



Minutes

September 2023 Crestview Parent Organization Executive Board Meeting Agenda – September 14, 2023; 9:00am In person

In attendance: Christopher Brandriff, Principal; Luci Vache & Rachel Pereles, Co-Presidents; Sean Phillips, Treasurer; Stephanie Archey, Secretary; Natalie Hartwig, VP Events; Jodi Fischer, VP Fundraising; Keri D., VP Communication

President's Report - Luci Vache and Rachel Pereles

1. Call to Order
2. Introductions of CPO
3. Roles & Responsibilities:
 - a. Luci pulled board role descriptions from our CPO website and passed out to CPO
4. Communications preferences:
5. Calendar of Events:
 - a. Reviewed upcoming CPO dates/events for upcoming school year.
6. Access to emails/folders:
 - a. Reviewed CPO contact information and discussed use of CPO generic e-mails vs. personal e-mails. Sean discussed preferred use of treasurer computer instead of treasurer folder. CPO roster will be updated online.
7. Action Teams:
 - a. We reviewed hard copy list of duties and which parent volunteers were still active. The Diversity, Equity and Inclusion section needs to be updated.
8. Parent Volunteers:
 - a. We reviewed sign-up sheet – lots of names have been added. List will be given to Debbie to determine utilization of those volunteers.

Principal's update - Dr. Brandriff

1. Building updates:
 - a. A good start to the new school year with lots of job openings filled. However, he still has some open positions to fill, especially the open Custodial job openings.
2. Principal Coffees
 - a. October 12 with Dr. Cain is coming up. It would be nice for the CPO to be present at this parent meeting.
 - b. Dr. Brandriff mentioned that the President's Forum is requesting a \$200 donation from school PTO's in support of Proposition 3.

Fundraising report - Jodi Fischer

1. Partnering for Success campaign update:
 - a. We have not yet met fundraising goal. It is lower than expected, but not by that much. One more blast to be sent to parents. We discussed logistics for winner of the raffle. Keri mentioned ways to get extended family involved next year to increase donations.
2. Spiritwear update
3. Locker insert update:



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- a. Sales went well. Sean will need a check issued to CPO from school. Inventory needs to be checked to prepare for next year. It was suggested to also offer lock sales next year – have our locker insert volunteers look into this as an option.

Parent Involvement report - Debbie Belmer

1. Back to school breakfast (complete):
 - a. Dr. Brandriff said this was really appreciated by the teachers. One suggestion: Not as much coffee is needed for this event.
2. Teacher conference meal update
3. Got Your Backpack
4. Holiday outreach

Treasurer's Report - Sean Phillips

1. Financial report:
 - a. P&L vs. Bank Statements are a match; Registrations for Secretary of State is complete and we are bonded.
2. Grants:
 - a. This is something any staff member can apply for.
 - b. Dr. Brandriff mentioned the school does have an obligation to provide supplies for teachers. He then mentioned that he is looking to integrate a lunch recess and before school interactions. Grant money could be a way to purchase items for these activities/time to play. Sean mentioned we also have gifts to school money that could be used for this.

Events report - Natalie Hartwig

1. Winter Dance planning:
2. Spring event planning
3. RSD Track Meet planning
4. Meet the Teacher (completed)

Secretary report - Stephanie Archey

VP of Communications/Social Media report

1. Communications updates
2. Website:
 - a. Keri will need access to this
3. Social Media presence:
 - a. We can use Parent Square to help promote our social media sites.

Closing - Luci Vache and Rachel Pereles

1. *Updates:* Need to prepare communication about Dr. Cain coming in October Working on ways to increase our social media presence. The official start time for our monthly board meetings is 9 am.
2. Adjournment: 9:54 am