



MINUTES

November 2024 Crestview Parent Organization Executive Board Meeting – November 18, 2024; 1:00pm-2:00pm

Location of meeting: Crestview Middle School

In attendance: Christopher B., Principal; Parcel P., President; Jen D., Treasurer; Jodi F., Fundraising; Stephanie A., Secretary; Stephanie M. & Jen W., Parent Involvement; Minden B., Events;

President's Report - Rachel P.

1. Call to Order

Secretary - Stephanie A.

1. Approved October meeting minutes.

Principal's Update - Dr. Brandriff

1. 2024-2025 School Year Updates
 - a. Successful completion of Halloween events and Veterans Day.
 - b. Field trips are ongoing for all grade levels.
 - c. Play was outstanding with lots of staff support.
2. Building updates
 - a. Furniture is in place. Hopes to get more use by staff throughout the school day.
3. Principal Coffees
 - a. Next coffee is scheduled for December 5th from 9:15 - 10 a.m. Student groups will be presenting.

Treasurer Report - Jennifer D.

1. Financial Report
 - a. Clarified the 23-24 fiscal school year ended with \$6,000 (6/30/24) and that we should review what amount to end the school year with as a buffer is appropriate and needed for future years.
 - b. Approved our 2024-2025 budget.
 - c. Discussed Holiday Outreach expenses and determined expenses for this year are on track.
 - d. The Staff Appreciation gift cards are set to go at \$10 each. 150 gift cards to be purchased by School Support and handed out at the December 16th staff meeting. CPO will assist in distribution and will prepare gift cards at the time of prepping Spirit Wear orders.



MINUTES

Fundraising - Jodi F.

1. Partnering for Success campaign - COMPLETE
 - a. Donations have increased due to company matching.
2. Spirit Wear Update
 - a. We made \$1000 profit from Sales in August. Check has been received. (Reviewed last year profits - \$1,985 total profit with the Aug profit to school being \$1,300, \$300 in November and \$300 in the spring.)
 - b. November sales opened again and will distribute in December.
 - c. Plan on a Spring online sales event as well
3. Locker insert update - N/A

School Support - Stephanie M. and Jen W.

1. Back to school breakfast - COMPLETE
2. Changed title from Parent Involvement to School Support
3. Teacher conference meal update - COMPLETE
4. Got Your Backpack
 - a. No needs at this time.
5. Holiday outreach
 - a. 6 families will receive Thanksgiving meals for this year.
 - b. Awaiting holiday lists from Betsy so that sign up genius can be created for gift card donations from parents.

VP of Communications/Social Media - Keri D. (absent)

1. Social Media
 - a. Working on dance flier,
2. Communications updates
3. Website

Events and Parent Involvement - Minden B.

1. Changed title to include Parent Involvement. This position will reach out to generate parent volunteers at the start of the school year.
2. Winter Dance planning
 - a. Theme is Hollywood Glam / Winter Wonderland.
 - b. Reaching out to parent volunteer list.
 - c. Will utilize Rockwood DJ services along with parent help.



MINUTES

d. Dance activities discussed: Jolly Jumps had price increase; No cash cube; discussed prizes and ways to distribute at dance.

3. Spring event planning - May
4. RSD Track Meet planning

Closing - Rachel P.

1. Adjournment