

**CES PTO General Meeting Minutes
September 13, 2016**

Attendance: Susan Berlew, Lori Davidson, Karen Shafer, Dyane Arnn, Sarah Gauch, Annette Holland, April Desabrais, Monica Mehta, Michelle Anderson, Maria Patak, Ashley Nadeau, Donna Nystrom, Shay Morse, Sarah Higgiston, Lavanya Lakshman, Grace Fong, Michelle Copeland, Rebecca Spori, Mandy Graves, Alyssa Martin, Lori Davidson, Ann Vincent, Jenny Vinotto, Diana Mavin Kurve, Bonny Matles, Rebecca Zawisky, Catie Weitkamp, Maura Kuhn, Flora Sanders, Marie Lotrean, Shawna Wilson, Mindy Anderson, Hae Jung Marr, Candice Yousset, Julie Davis, Steph Richardson, Jennifer Mitchell, Casie Couch, Jennifer Green, Ginger Forst, Karin Scruggs, Cecilia Cerqueira, Flavia Araujo, Alicia Kennedy, Aya Robin, Angie Hodges, Fanny Dunagan, Jennifer Riordan, Tamara Peel, Lilly Jimenez, Shelley Story, Stephen Webb, Jane Strobel, Karen Bowman, Tricia Schmitz, Angela Stratton, Sabina Menzes, Stacy Wagnon, Angie George

1. **Welcome / Call to Order / Introductions:** Susan welcomed and thanked the hospitality committee for hosting the lunch. Everyone in attendance introduced themselves with their names and ages of children and neighborhood in which they live.

0. President's Report

- a. PTO Registration closed on Friday. We will still accept registrations but moving forward they must be filled out on paper. Susan can email the form or it is printed in the office. Results from pizza party contest will be announced when they are finalized
- b. Volunteer Background check: this is an annual online process and it's mandatory for volunteering or coming to the schools. The background check can be accessed via the CISD web site
- c. Back to School Family Night: Sunday, September 18 at Bicentennial Park from 5-7pm. Bring a picnic, and PTO will provide dessert and water.

1. Ms. Wagnon's Report

- a. The school year is off to a great start, and she welcomed new families
- b. Biggest change for this year is that Wednesday folders will be communicated via a streamlined email from Ms. Wagnon, once per week. Parents will still get communication from teachers throughout the week. Wednesday emails will contain community/school info. Links to the information will also be on CES and PTO web sites, and potentially the CES PTO Facebook page. The cut off time to submit fliers is 12pm on Wednesdays.
- c. There is a service dog on campus, as communicated via email from Ms. Wagnon. This is a working dog, and he is not allowed to be touched. The students are doing great with him, and he is a great addition on campus.
- d. The CES Twitter handle is @CESSouthlake. This is how Ms. Wagnon will communicate information that needs to be disseminated quickly.

2. Executive Reports

- a. VP Report
 - i. Volunteer Recognition – PTO members can nominate an outstanding volunteer through the PTO web site. The first submission period ends Oct. 14. The winning volunteer will be highlighted on the PTO bulletin board. Ms. Wagnon announced that this year, the winning volunteer will have a reserved parking spot at CES.

- ii. Disbursements / Emergency Vote
 1. Many of the items that the PTO voted for in the spring have been ordered.
 2. During a recent storm, the one canopy over the playground was torn off, and upon inspection it was discovered that the other canopy is damaged. Both canopies need to be replaced. The cost is \$6,235 at most, but could possibly be reduced by \$1,000 if special ladders are not needed for reinstallation. PTO members need to vote via an emergency ballot. Ms. Wagnon added that the PTO originally paid for these canopies so it is the PTO's responsibility to maintain the structures. The vote was nearly unanimous to replace the canopies. It will take about 6 weeks to have them replaced.
 3. Susan clarified that disbursement votes usually take place twice per year via an online vote. We are doing this vote at the meeting today because it is an urgent need.

- . Communication

- i. The PTO newsletter will be emailed every Monday, the first being next Monday (Sept 19). Every Wednesday, Dyane will send a "Got News" email to PTO board members to collect information for the newsletter.
 - ii. If PTO members need to add anything to the Wednesday folder email, send the info to Dyane and she will forward along to Ms. Wagnon. When members email Dyane, they need to let her know if they want the info to be distributed in the PTO newsletter, the Wednesday folder, or both.
 - iii. If you ordered a Volunteer name badge, they will be arriving next 2-3 weeks. Name badges are good to have you don't have to wait in the check-in line during mass gatherings, such as party days, assemblies, etc.
- a. Secretary report: Steph Richardson moved to approve the May meeting minutes. Stephen Webb seconded the motion. Minutes are approved.
 - b. Treasurer Report: Karen Shafer presented and reviewed the budget. PTO members suggested that there be reminders in the newsletter regarding community partners. For example, please use Speedy Bee car wash regularly, but forget to mention CES. Flora Sanders moved to approve the budget. Lori Davidson seconded the motion. Budget is approved.

0. Committee Reports

- a. Membership: Susan announced that Daphne Pilgrim is processing registration, and also keeps the workroom in order.
- b. Web site: Susan thanked Shelley Shuga for all her work this past month on the web site.
- c. Beautification: Karen Bowman explained that they takes care of grounds, gardens, and the secret garden. They are always accepting volunteers to help weed. Additionally they are taking care of the pond in the secret garden and about to stock it with goldfish. She is

currently working on the feeding schedule for the fish, and once it is set, they will need volunteers to help feed. They will send out volunteer opportunities via Signup Genius. Additionally they would like to sand and repaint benches around the campus. Susan described the secret garden for those who are new and explained that teachers take students there during the day.

