



PTO BOARD MEETING AGENDA

Friday, January 9th at noon | Bush Elementary School

Call to Order - Time: 12:05 Motion Samantha, Second by Tiffany

1. Welcome
 - a. Newsletter went out yesterday with the meeting minutes and agenda
2. Approval of Board Meeting Minutes for December 15, 2025
 - a. Motion to Approve Minutes by Samantha, Second by Sarah

I. President's Update

- Did you know?
 - 2024 the CISD board of trustees put together a rental program after a study, they put the rates in place for 2025– rates for renting CISD facilities; The board of trustees meeting has put in place about updating the rental agreements. – This does directly affect the PTO because we use the facilities.
- VP Highlight
 - Samantha Hoppe - She has been such an amazing asset, friend, parent, PTO member and board member. She is leaving big shoes to be filled.
- Processes and Procedures
 - Making sure that we are continuing to follow processes and procedures brought forward. If a VP puts a process and procedures, they are to be followed.
 - Our operations have to continue to grow as we grow.
 - Bylaws, the PTO president is to be a committee member of ALL committees. She is to be CC'd on ALL communications. The PTO president needs to be able to see the big picture of all the small pieces.
 - We are going to look to replace Samantha as the VP of Programs and the board will be following the bylaws and discuss the transition on the next working call.
 - a) Sam is leaving the 23rd and would like to hand things off before she leaves. Sam would like this person to be in place before movie night.
 - b) **Actionable item: Discussion of doing an electronic vote; Tiffany and Taylor will review the bylaws. BEFORE MOVIE NIGHT the new VP needs to be in place.**

II. Treasurer - Ji

- Cash on Hand

III. Programs - Samantha Hoppe (Add Notes from her email)

- Event Programs & Content
 - Promotional Video - Going to shoot the promo video this weekend; will be submitted to Ms. Howard for approval next week
 - Trivia & Program Requests - Submitted trivia for approval through communications before break; Golden Microphone
 - Event Signage - Biker walker Signage for the event
- Volunteer Coordination & Outreach
 - Staffing Requirements

BushPTO.com





- Need 10 Total parents, only one spot filled; 5:30-8:30pm - Ideal for older kids parents; Laid back volunteer opportunity (crowd control)
- Interact is sending 10 students
 - Specialty Committee
 - Communications
- Operations & Technology
 - Payment Processing - Two iPads for concession stand, looking for one more for the event; This will be a cashless event. Ji would like to be on one of the calls to go over payment.
 - Equipment Needs
- Leadership Transition - Key Date & Farewell - Sam really loved working here and being a part of it. The core memories that Zeke was able to make here and being a part of being able to make that happen.

IV. Fundraising - Molly

- Silent Auction - Already kicked off; First meeting earlier this week. The spreadsheet used to gather items is on the G drive. Please take time to look at that list and add to the items for donation.
 - What if we have a contact that we don't feel comfortable giving their contact information to?
 - Bonanza email address - What are the requirements to use the email. What is the streamlined process? Sam's idea is to send a confirmation email from the bonanza email. (Tabled for a working call)
- Bonanza - 3/27
- Upcoming Spirit Wear Store hosted through NHA - Sales end 1/23; delivered 2/6

V. Communications - Sarah

- February Newsletter - Focus on PTO Board/Committee Recruitment; who should be recruiting – Possible planning meeting for recruitment.
- Parent Mixer - Possible parent mixer
- Reminders
 - Bush Banner requests are due early in the week to streamline the approval process.
 - Newsletter requests are due by the end of the month.
- Sarah will be out 1/16-1/19 - Please send Communications requests by 1/14
- After school social beginning of march. Similar setup to last time. – We need to communicate timeline better.

VI. Services - Lynsey

- Yearbooks - Marketing/Sales
- Academic Outreach - Upcoming Crocodile encounter
- ChopShop is sponsoring next week parent appreciation next week

3. Principal's Update - Ms. Howard

- STARR Testing Dates - April 14 (3rd) & 15 (4th); April 28th math for 3rd & 4th
- Bike Racks are getting more organized





- Multiple upcoming student holidays
- Valentines activities on the 12th - look for teacher news letters

4. Courtney Rogers, CISD

Betsy Vernier, McKenna Construction

- The web has been removed; our gym is under construction and will be ready to open this summer
- They need our budget to then provide us with options
- Replacement of the Web
 - Options to be presented to the board and then taking 3 options to the students for voting
 - It is a set space size, only certain items will fit there. There is a long list of items that will fit our space.
 - Maintenance is a concern
 - We need to set a budget
 - It's harder to take something out than to put something in.
 - Anything we can do now while there is construction on site, will save us money because they are already on site. So we need to make as many decisions now to spend the money on the items we see versus seeing the having to pay for engineering.
 - Maintenance free should influence our decision
 - Spider Climber was presented
 - Replacement needs to be a similar size of the old spider web
 - The budget is flexible depending on what we can get for the money per Ji.
 - Prices change annual per manufacture
 - Lot of talk about BUDGET
 - McKenna bought a lot of playgrounds to help schools avoid price increases; They are IN STOCK and once approved.
 - As a district, if we put mulch in or pour in place; mulch is replaced annually and the pour in place is sealed over summer every 3 years.
 - Samantha asked about grants and utilizing them for
 - Large 75' x 50' horizon playground structure that comes with a mulch bed; it will be quoted as a structure with a mulch bed
 - Equipment cannot be added to the pour and played once it's poured.
 - We are thinking of 3 pieces: Horizon Structure, Climber to replace the web, & sunshade
 - 15k - Climber, 120k - Horizon, and 40k - Shade
 - Money by April 30th for over the summer playground installation
 - We have a LOT to consider when talking about sunshades; Betsy will give us options.
- Next steps, pricing on horizon and in-stock equipment.
- priority: invoice for climbers
- February 13th, they need the color choice for the climber

Meeting adjourned at 1:51pm (motion by Ji, second Samantha)





Attendees: Taylor Parmigiano, Ji Terracina, Sarah Dague, Samantha Hoppe, Breanne Jovanovic, Lynsey Irvine, Danielle Dobecka, Tiffany Bolton, Maria Fernanda De la Fuente, Sarah Howard, Holly Elledge, Martha Ceron, Katey Defreitas, Courtney Rogers, Betsy Vernier

