedicated community members

Bylaws Modernization (Approved by Vote)

The following updates were unanimously approved to enhance operational efficiency:

- **Inclusivity improvement:** Mission statement revised for broader community representation
- **Faster communication:** Meeting minutes posting timeline reduced from 30 to 10 business days
- **Streamlined finances:** Electronic approval system replaces dual check-signer requirement
- **Digital democracy:** Electronic voting now permitted for all decisions
- **Efficient nominations:** Officer nominations from the floor eliminated to improve meeting flow
- **Accountability measure:** Fiduciary responsibility requirement added for all officers

Financial Health Report

Current Financial Position:

- Account balance: ~\$11,000
- Revenue generated: \$8,677
- Operating expenses: ~\$4,000
- Carryover funds: \$6,600

Upcoming Financial Commitments:

- Color Run event expenses
- Fall Festival operational costs

Primary Revenue Source: Color Fun Run remains our largest annual fundraiser with a goal of ~\$27,000

Exciting Events on the Horizon

Fall Festival Spectacular

- **When:** Saturday, October 25, 11 AM to 3 PM
- **What to expect:**
 - Trunk-or-Treat festivities
 - Classic carnival games
 - Donut eating contest
 - Catapult STEM competition
 - Diverse food truck lineup
 - Local vendor marketplace
 - Petting zoo experience
 - Spine-tingling haunted hallway
 - Amazing raffle prizes
 - Professional face painting
 - Beautiful henna tattooing

Holiday & Spring Events

- December: ELF the Musical performance
- December: Winter Wonderland celebration
- Spring season: Math Night and Spring Dance

Active Fundraising Initiatives

Color Fun Run Success Story

- Event date: October 3 (during school hours)
- Current progress: \$19,241.60 raised toward \$27,000 goal
- Status: Momentum building with strong community support

Additional Fundraising Opportunities

- Maryland Corn Maze partnership: September 20-21 (school receives 20% of proceeds)
- Safe Splash School program: Swimming instruction plus free swim sessions (\$15 per child)
- Ongoing programs: Book Fair, uniform resale, corporate matching initiatives
- Coming soon: Green Turtle Spirit Night (November date TBD)

Volunteer Program Enhancement

New Volunteer Tracking System The PTO introduced a comprehensive volunteer logging system to better recognize and track community participation:

- **Volunteer Log Process:** Every parent who helps should log their hours through the provided link
- **All Contributions Count:** Even small acts of service (like passing a trash can at an event) should be recorded
- **Recognition Benefits:** The log will be used to recognize volunteers on the PTO website and showcase total participation numbers (e.g., "50+ parents contributed")

Specific Volunteer Opportunities

Fall Festival Volunteer Roles:

- Trunk-or-Treat setup and hosting
- Running games and contests (donut-eating, STEM catapult competition)
- Assisting with food trucks and vendor areas
- Haunted hallway setup and monitoring
- Decorations, raffle table management, and general setup/cleanup

Color Fun Run Support:

- Cheer station leaders to energize participants
- Color powder throwers at designated stations
- Registration and check-in assistance

Community Engagement Highlights

- **Cultural Recognition:** Celebrating National Latino Heritage Month (September 15 through October 15)
- **Membership Innovation:** Introduction of new PTO tier system
- **Enhanced Focus:** Parent empowerment and meaningful community involvement

Dr. Camacho's Administrative Updates

Facilities & Infrastructure:

- Equipment update: Long-awaited risers and bleachers have finally shipped after extended backorder delays

Academic Excellence:

- Assessment review: Presented school's latest MCAP (Maryland Comprehensive Assessment Program) scores as part of state accountability requirements

Staff Development:

- New initiative: Launched "Teacher Task Force" encompassing all staff members to strengthen collaboration and ensure comprehensive staff input in school decisions

Critical Action Items

Membership Growth Campaign

- Goal: Help us reach 400 total members
- How you can help: Sign up if you haven't already, or invite a friend to join our community

Volunteer Opportunities (Urgent Need)

- Log volunteer hours through the provided tracking system
- Fall Festival Support (October 25): Various roles available including Trunk-or-Treat coordination, setup crews, and table management
- Color Run Assistance (October 3): Cheer station leaders, color powder throwers, and registration support needed

Community Support Requests

- Corporate matching: Encourage Color Run donors to request employer matching funds
- Uniform collection: Save and donate gently used school uniforms for our next resale event
- Vendor recruitment: Small businesses welcome to reserve Fall Festival booths (\$25 booth fee plus raffle donation)

Mark Your Calendars

- **September 20-21:** Maryland Corn Maze fundraiser weekend
- **October 3:** Color Fun Run during school day
- **October 25:** Fall Festival celebration (11 AM to 3 PM)
- **November (date TBD):** Green Turtle Spirit Night
- **December:** ELF Musical and Winter Wonderland events

The meeting concluded with Dr. Camacho's administrative updates and President Zarinah's encouragement for continued community involvement, volunteering, and staying connected as we build an even stronger school community together.