

CPTO Agenda 5/8/20
3:00 pm via Google Meet

Agenda Items:

1. Introductions (*2 mins*)
 - a. Attendance: Emily Norcross, Alexis McQuillan, Trisha Hendrickson, Melissa Miller, Darren Bland, Lon McQuillan, Cori Bland, Emily Hughes, Lucy Wu
2. Approve minutes from February meeting (*5 minutes*)
 - a. *Emily moved, Melanie second - approved*
3. Treasurer's Report - (*10 minutes*)
 - a. Total income ended \$1,145 higher than budgeted - due to IMPACT mainly
 - b. Start next year with balance of \$21,200 (compared to last years \$12,900)
 - i. This increase will be very beneficial for the coming school year, as there will be budget shortages.
 - ii. IMPACT being looked at for next year - adjustments due to the current climate will require the CPTO to look at adjusting the outreach for next year.
 - c. Tracking entrance fees -
 - i. \$977 left in FY20, Treasurer to adjust the budget for FY21.
 - d. Tracking teacher grants - \$2,500
 - i. \$1,400 awarded that have yet to be used
 1. Suggested to reach out to those teachers to see if funds can still be used within this financial year. Those that cannot use the funds will need to be moved forward to the following year.
4. Closing out this year
 - a. Staff Appreciation - Trish (5 minutes)
 - i. Spent \$0, all online, and planned virtual theme days.
 - ii. Melanie Mitchell to lead Staff Appreciation next year
 - b. Boxtops - Melissa (2 minutes)
 - i. People continue to use the app, have seen a small increase
 - c. Dine outs canceled for rest of year (2 minutes)
 - i. March and April dine outs were a success and checks are still being collected; Panera, Cascade BBQ, Dream Dinners
 - ii. Emily Norcross to lead dine outs next year
 - d. Teacher Grants - Patricia - what to do with approved, but not yet spent money? (5 minutes)
 - i. Ms. Farrell - \$582 to fill in book series and purchase new books.
 1. All approve to proceed with book purchase.
 - e. Student Store - Meghan (3 minutes)
 - i. Need a volunteer to manage / support hours of operation.
 - ii. Flexibility on hours of operation
 - iii. Option for students to work in the student store, coordinate with staff.
 - iv. Staff members could supervise

- v. CPTO needs to have a project leader in charge of the plan, communications, and implementation.
- f. 8th Grade Party info - Darren
 - i. We need our parent leads to recommend the experience, gift, etc. for 8th graders. A recommendation needs to be approved by Darren then Corvallis District Office to ensure the celebratory experience is equitable across the other two middle schools in Corvallis.
 - ii. Lex to reach out to the parent leads for their recommendation.

5. Next Year

- a. Officers/Coordinators- voting?
 - i. President - Alexis McQuillan
 - ii. Vice President - Melanie Mitchell
 - iii. Treasurer - Lon McQuillan
 - iv. Secretary - Emily Hughes
 - v. An officer at Large - Patricia Stearns
 - vi. Teacher Grants - Patricia Stearns
 - vii. Student Store - Vacant
 - viii. 8th Grade Party - Cori Bland, Alexis McQuillan, Melanie Mitchell
 - ix. Dine outs - Emily Norcross
 - x. Boxtops - Melissa Miller
 - xi. Teacher Appreciation Week - Melanie Mitchell
 - xii. Teacher Conference Meals - Krystal Restropo
 - xiii. Impact Cheldelin - Vacant
- b. Emily to find CTPO job descriptions and share in the minutes to aide in the recruitment
- c. Impact Cheldelin and Student Store are vacant positions

6. Principal's Update (15 minutes)

- a. Building remodeling update -
 - i. Main offices
 - ii. Cafeteria
 - iii. Matt room
 - iv. STEAM
 - v. Bathroom

7. Adjournment - 4:30 pm (or earlier)