



CSI PTO Executive Board Meeting Minutes Wednesday, April 5th, 2023

- I. Call Meeting to Order and List Member Present Meeting called to order at 8:18am by Anna
 - a. Anna Barlesi - President
 - b. Carli Mulloy - Vice President
 - c. Sara Siegrist - Treasurer
 - d. Maria Gray - Secretary/Parliamentarian
 - e. Shaheen Kanchwala - Dir. of Communications
 - f. Pooja Jain - Dir. of Fundraising
 - g. Kelly Conroy - Dir. of Programs (via phone)
- II. Review previous meeting minutes
 - a. Anna moved to accept minutes as is, Sara 2nds. Minutes accepted by unanimous voice vote.
- III. Any new updates or topics not on the agenda? List them here to be discussed at the end
- IV. Presidents Updates (Annie)
 - a. Discussion of latest admin "talk"
 - Sports update: We did get the female PE teacher from Rolling Hills. Still not going to have students dress out for PE, but will look into having Michelle V. manage assigning lockers to interested students to store PE shoes or sports gear. Both Shaheen and Anna have stated their interest in providing support for Uptown, in conjunction with the board.
 - Actively hiring for a few positions. Have hired for the uptown position with a teacher who is very excited to be here. New third grade teacher coming from Village.
 - 8th grade graduation - We discussed what PTO can do. 8th grade is going to Raging Waters, so that might be a good area where we can help. Shaheen asked about Sign Gypsies for Graduation. Board agrees to go forward with that.
 - 7th Grade families organizing a brunch on Friday morning, 6/9, for 8th graders and families and other fun things are being planned
 - State testing (SBAC) starts 4/25. First two weeks are 3rd-8th, and last week is just 5th and 8th
 - Ms. Toy is going on Maternity leave. Long term sub is Ms. Cheng. She will be coming to meet the kids before Ms. Toy leaves.
 - b. Philanthropic Events: nothing to report
 - c. Elections - Reminder, we must have a President, Secretary/Parliamentarian, & Treasurer to be a PTO. President and Treasurer are two of the most challenging positions to fill.
 - d. Spring Art Wine Night 4/20/23 (notes below)
 - e. Movie Night 4/28/23 (notes below)

- V. Treasurer Report (Sara)
- a. Wolf-a-Thon was a raging success! PTO is in amazing shape for next year. Expect that once all the monies come in we will exceed \$65,000. This will make for a robust Field Trip budget.
 - b. Pooja asked if we can roll over unused money to the next year. Yes, because we are a PTO not a PTA.
 - c. Dining Out, got a small check from MOD.
 - d. We have paid for a field trip for every grade. Still waiting for bus fees for March. Still waiting for check from Treering. Carli will follow up.
- VI. Leadership Update (Bella and Zoey)
- a. Leadership has chosen their colors for the Pura Vida bracelet. Feedback from Leadership kids was to have braided ones.
 - b. Small wellness week activities during SBAC testing. Spirit Week for the whole school 4/24-4/28. Monday is School Spirit, Together Tuesday (matching/twins), Workout Wednesday, Thursday (PJs), Feel Good Friday (Favorite clothes, things that make you feel good). Shaheen asked that all flyers get sent to PTO as well so we can post.
 - c. Therapy dogs may come to campus during testing. It is still in the planning stage.
 - d. Other ideas are in the works
 - e. Sports is over for now
 - f. 8th grade is going to the Exploratorium on 4/21.
 - g. Will do a Prime Challenge on the last day of school, but it will not include slime
 - h. Ideas for 8th grade promotion. 3 student speakers, 5 awards (Innovative, Involvement, Perseverance and Dedication, Leader, and Good Samaritan)
 - i. Some parents will be doing decorations for the promotion day!
- VII. Elections (Maria)
- a. Timeline - Nominations due May 3rd, posted a week later, election on May 17th
 - b. Annie has been speaking with current board members to see what the plan is for next year. Annie has also mentioned several parents who we can talk to about possible runs for different positions. Anna has feelers out to a few Downtown parents for something like Secretary/Parliamentarian, which is a good entry position. Shaheen and Carli can join Dafna on the Nominating Committee.
 - c. Presence on the 19th & 26th, to promote PTO meeting that evening and elections. Will hopefully have a PTO Banner and elections flyer and paper with positions and brief descriptions.
 - d. Unfilled positions can be appointed by the new board after July 1st.
- VIII. Programs Update (Kelly)
- a. Dining Outs
 - Will have the numbers from Starbird in a couple days. Next one for May 10th is Chipotle. Be aware of using Chipotle during Hispanic awareness month. It feels a little dismissive.
 - b. Spirit Wear
 - c. RC Update
 - This is ready to go. Just need to get link for Art night
- IX. Fundraising Update (Pooja)
- a. WAT Wrap Up (Kelly)
 - Kelly is compiling a debrief document for next year. Most feedback is positive. One suggestion was to make it after school and turn it into a community event. Another suggestion was to split it in two to avoid congestion. Many parents wanted to buy a shirt, so perhaps add it to the size change form.
 - b. Now that Leadership has decided on the colors for Pura Vida bracelets, we will double check the chosen options are available and make choices based on that. Not everything on Pura Vida counts towards a fundraiser, so will work within the boundaries of what is available.
- X. Communication Update (Shaheen)
- a. Flyers digital and paper
 - Wine Night will be done today. www.csipto.com/TIX Elections will be posted right after the break.
 - pto banner, elections flyer, positions poster
 - movie night flyer

