

CRE PTO Executive Board Meeting

4/14/20

4:00 pm via Zoom

Present: Will Hurst, Bridget Westerfield, Shannon Ladislas, Katy Crowley, Jessica Thompson, Holly Sample, Elizabeth Farr

The following handouts were emailed to each attendee:

- Agenda
- Budget

Proceedings:

A. Finances

- a. Budget was reviewed by all attendees
- b. The spent line item of the Spring Carnival is not accurate
 - i. \$937.50 of the line item includes checks that were written but have not been given to vendors
 - ii. The total that has actually been spent is \$1698.99

B. Committee items

- a. School Supply Kits
 - i. Our profit ranges from \$1.21-6.93 per kit depending on grade
 - ii. Due to quarantine we are only able to provide online ordering
 - iii. Online orders due 5/29
 - iv. SL sent emails, FB, and Twitter notifications with ordering info
 - v. Kits will be delivered to the school the week of 7/26
- b. Teacher Appreciation Week 5/4-8
 - i. Due to quarantine, we are not able to provide physical gifts to staff
 - ii. In an attempt to be respectful of all situations, we will not ask for donations
 - iii. JT will write a blurb to post on social media asking families to write letters to staff that week

C. Slating Committee

- a. Open Board Positions for next school year: Secretary, Treasurer, Member at Large
- b. Many committee chair positions open
- c. SL has made a Google form and sent out FB, email, and Twitter
- d. Due date for nominations is 4/26. SL will send out more reminders
- e. Slating committee meeting will be held via Zoom after 4/26

D. Admin Items

- a. Playground
 - i. WH will reach out for installation projected dates ***Updated - CRE is on the installers schedule to begin May 11th, weather permitting***

- ii. We will hold off on scheduling Popsicles on the Playground for summer months until we know the playground is complete. Possibly do a ribbon cutting instead.
 - b. Kindergarten Open House
 - i. This has been postponed due to Quarantine. There is not a future date set at this time.
- E. Spring Carnival
 - a. The decision was made to cancel this event for this school year.
 - b. The supplies that have already been purchased will be used next year
 - c. SL is reaching out to vendors to cancel.
 - i. Half the total payment was made to the inflatables. SL emailed to find out if that can be refunded. If not, possibly use them for CRE Cultural Celebration.
 - ii. The total payment was made to face painters and balloon twisters. SL emailed to find out if that can be refunded. If not, we will utilize them at another event since it has been paid in full.
 - d. Silent Auction
 - i. This will be on hold for the time being. Most businesses that donated are not open at this time. We also don't want to ask families to donate to be respectful of possible financial hardships that are occurring due to the quarantine.
- F. Additional Topics
 - a. General Meeting scheduled for May 13th will be held via Zoom. SL will create event and distribute info.
 - b. Executive Board meeting scheduled for May 12th will be held via Zoom as well. We will also invite next year's Executive Board members to join.