

PTO POW WOW Minutes

8//8/23

Call to order- 9:32am

WELCOME!!!! We are so thankful to have you amazing ladies as a part of the team and we are looking forward to an amazing school year!

CPES 2023- 2024 School Theme and class colors:

“70’s- Groovy/ flowers/ dynamite!!”

- PreK-K : Pink
- 1st: Green
- 2nd: Orange
- 3rd: Red
- 4th: Blue

Upcoming important dates:

- **Meet the Teacher** = Aug 10th (Kinder) 4-5:30p & Aug 11th (1st-4th)
A-L: 3-4pm and M-Z: 4:30-5:30p
- **Chalk the Walk** = Aug 13th 4-6pm
- **FIRST DAY OF SCHOOL** = Aug 15th
 - o Do not need help in the morning
 - o Need help for lunch duty. Have Deepti make a list for volunteers.
- **Open House** = Aug 29th 5-7pm
- **Trunk or Treat**= Oct 26th
- **Fun Run Field Day** = Nov 17th
- **Breakfast with Santa** = Dec 9th
- **Donuts with Dad** = Feb 12th
- **Muffins with Mom** = May 13th
- PTO Meetings = 2nd Tuesday of the Month (alternating 10am and 6pm)
 - o Sept 12th @ 10am
 - o Oct 10th @ 6pm
 - o Nov 14th @ 10am
 - o Dec 12th @ 6pm

- o Jan 9th @ 10am
- o Feb 13th @ 6pm
- o Mar 5th @ 6pm
- o April 9th @ 6pm
- o May 14th @ 10am
- Xmas Parties =
- Valentine Parties=
- Bus Driver appreciation Day =

Topics per Committee:

**** Family Events (Courtney Maconchy)**

1. Review parent feedback. Will any of these changes / events be adopted?

- a. Talent show in May??
- b. Miss carnival- a lot of work and not enough volunteers. Hopefully the Heritage festival will fill this void.
- c. Daddy / daughter dance- we'll think about it (maybe do a small scale event)
- d. Music at muffins with moms- can't hear it very well so don't really see the need.
- e. Special needs / bilingual focused events
- f. Heritage events- very interested in doing this. Talk more about this in the future.

2. Events currently planned:

- a. Trunk or Treat (10/26)

i. Trunk sponsor ideas? Do we want to invite back previous trunk sponsors? Which ones? **Need more parent trunks. Need to be more clear with what it means to host a trunk.**

ii. Food trucks? Successful or no? **Overall yes they were successful. Sharkeys didn't give money back.**

iii. Candy shortage last year. Can we obtain donations from a big box store in addition to parent donations? **Charlene tried and wasn't successful w Wal-mart. Maybe try Kroger or HEB.**

b. Breakfast w/ Santa (12/9)

i. Ideas for navigating families through the picture line? **Passing out Tickets to the families. Maybe we can have a volunteer at Santa limiting time with each kid to an extent.**

ii. Source all coffee from a supplier due to the high demand? Tomball catering? **Maybe a thought. We can look at cost effectiveness? Tomball catering can do coffee and donuts. HEB was not easy to work with.**

iii. More drink options for kids. Add hot cocoa to the menu, again through Tomball catering? **Maybe bottled water, coffee and OJ. Hot cocoa tends to create a mess and the kids actually have a hot cocoa theme day during the 12 days of Christmas at school.**

c. Donuts with Dads (2/12)

d. Muffins with Moms (5/13) **try to come up with ways to improve traffic flow.**

3. Event advertising tactics

a. Option 1: Advertise via Smore or internal channels only. Advertising on the marquis sends the signal that it is a community event which causes us to run out of food and bev. **We can just use our social media and newsletters.**

b. Option 2: If we want to make Trunk or Treat and Breakfast w/ Santa community events, that's fine. We just need to account for it in the budget and purchase enough food and bev.

4. Alternative background check options for bilingual parents? **Can't really get around this because it's a district rule.**

**** Hospitality (Lisa Prins): NEED A NEW LEAD**

1. Event breakdown:
2. Welcome back: for teachers-fun pen for teacher with card from pto
for bus drivers-snack bag and water **Bagels from Panera for first day of school. Sarah is donating cream cheese. 100 sliced in half. Pull 12 bagels for the bus drivers. Bagels delivered at 7am. Providing nail salon coupons. Put in a basket next to the bagels w a sign from PTO. Make a sign from PTO.**
3. Birthdays-need to get an updated list
(Teachers liked the Bundt cakes if possible)
4. Appreciations throughout the year...who/what are they? These need to be planned and budgeted
5. How often do we need an "extra" event to celebrate? Thanksgiving? Valentines?
6. What things does Mrs. Johnson want us to accomplish for teachers with hospitality money? She asked us for: Open House and testing lunches last year. **Need dinner for Open House. Wildcat Catering company. \$3.15 per meal could be an option.**
7. Are we sticking with the 12 days of Christmas? (This also takes a lot of budget) **need to sit down with Mrs Johnson and discuss.**
8. Need to advertise in newsletter and social media the need for a co-person with hospitality-someone to do the ordering of things, and to split into set up of lunches, ect

Lets utilize HRP to help with set up and such.

Last minute requests or changes made things were difficult.

Teachers didn't prefer our coffee

Teachers don't really want the little things but would like us to focus on the larger things (meals ect.)

We need to get the staff's opinion

Create an Amazon wish list to parents for the little things

Let PTO focus on the big things.

Need to figure out the budget that we can use for Hospitality. Last year was around \$6000.

