

Mitchell Intermediate PTO
Board Meeting Minutes
February 15 2022
Via ZOOM

Attendees: Sarah Besuegli, Becky Barton, Joanna Altimas, Jo Whitten, Liesbeth Horemans, Tracy Kumin, Jyoti Singh, Kathryn Lee, Meina Chen, Marissa Mapes, Nina Neal, Tiffany Moffett, A Portillo, Hadas Egri, Ana Lanni, Sandra Salazar, Bonnie Vanek, Jill, BSR, Paula Klapesky.

Meeting called to order 9:35am

- Sarah Bsequegli, President
 - Motion to accept January Board minutes. Liesbeth Horemans seconded. Passed without dissent.
- Bonnie Vanek, VP Services
 - 5th Kickball Tournament - Tracy Kumin, Jackie Van Aphen no longer on committee. All in good order. Flags have been distributed to LCs for decoration, Tracy to work out how to display. Popsicles to be purchased. Signup Genius and Wish list in progress. Joanna to distribute email from Tracy to 5th grade Room parents.
 - EOY 6th Celebration - Amy Reno. Confirmed May 26th, 9am-12pm. Returning to preCovid style with inflatables and water activities, food, photo booth and kona ice, laser tag. Business sponsors needed. T-shirt sales will take place (fundraiser), and Family donations will be solicited next month.
 - Suggestion: Create a central PTO List for donor solicitations. Nina to look at past deposits, Need a role on the PTO going forward. Community Liaison suggested. Sarah B to reach out to Melissa Marentz to discuss.
 - Staff Appreciation - event on Wednesday
 - Enrichment - 3 field trips taken place so far. LC9 will be rescheduled from Feb 4 (ice day) to March 25. Chaperones asked to share photos with the yearbook. Asked to share a link for upload. Thank you to Nina Neal for help with the chaperone lists. Checks to be written in advance to HMNS and refunds/extra processed after the event.
- Joanna Alitmas, Parliamentarian
 - Current open Mitchell positions for next year
 - PTO President
 - VP Fundraising
 - Fall Fundraiser 5th grade co-chair
 - Yearbook - 5th grade co-chair
 - Please reach out and connect with the incoming committee member for handover. Transition PTO Board Meeting will be in May.
 - McCullough open positions
 - Orientation
 - Membership

- Meina Chen, Treasurer
 - Statement of Financial Position
 - Paypal Balance \$579
 - Capital Exp \$72,183
 - Checking \$122,658
 - Statement of Activity
 - Income from Kroger card and Chaperone payment
 - Expense \$14187 for 6th grade field trips. Needs to be separated out from field day in statement, and classified as Student Enrichment. Note, social fund disbursement checks to be written shortly.
 - As CISD rules that check signees can not be employees, the current PTO has only 3 check signers. Suggestion that Bylaws are amended to include a check signing role, or to allocate to an existing PTO role that does not budget. Joanna to review rules and bylaws, and work with McCullough PTO as in a similar situation, and bring proposed bylaw amendments to the March Board meeting.
- VP Fundraising
 - Need co chair for Fall Fundraiser
 - School Supplies - Jyoti to connect with the incoming committee to set up for 22-23 year.
 - Spiritwear - Paula working with Jennifer on 22-23 choices.
- New Parent Packets
 - Spiritwear information unlikely to be ready to be included
 - Welcome to PTO flier to be created by Nina Neal and included in packets.
 - PTO Board Open positions list to be included (Joanna to provide)
 - Paula to advise if anything else needed
- Hospitality
 - One more event this year at the Spring General PTO Meeting. Confirmed as April 12, 2022 at 11:30 (note time change) in the library at Mitchell Intermediate.
- Yardsigns
 - Agreed to move from Membership to Spiritwear. Make generic, buy in bulk, store in the PTO room.
- Volunteers - any need, reach out to Caitlin
- Communications - no update
- Website - Liesbeth Horemans. Current website \$50/year is hosted by GoDaddy and is limited and inflexible Current emails are forwarded but any response comes from the Member's personal address. Researched options and narrowed down choice to 2: iPage (\$168/year) or Bluehost (\$163/year). Payment is up front for 3 years. Will allow more elaborate and modern websites as well as own email hosting. Feedback sought on either provider. iPage used by Powell. Wordpress/Bluehost known by Nina, easy content, very user friendly and integrates with formsite. Ana to provide Galatas website contact as hosted by Weebly and integrates with Formsite, uses gmail for email. Formal plan to be presented at March Board Meeting.
- Proposal for teacher gift donation process to be presented at March Board Meeting

- Audit - can not be carried out by current check signer. Please contact Meina if you can help out. Date for audit to be set.
- Paula Klapesky, Principal Report
 - The Mixed Choir performed at TMEA last week. Top elementary, and only choir from CISD this year.
 - 6th GRade Student Enrichment field trips are successful
 - February continues to be a testing month
 - McCullough - core and elective choices are underway
 - 4th 5o 5th transition process is underway, Band and Orchestra will visit 4th graders shortly
 - 4th graders will ride buses and visit Mitchell on April 4th (first time in 3 years!)
 - Parents evening same day and following morning
 - Spring Socials in plan. Dates to be confirmed.
 - COVID19 - dropped to level 3 2 weeks ago
 - Dr Null, CISD Superintendent Update 2/16 at 6pm

Meeting adjourned at 10:39am

Next Meeting: PTO BOARD Meeting, March 22nd 2022, 9:30am, Mitchell Intermediate (COVID levels permitting).

Spring PTO GENERAL Meeting, April 12, 2022 at 11:30am (note time change) in the library at Mitchell Intermediate (COVID levels permitting)