

CPES PTO General Meeting Agenda

Tuesday, October 10th, 2023

Call to Order: 6:05pm

Attendees:

Brenda Ortiz- parent Indiria Bean- Fall Fundraiser Coord
Laura Russell- HRP Coord Jennifer Nunez- Treasure
Charlene Woodruff- VP Erin Johnson- Principal
Monica Galloway- Co Spirit Night Coord

Celebrations/Shout Outs: :o)

- Swings and Tetherballs have been installed!!!
- The Book Fair was a success. Thank you to our parent volunteers.
- Thank you to the volunteers who have helped with Lunch Duty

Treasurer's Report (Jennifer Nunez): Jennifer is relocating soon, possibly Nov.

- Funds allocated for Educational Adventures (\$10,000) have been paid.
PTO wrote a new check to CPES for the courtyard benches. First check to Adventure Playground was voided.
- **PTO committee member purchases**
 - o Purchases **MUST** be approved by PTO president and/or vice president prior to purchases made
 - o Please turn in all receipts along with completed "Transaction Form" by end of each month so it can be entered in to the ledger and you are reimbursed
 - Fill out a transaction form for each receipt even if purchases made from same place on the same day
 - Email Jennifer or text her for transaction form :o)
 - o Discuss and receive approval for all printed handouts
 - Order them through PostNet

Committee Details & Updates:

- **Fall fundraiser coordinator (Indira Bean)**
 - o **Fun Run/Field Day - Nov 10th**
 - Fun Run Pep Rally- 10/23
 - **Need to start making the Fundraiser Race Tracks for Grades to be hung in the cafeteria Have done by 10/24**
 - **Discuss ideas for fundraising prizes for students**

- *Need to create and print flyer to send home to families*
 - *Discuss ideas for items we are raising money for - Picnic tables w shade (main ask from teachers)*
 - Campus Kids is donating the Inflatables
 - *DJ has been confirmed*

- **Volunteer coordinator (Deepti Singh):**

- **Hospitality (Lisa Prins): *Urgent Need for Chair/Co chair***
 - Celebrated our Custodians on Oct 2nd- delivered gift cards
 - Celebrated principal month w her favorite bag of chips and a gift card
 - October birthday treats will be delivered this month
 - **Tailgate for Teachers- Oct 13th-** Sign-up genius has been sent out.
 - PTO spent \$179.29 on wings and sandwich trays, chips and dip (to fill in missing spots on sign-up genius)
 - Still need some help w set up on Oct 12th and help with the lunch on the 13th. Refer to sign up genius *10/12 @6:30pm decorate.*
 - Thank you for all the sign-ups so far
 - *Heather Sharif's husband has committed to sponsoring a Christmas teacher lunch in Dec. Thank you!!!!*

- **Family Events (Courtney Maconchy)**
 - **Trunk or Treat- October 26th**
 - 3 food trucks have be secured: Sharky's Shaved Ice, Funnelocity, Cool Arrows Tacos
 - School resource officer has been secured
 - Lawn service work order will be placed by Mrs. Johnson
 - Flyers sent home 10/4 and HRP sent email to parents
 - 14 trunk sign-ups so far. (4 grade level trunks so far. Missing the 4th grade- need to contact Mrs. Guillory) *Courtney will do this.*
 - ***Need help securing more trunks from local businesses***
 - Little Beakers and Just Love have agreed to participate
 - \$30 gift card donated by HEB for candy
 - Candy boxes and fun display up near the library ready for donations.
 - ***Need to encourage students to bring candy***
 - ***Need ideas for winning grade level for most candy donated***
 - *PJ day?, Popsicles w Wildcat?, Silly String Wildcat?*
 - Dunking booth secured
 - Mr. King, Coach Keene, Coach Tripp and Coach V signed up
 - Breakfast for Santa
 - Need help securing donations for our Silent Auction

- **Yearbook (Tatyana Sinks)**
 - Need volunteers to take pictures around school and at events
 - 10% off sale until the end of October!
 - Need instructions for picture drop box on the website.
 - Ask Treeline if they can send fliers so that PTO doesn't have to print them.

- **Homeroom Parent Coordinator (Laura Russell)**
 - Discussed with the teachers by grade level what they'd like for the Christmas and Valentines Day parties.
 - There are still several HRP's that do not have an approved volunteer application on file. Working with Chantal to contact these individuals to have this taken care of. 9 do not have completed background checks
 - *Is anyone not hearing from their HRP?*
 - Make sure we ask the HRP's to send out things

- **Spirit Night (Sarah Carpenter and Monica Galloway)**
 - Mandi Cocinca SN- Made \$382
 - Red Robin SN- Made \$400
 - **October**
 - 12th - Marcos Pizza- 4th grade decorating boxes
 - 25th - Crust Pizza (Tomball location) 4:30-8:30pm

- **Spirit Wear (LauraLee Harkrider)**
 - PTO purchased the remaining spirit shirts the 4th grade- will be delivered this month.
 - Store is now closed

- **Bilingual Liaison (Lizete Pinto)**

- **Bulletin Board (Heather Sharif)**
 - Heather Sarif is the new Committee lead

- **Website content/design (Lauren Shafer)**
 - Any updates?
 - Create a candy donation graphic please.

- **Social media (Lizette Pinto)**
 - No new updates

Calendar Review/Important Dates:

- **October**
 - 6th and 9th - Student Holidays
 - 10th - PTO meeting in library @ 6pm
 - 12th - Marcos Pizza Spirit Night All Day (4th grade decorating boxes)
 - 23rd- Fun Run pep rally
 - 25th - Crust Pizza (Tomball Location) Spirit Night 4-8:30pm
 - 26th - Trunk or Treat
- **November**
 - 10th - Fall Fun Run/Field day (changed from 11/17)
 - 14th- PTO meeting in portable @ 10am

Administrative:

- Please sign-in on PTO volunteer sign-in sheet when volunteering at the school
- Please wear your nametag and provide photo ID
- The TISD volunteer application must be completed and approved before volunteering on campus
- Please join the PTO Remind: @CPESPT

Meeting Adjourned: 7:00pm