

# MINUTES

## CMIT Elementary PTO Member Board Meeting

*Date & Time* 9/26/2018 6:00 PM | *Meeting called by* Kathryn Ottman

### In Attendance

**PTO Board:** Kathryn Ottman - President; Khadija Bowne – Vice President; Tahira Oliver - Recording Secretary; Jeff Caler - Treasurer; Adrienne Settles – Corresponding Secretary; Benora McCain - School Representative

**School Administrators:** Ms. Ozturk - Principal; Ms. Monroe – Vice Principal (K-2); Ms. Fryson – Vice Principal (3-5)

### PTO Agenda Items

- Introductions of Board
- School Administrators
  - Updates on new curriculum this year – Library (STEM Makerspace), Technology (Lego and Robotics), World Language (Spanish), and Ecology (Communication with Astronauts)
  - IXL: teachers undergoing full training the week of 10/1, with full implementation across all grades the week of 10/8.
  - Uniform Policy: discussion regarding compliance is communication to parent vs. child
    - Take Away: In the future, administration will attempt to communicate guidelines prior to the start of the new year.
- Upcoming Calendar: Events and fundraisers
- Climate Survey Review: weekday and time for meeting, large % of parent have FB
- Information Reminders
  - Kidstuff Books – school receives 50% profit – turn in by
  - PTO Membership Drive – Tie between Glasper & Hutchins classroom so far
- Blackboard Mini tutorial – accessing and bringing together all of your student’s info into one place.

### Budget (Jeff Caler)

**Current balance: \$7,713**

**Major anticipated purchases: \$3,865**

**Est. Expenses: \$14,995**

**Est. Income: \$24, 550**

- **Approved by Membership in attendance (33-Yes , 0 – No)**

### Questions and/or Suggestions

- **Q:** What is the Media Center? **A:** Library. There is a curriculum for this school year and also used for research projects via books onsite and online
- **Q:** Which fundraisers generate the greatest profit to CMIT? **A:** Kidstuffbooks 50%, MidAtlantic 40%

- **Q:** Can event reminders be sent out earlier than the week ahead of time **A:** We will be utilizing Dojo, email, text and PTO Website

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## Upcoming Meetings

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- October 24<sup>th</sup>
- November 28<sup>th</sup>
- No meeting in December

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## General Information

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### Background Investigation and Fingerprinting:

- To volunteer in the classroom or on a field trip, you must have a background investigation done via the PGCPS.
  - Fingerprint/Background Check - \$61 - Good for your child's entire PGCPS enrollment - *This is the one you need to volunteer or chaperone.* \*\* If you receive free or reduced lunch - the fees may be waived.
- The background checks are done at: 14201 School lane, Upper Marlboro MD 20772 Room 128 8am - 3:45pm

### How to Volunteer: (In most instances, you must have your fingerprint background check completed and turned in to Mrs. Virgil.)

- PTO Event Volunteers - We depend on volunteers to make our events go smoothly. We currently need volunteers for our upcoming events: Book Character Day Party and Scholastic Book Fair. If you are interested, please email the PTO: [CMITESPTO@gmail.com](mailto:CMITESPTO@gmail.com) and watch for SignUp Genius.
- School Volunteers - Morning drop off and Afternoon Pickup ; Lunch Duty - Please contact Ms. Fryson at [tfryson@cmitelementary.org](mailto:tfryson@cmitelementary.org)
- Classroom Volunteers - Please contact your child's teacher to see what needs if any are needed for the classroom. They will let you know how you can help.

### How to communicate with PTO:

- Website: [CMITElementaryPTO.com](http://CMITElementaryPTO.com)      Facebook: CMIT Elementary PTO
- Email: [CMITESPTO@gmail.com](mailto:CMITESPTO@gmail.com)      Text Alerts: text@cmite to 81010

### Ways you can support the PTO:

1. Become a member - \$20 Membership per Family – accepting larger 100% tax deductible donations
2. Volunteer at an event – we can ALWAYS use volunteers...please contact us via email if you would like to help out at any event.
3. Attend Spirit Nights
4. Box Tops – send them in with your student on the Box Tops forms or in a Ziploc bag
5. Register your Giant Bonus Card for Giant A+ rewards – CMITES school ID #18383. This is the easiest way to help. We raised almost \$1000 last year.
6. Amazon Smile – [www.smile.amazon.com](http://www.smile.amazon.com) and select Chesapeake Math & IT Elementary PTO as your non-profit. We receive .5% of every purchase.

Meeting adjourned at: 7:55PM