PTO General Meeting Agenda

# Tuesday, December 3rd, 2019 @ 10am

**CALL TO ORDER - 10:10am**

**Welcome & Introductions**

**LET’S WRAP!!! (Grab some boxes, a roll of wrapping paper, some tape, and release your inner Elf!)**

**Treasurer’s Report**

* Current balance: $43,773.47
* Thank you CPES! Over $43,000 raised with Wildcats: In the Zone!!!
	+ Original goal was $23,000, then raised to $30,000 and then everyone rallied and blew it out of the water!!! THANK YOU!!!
* Thank you Spring Creek BBQ- $1400 (presented during last meeting)
* Majority of expenses in November- Fun Run event expenses, Fun Run class prizes and Peppermint Village & Breakfast with Santa
* Reminder to turn in all receipts from November 2019 ASAP

**“Wildcats: In the Zone” Fun Run Fall Fundraiser Success!!!**

* TOTAL DOLLARS RAISED- $43,667
* Expenses- just over $5000 (Boosterthon expenses, DJ, and additional supplies)
	+ Utilize towards prior commitments and then focus on technological playground needs for school
	+ In Spring decide more definite utilization of donations
* Thank you Darla and Emily for the fabulous visual display of thank you notes
* Thank you volunteers, admin and PE COACHES!!!
* All awards/parties have been had
* Silly string party is left 😊
* What can we do differently next year?
	+ DJ
		- Music list – possible preview beforehand
		- Reposition DJ due to noise
	+ Potentially extend donation time 2 to 3 weeks
		- 2nd week most donations received
		- 3rd week not as much
	+ Track running – bit too long lag time between run/walk time
		- Kindergarteners unsure what to do next
	+ Cups
		- Ran out of cups
		- Need sturdier cups & higher quantity

**Peppermint Village (December 11th- December 18th)**

* Preparations underway (flyer distribution; posters up; setup to begin this week)
* Flyers –
	+ Given to Mrs Coleman for final review
	+ Suggested get December activities and dates into Nov newsletter so parents can save the dates
		- Send out communication to parents in Nov so parents can save the dates
* Teacher/class signups distributed?
	+ Posted on FB, will be included in Dec newsletter
* Volunteer needs!!! We can’t do this without you guys! (see sign-up link below)

**Breakfast with Santa (December 14th 9-11am)**

* Event details planned and underway (Santa chair, officer confirmation, decorations, music? etc.)
* Bells & choir performing
* Currently seeking donut/breakfast donations from local businesses
* Beverage donations needed (<https://www.signupgenius.com/go/10c0f4fa9a92aa1fe3-breakfast1>)
	+ Teachers will server breakfast
* THANK YOU to Charlene’s hubby for making the Santa chair (IT’s AMAZING)
* Volunteers needed (see link below)
* Over-sized photobooth painting need
	+ Photobooth pic ideas & painters needed
* Flyer creation, approval, translation and distribution (to be sent home 12/9?)

**Committee Updates**

**Volunteer Coordinator**

* Background Checks must be completed to volunteer (<https://tomball.tedk12.com/hire/ViewJob.aspx?JobID=3095>)
* Upcoming Volunteer Opportunities
	+ Peppermint Village (Shopping helpers, gift wrap & purchasing) (<https://www.signupgenius.com/go/10c0f4fa9a92aa1fe3-peppermint>)
	+ Breakfast with Santa Volunteers (<https://www.signupgenius.com/go/10c0f4fa9a92aa1fe3-breakfast2>)
	+ Breakfast with Santa Donations Needed (<https://www.signupgenius.com/go/10c0f4fa9a92aa1fe3-breakfast1>)
	+ Ongoing lunchroom and AM car-rider line needs

(<https://www.signupgenius.com/go/10c0f4fa9a92aa1fe3-lunch>)

* Teacher signup distribution?

**Hospitality**

* Thank you for an amazing Tailgate Luncheon last Friday!!!
	+ Mr. Nolde said it was AWESOME!!! 😊
* 12 Days of Christmas plans
	+ Each day will be something different & this is for the teachers
* Teacher’s Christmas Lunch Donation Needs (<https://www.signupgenius.com/go/10c0f4fa9a92aa1fe3-cpes10>)
* What’s coming up and how can we help you?

**Yearbook Coordinator**

* 3rd and 4th grade yearbook club status?
* Yearbook order form distribution after first of year
* 1st yearbook Jr Editor meeting this Friday 12/6 & 12/13
* Submit pictures to replayit.com!
	+ Add to newsletter
		- Funrun
		- 3rd grade salute to the veterans performance
		- Trunk or treat
		- Add Katje’s email address to also submit photos
		- Or any other school activities
	+ Will have 1 month for early bird price
	+ Will have 1 month for regular price
	+ Deadline Feb 18th for all orders received
	+ Orders must be submitted to print manufacturer by Mar 15th

**Bilingual Liaison**

* A HUGE thank you!!! Our bilingual team has been knocking it out of the park!
	+ Fun Run videos, translations, communications w/ HRPS- we love you!

**Homeroom Parents**

* Winter Party letter creation, translation & distribution timeline
	+ Will be submitted to Mrs. Coleman for approval & include HRP preference for party volunteer sign-ups (paper or sign-up)
* Kroger donation of paper bags (approx. 200 needed)
	+ Nikki to manage
* Crafts are here!
	+ 1st & 3rd grade – snowman craft
* Party supply purchasing (paper goods, baked goods, etc.)
* Party bags due to grade-level workrooms 12/18
* Faith to order/coordinate pizzas
* How can we support you and our awesome HRPs?
* Have a goody for HRP’s
* Possibly need help putting HRP party supplies together – Nikki coordinate if needed
* Reminder - Early release on 12/20

**Spirit Wear Coordinator**

* Thank you, Stacy! 4th grade pics a success!
* Ongoing exploration of alternate vendors for next year

**Spirit Night Coordinator**

* Marco’s Spirit Night- Dec. 5th (2nd Grade)
* Next Spirit Night- Chipotle Jan. 21st

**Family Events**

* Peppermint Village & Breakfast w/ Santa

**Workroom**

* THANK YOU!!!!
* No more lamination (out of $/stock)- admin to send PTO cost for additional lamination supplies?
	+ Vicki to supply lamination costs and then discuss with Mrs. Coleman

**Bulletin Board**

* Next bulletin board display update- Peppermint Village/ Winter parties

4th graders created Thank you letters for the PTO group 😊

**Administration Report**

* Follow up to 3rd Grade Veterans Day program?
	+ It was great
	+ Website & district monthly newsletter
		- CPES mentioned many times
* What is Lunch Builder? (follow up from last meeting?)
	+ Still to discuss
* Breakfast with Santa updates?
	+ First endeavor & we’ll learn a lot
	+ Excited for this event
	+ Use wrapped present boxes or several large cardboard boxes as mailboxes
* How can PTO support you better?
* Principal Partnership
	+ Thank you to those parents that participated
* Thank you for all the PTO & parent support

**Additional Items?**

* Food Drive was a HUGE success! (recent FB posting)
* Final weigh-in coming to us soon
* THANK YOU parents & students

**MOTION TO ADJOURN – 10:55am**