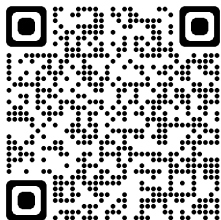
Scheduling a meeting with Erin to discuss expectations and wants so that we can come up with a plan for the year

**** Homeroom Parent Coordinator (Laura Russell)**

1. Each teacher will be given a sign-in sheet for MTT that will be returned. We've discussed the pros and cons of these, but they do give us a good starting point for finding homeroom parents, and it's nice to have something tangible to give to the homeroom parents.

Teachers will have the yellow sign in sheets and the QR code. We will use the QR code at our PTO table at Meet the Teacher. Put some around school.

2. Each teacher will be given a flyer with barcodes to put near the sign-in sheet that connects to a google form to collect volunteer information. We can also post some of these flyers around the school. Hopefully this will allow us to collect some additional names and contact information.



3. Would like to have HRPs lined up for all classes by mid to late September and schedule HRP meetings for early October.

4. To make the party planning less stressful, I would like to meet by grade level (just teachers, HRP coordinator, and President) in October. We will discuss and plan for Christmas and Valentines. Then I will pass that information on to HRPs.

Need to sit down with teachers to talk and see what they want for the parties and such by the end of Sept or early Oct.

**** Spirit Nights (Sarah Carpenter and Monica Galloway)**

1. Working on scheduling for the year

Wanting to create stickers for each spirit night to send home with the students promoting. Indira Translate will translate into Spanish.

Aug 15th- Jeremiah's Ice 4-9pm

Sept 13th- Mandi Cocina 4-9pm

Sept 26,27, or 28th- Red Robin (not confirmed)

Oct 12th- Marcos Pizza 4th grade box decorating

Oct 24th or 25th- Crust Pizza 4-7pm (not confirmed)

Nov 14th,15th,or 16th- Spring Creek BBQ (not confirmed)

Dec 13th- Marcos Pizza 3rd grade box decorating

**** Volunteer Coordinator (Deepti):**

- Please make sure to complete the TISD volunteer application. This must be done before you are able to volunteer on campus. Must renew every year.

Please create a sign-up genius for lunchroom helpers for the first week of school.

**** Social Media and Website (Lauren and Lizette)**

-All PTO members please complete the google form from Lauren.

-Can we have a Canva account? To create the account -Need email for canyon pointe pto. \$14.99/month is this doable

**** Spirit Wear- Laura Lee is heading up as of now. **NEED A LEAD.****

Using First Place spirit wear. Generic wildcats and Canyon Pointe options. Have class spirit shirts for \$10 available to sell at Open House. LL is making posters w QR codes for ordering on-line. On-line store will be open until August 18th.

****Yearbook (Tatyana Sinks) **Need a co-lead****

Need to submit photos for your kids to be in the yearbook

Need to Discuss:

- Meet the Teacher volunteer needs-
 - Selling class shirts- \$10
 - Handing out carpool numbers (2 english and 2 bilinguals)
 - 2 people at our PTO table (2 bilinguals)
 - 1-2 people by Sharkeys to keep the cones outside
 - Lizette, Hector, Jennifer and Marcel (bilingual) will be bilingual Thurs and Friday
 - Laura, Laura Lee, and Charlene will be there
 - Arrive by 3pm
- Open House volunteer needs-
 - Same as Meet the Teacher
- Committee Member needs
 - Family Event- Co-lead
 - Hospitality- Co-lead
 - Yearbook- Co-lead
 - Spirit Wear- Lead/ Co-lead
 - Spring Fundraiser- Lead/ Co-lead
 - Bulletin Board- Lead

- Need Bulletin Board updated for the new year **LauraLee and Charlene is taking care of this**
- How can we keep and improve communication between parents and PTO?
Utilizing social media and Remind.
- How can we keep and improve communication between PTO and Staff?
- **Hoping to get a staff representative at our PTO meetings. This will more than likely be a PE teacher.**

- Budget
- 1st day of school
 - Volunteer needs- **lunch duty. Will not be needed in the morning.**
- 1st week of school
 - Volunteer needs-
- Fall Fundraiser

PTO 2023-2024

- **PTO Board**
 - President - LauraLee Harkrider
 - Vice President - Charlene Woodruff
 - Treasurer - Jennifer Nunez
 - Secretary - Allison Woodard
- **PTO Committee Chairs- *PTO Committee Chair lead and/or co-leads needed for 2023-2024 school year***
 - Fall Fundraiser coordinator- Indira Bean
 - ***Spring Fundraiser coordinator -***
 - Volunteer coordinator - Deepti Singh
 - ***Hospitality*** - Lisa Prins ***need co-lead***
 - ***Family Event*** - Courtney Maconchy ***need co-lead***
 - ***Yearbook*** - Tatyana Sinks ***need co-lead***
 - Homeroom Parent Coordinator - Laura Russell

- **Spirit Night** - Sarah Carpenter (lead) and Monica Galloway (co-lead)
- **Spirit Wear** - LauraLee Harkrider currently *Need a lead and co-lead*
- Bilingual Liaison - Indira Bean
- Social Media/ Website content Design - Lauren Shaffer and Lizette Pinto?
- **Bulletin Board** - *need lead and co-lead*

Take home points and ideas to think on

- LauraLee is making poster boards for Meet the Teacher and Open House encouraging people to join open house
- Need to work on promoting our events earlier.
- Heritage day festival- Spring (family event that may be profitable)
- Do a raffle at one of our events. Maybe half and half raffle. (maybe at breakfast or open house) Maybe raffle events. Sarah is looking into baskets from spring creek or whataburger.
- Parents pay for PTO?
- Brainstorm raffle ideas
- Parents could by teachers a jeans pass
- Create a link that parents can donate to PTO via square