



**PTO Executive Meeting Minutes: August 7<sup>th</sup>, 2024**

**I. CALL TO ORDER**

- a. Maria Fong called meeting to order at 5:30pm.

**II. ROLL CALL**

- a. Present In-Person
  - i. Maria Fong, President
  - ii. Irene Najera, Vice President
  - iii. Mr. Romo, Principal
  - iv. Berenice Sanchez, Membership
  - v. Bianca Perez, Parliamentarian
  - vi. Claudia Carballo, Programs appointed/approved during meeting to Historian
  - vii. Andrea Hickman, Recording Secretary
- b. Present On-Line via Microsoft Teams
  - i. Ashley Vasquez, Volunteer Coordinator appointed/approved during meeting to Fundraising
  - ii. Jackie Rejon, Treasurer
- c. Present Via-Telephone
  - i. Erin Pedrin, appointed/approved during meeting to Volunteer Coordinator
  - ii. Patty Carrion, Corresponding Secretary
- d. Not Present
  - i. Programs-Open

**III. REVIEW AND APPROVE PTO BYLAWS**

- a. The following bylaws were discussed and amended:
  - i. Article IV-Executive Board
    - 1. Qualifications altered.
      - a. Approved.
    - 2. Corresponding Secretary
      - a. Description revised.
      - b. Approved.
    - 3. Historian
      - a. Description revised.
      - b. Approved.
  - ii. Article V-Elections

1. Procedure
  - a. Revised to include online and Nomination Committee is elected and formed by Principal and Associate Principal.
    - i. Approved.
2. Term of Office
  - a. Third term eligibility revised.
    - i. Approved.
3. Nominating Committee
  - a. Language revised to include Principal and Associate Principal.
    - i. Approved.
- iii. Article VII-Membership Dues
  1. Kept the language-dues.
    - a. Approved.
- iv. Amendments
  1. Language altered to reflect changes with first executive board meeting.
    - a. Approved.

**IV. EXECUTIVE BOARD MEMBERS: REVISE AND APPROVE NEW MEMBERS**

- a. Corresponding Secretary Co Chair
  - i. Lladira Espinoza
    1. Approved.
- b. Fundraising
  - i. Ashley Vasquez
    1. Approved.
- c. Historian
  - i. Claudia Carballo
    1. Approved.
- d. Volunteer Coordinator
  - i. Erin Pedrin
    1. Approved.

**V. REVIEW AND APPROVE MASTER CALENDAR**

- a. The following events were moved to a different month:
  - i. Penny Wars-moved to April.
  - ii. Paint Night-moved to November.
  - iii. Movie Night-moved to December.
- b. Additional Events:
  - i. Holiday Shop: added to December.
- c. Follow Up:
  - i. Potentially a second book fair in the fall. There is one already scheduled for March.
  - ii. Mrs. Eddington- dates for the Lion King theater production, so it does not interfere with PTO Family Dance.
  - iii. Mrs. Nunez-Kindness week sale dates.

- iv. Follow up with 6<sup>th</sup> grade fundraising team regarding events and Family Dinner Nights.
    - v. Mrs. Murillo- Tree Machine Fundraiser details.
  - d. Needs To Be Added to the Calendar
    - i. ACE Award Dates.

**VI. NEXT MEETING**

- a. August 14<sup>th</sup>, 2024 at 5:30pm.

**VII. MEETING ADJOURNED**

- a. 6:47pm.