- d. Community Partners: Maura Kuhn announced that the recent Wednesday folders had info on how to sign up with grocery stores and Amazon to partner with CES. Target discontinued their partnership. She reminded members that at Speedy Bee, mention the partnership with CES. The first Spirit Night will be October 3 at Mooyah. Mention CES and the PTO will get 15, 20 or 25% back depending on their sales. Ms. Wagnon added that the CES web site has a link to past Wednesday folders so information will remain online.
- e. Directory: Susan announced that Lisa Moreland is working on the directory. This year, she is pulling info from Family Access. The Directory will come out in mid October.
- f. Fall Fundraiser: New this year The Dragon Games Challenge. Mandy Glaves announced that Camp Gladiator will be running an obstacle course event for the students. Parents can pledge their child(ren) to raise money. Because we do not have Boosterthon running the event this year, the PTO will need lots of volunteers to run the event. Angelique Schlosser added that due to PTO feedback, we are hosting the fall fundraiser ourselves and it will be completely volunteer run, but the tradeoff is that CES gets to keep all proceeds. The event will be November 4 during the school day, and all students will participate. Each event needs a parent volunteer, and shifts will be between the hours of 9:30am-2pm. The pep rally will be October 26 during school hours. Susan added how much we appreciate the Camp Gladiator partnership.
- g. Homeroom Parents: Steven Webb announced that a lot of teachers still need a party parent and/or volunteer coordinator. Shelley Story read and passed around a list of the teachers who still need these positions filled. There will be a meeting in the library on Sept 27 at 9:30am for home room parents, volunteer coordinators, and copy training . Info will go out in Wednesday folders on copy training.
- h. Hospitality: Susan announced that the committee has already hosted teacher lunches on 'Meet the Teacher' day, the boo-hoo breakfast, and lunch today. The committee will reach out to parents for contributing drinks, desserts, etc. for once-per-month teacher luncheons.
- i. Outreach: Flora Sanders introduced her committee members, Stephanie Vierus and Ashley Nadeau. The committee coordinates opportunities for student giving every grading period, which can also be used for Dragon Pride. The outreach events are in the cafeteria after school, and parents need to come meet their child(ren) to help. The committee coordinates the donation of items. On Sept 29, the outreach event involves making food bags for Food for the Soul (an organization that sends backpacks of food home over the weekend for children in need). Future outreach events will include a Valentine's project in February, flower pots for a senior home, and making reading bags with a little cuddly. Additionally, they place collection bins at front of school, and this month they are collecting travel size toiletries for USO. In the future they will be collecting outerwear (coats, blankets), pet supplies, etc. Additionally they manage Christmas is for Children, which serves 10,000 kids in community. Historically, CES sponsors the largest number of angels.

- j. Programs: Sarah Higgiston announced that there will be a puppeteer in October, a Secret Garden performance in March, a ventriloquist act in January, and Mother Goose in May. 70% of their budget goes towards High Tech/High Touch, which brings STEM programs into the school
- k. Teacher Appreciation: Steph Richardson announced that dates are not finalized, but Teacher Appreciation Week will likely be the first week in May. More info to come down the road.
- l. Spirit Shop: Alicia Kennedy announced that they always need volunteers in the Spirit Shop, and it is a fun way to get to know the students and teachers. There is new gear every week. The Iviva event was a success. They will be set up at the family picnic. They are open every Friday from 10am-1pm.
- m. Sprint fundraiser: Ann Vincent announced the date of the spring fundraiser – March 4 at the Hilton DFW Lakes in Grapevine. It is an adults only event with a live and silent auction, games, dinner, drinks and the 70's cover band Le Freak will be performing. There will be an online auction before Christmas, and again before the event.
- n. Student Activities: Alyssa Martin announced that there will be 2 book fairs, one in the fall and another in the spring. There will be books and kits for preK – adults. The fall book fair will be November 13-18. They will need volunteers on November 11 to set up, and throughout the book fair week. In addition to the book fair, they manage volunteers that come in weekly to help re-shelf books and other general library help. Tomorrow afternoon (Sept 14) at 2pm there will be a library operations training session for volunteers. Additionally they do Birthday books. If parents made the contribution during PTO registration, their child(ren) get to choose a book and a sticker with their name, birthday and the year it was donated goes inside the book, and it is kept at the library.
- o. Publicity: Michelle Copeland announced that she and Angie Hodges will be taking pictures at family picnic and other events throughout the year. Other parents can email them pictures to be displayed on the bulletin board as well. Ms. Wagnon clarified that if any students are restricted from having their photo displayed, it will not be on the bulletin board.

1. Announcements

- a. 1st CES All Pro Dad's Breakfast – Friday, September 16th 7am
- b. CES Back to School Family Fun Night at Bicentennial Park – September 18th 5-7pm
- c. Outreach Event, Food for the Soul – September 29th 3pm
- d. Community Partners Event at Mooyah – October 3rd 5-8pm
- e. Dragon Games Pep Rally – October 26th
- f. Dragon Games Challenge – Friday, November 4th
- g. Spirit Shop – open every Friday 10am-1pm
- h. Next PTO Meeting – Tuesday, November 1st 9:15am

2. Adjourned at 1:35pm