**CPES PTO General Meeting Agenda**

Tuesday, February 13th, 2024

**Call to Order:** 10:00am

**Attendees:**

Allison Woodard Charlene Woodruff Laura Lee Harkrider

Laura Russell Jami Echols Cassidy Johns

Tatyana Sinks Lizette Pinto Erin Johnson

Monica Galloway Amy Keene

**Celebrations/Shout Outs: :o)** .

* Donuts with Dad was a success! Thank you Courtney, Cassidy and Laura Lee for all your time and planning.
* Tables were delivered and set up for the courtyards.

**Treasurer’s Report (Position currently vacant):**

* Budget update
  + After reconciliation we are short $266. Trying to pinpoint where the discrepancy is.
  + Check for $1200 for written to CPES to fulfill the amount allocated for the Library Enhancement. The original number was $5,000 but that number decreased due to the cost of Pebble Go and the courtyard benches being higher than budgeted. Mrs. Johnson said the money will be used to purchase 2 bookshelves. She is going to cover the rest of the library enhancements with her budget.

* **PTO committee member purchases**
  + Purchases MUST be approved by PTO president and/or vice president prior to purchases made
  + 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 or text Laura Lee for a transaction form :o)
  + Discuss and receive approval for all printed handouts
    - Order them through PostNet

**Committee Details & Updates:**

* **Spring Fundraiser:**
  + Spring Festival- Apr 20th 11am-2pm
    - Planning is in full swing.
    - Next planning meeting is 2/22 at Just Love Coffee at 9:30am
    - Volunteers needed!!
* **Volunteer Coordinator (Deepti Singh):**
  + No updates at this time.
* **Hospitality (Jami Echols)**
  + January and February Birthdays
  + Lunches for teachers during STAAR testing
    - Contacted Jason’s Deli to cater. $6.19 per box. Teachers asked for more Turkey boxes.
* **Family Events (Courtney Maconchy)**
  + Donuts with Dad was a success!
    - Need to come up with a plan to supervise the kids that parents have to leave before 8:10am. Need more volunteers to make this work.
    - Possibly look in to changing the event to Pastries w Parents or something like that to include those non-traditional families.
  + Muffins with Mom is scheduled for 5/13.
    - Contacted Tomball Catering for their services
    - Changing date to May 6th was approved but we need to confirm with Tomball Catering that they are available before we make it official. If TC is not available we will keep the date as May 13th.

* **Yearbook (Tatyana Sinks)**
  + Please upload pictures.
  + Teacher link
  + Has flyers
* **Homeroom Parent Coordinator (Laura Russell)**
  + Valentine’s Supplies
    - HRP’s are providing the treats for their class
    - Laura distributed the white treat bags on 2/1
    - Little Debbie Cakes for classes w/o HRP were distributed
      * Need to check on only 2 classes but these should be covered.
* **Spirit Night (Sarah Carpenter and Monica Galloway)**
  + February
    - 13th- Adriatic Cafe
    - 28th- Marcos Pizza (2nd grade decorating boxes) Allison is making a flier for parents to explain the box decorating process
  + March
    - 5th- Red Robin
    - 26th- Marcos Pizza (1st grade decorating boxes)
  + April
    - 30th- Marcos Pizza (PK/K decorating boxes)
* **Bilingual Liaison (Lizete Pinto)**
* **Bulletin Board (Heather Sharif)**
* **Website content/design (Lauren Shafer)** 
  + Graphics Created
    - Donuts for Dad
    - Save the Date- Spring Festival
* **Social media (Lizette Pinto)**

**Calendar Review/Important Dates:**

* **February**
  + 16th- Staff development day. No school for students.
  + 19th- No School for staff and students.
* **March**
  + 5th- PTO Meeting @ 6pm in the library
  + 5th- Red Robin Spirit Night 4-9pm
  + 8th-18th- Spring Break
  + 26th- Marcos Pizza (1st grade box decorating)

**President Announcements:**

* Laura Lee- She will be stepping down as President after this school year. Thank you Laura Lee for your 4 years of leadership and dedication to our school. You will be greatly missed. Charlene will be leaving after this year as well since her boys will be moving on to Oakcrest. Thank you Charlene for your support and dedication to our school. You will be greatly missed as well.
* Open Board positions for the 2024-2025 school year: President, Vice President and Treasure.
* If you have served on a PTO committee for at least one year and are interested in any of the open Board positions please reach out to Mrs. Johnson.

**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:** 10:42am