- b. FaceBook/Instagram
- c. Feed the Wolf- Direct Donation Drive
 - We do not need to push this. We are close enough to our annual goal. For next year, this should be early in the year. Recommend next year do Direct Donation in the Fall and WAT in the Spring as two major fundraisers.

XI. To Do List:

a. Movie Night

- In the Bistro on 4/28. Decided on The Bad Guys, which is PG appropriate for K-5. Anna asked Shaheen to make sure she knows how to work the projector. Michelle Valine might be able to help. Shaheen to also create the flyer.
- Will ask Leadership to send a few kids to act as monitors. Will cone off the quad. Access to the bathrooms only.
- Sara is bringing 3 lanterns, Maria will bring 1. Any other board member can also bring lanterns.
- Concessions: We will have them. Popcorn, (nut free) Candy, & chips. Easier to just do small concessions instead of pizza. We will be staying and cleaning.

b. Art/Wine Paint Night

- Need cheap paper plates, condiment cups of paint, Solo cups for water. Artist has brushes, but they need to be cleaned that night. Easels - Do we want them? If we have them, they have to be good quality. Final size of canvas is 11" x 14". Print out a couple of postcard size photos of the picture to place around the tables. Need stands.
- We will follow up with ticket purchasers to let them know the room, bring your own wine cup, and any final details.
- We need two people managing concessions (food & wine), a couple of people walking the room cleaning up messes and helping painters, and tickets and check-in.
- Anna will pick up all the wine from Carrie on the day of the event.
- Paint prep on 4/18 at Shaheen's house.
- Food - Approach TJs for donation. There is also a charcuterie lady who we could use if she gives it to us for cost. Laura is doing Popcorn, Megan is doing flowers. Desserts from Costco.
- We need a minimum of 450 condiment cups for paint. Order 600.
- We need 100oz of each color of paint.
- Brushes are taken care of.
- Canvases in sets of 12, so order 7.
- Paper plates - 300 pack
- Solo cups - 100 pack
- Paper towels - 1 8 pack
- Tablecloths - Once we know room configuration, purchase from Dollar Store

c. Spring Showcase on May 11th

- Moved discussion to next board meeting
- Remind Kelly about getting food trucks

XII. New Updates/Topics from beginning of meeting

XIII. General Meeting

- a. Wednesday, April 19th, 2023 at 7:00PM, D-studio with zoom watch option

XIV. Next Board Meeting

- a. Wednesday, May 3rd, 2023 at 8:15AM on campus, D-studio

XV. Meeting Adjourned Meeting adjourned at 10:30am by Anna