**CPES PTO General Meeting Agenda**

Tuesday, January 9th, 2024

**Call to Order:**

**Attendees:**

Charlene Woodruff Allison Woodard

Erin Johnson Cozanne Bergeson

Laura Russell Rorey Awarado

Amy Keene Tatyana Sinks

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

* 12 days of Christmas for the teachers was a success!! Thank you to those who donated and volunteered to help us spoil our teachers for the holidays.

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

* **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:**

* **Volunteer coordinator (Deepti Singh):**
  + No updates at this time.
* **Hospitality (Jami Echols)**
  + Thank you parents that donated and volunteered to help make the 12 Days of Christmas a success.
  + January Birthdays
* **Family Events (Courtney Maconchy)**
  + We are still finalizing the list of Teacher Experience winners.
    - We will begin notifying the teachers so that they can reach out to the winners and set-up the experience.
    - Please refer to our PTO website <http://www.canyonpointepto.com/> for a list ofTeacher Experience winners. Winners will have to email Laura Lee Harkrider at [lauraleehark@gmail.com](mailto:lauraleehark@gmail.com) to provide verification of the winning ticket.

Donuts for Dad- Coach Keene said we can use the gym for serving. This way we can have multiple lines serving to get guests in and out quicker and we can use the cafeteria for the coffee and photo opps. Need to get a graphic out on social media at least 2 weeks before the event.

* **Yearbook (Tatyana Sinks)**
  + Need volunteers to take pictures around school and at events
  + A teacher account has been made for them to upload photos.
* **Homeroom Parent Coordinator (Laura Russell)**
  + Christmas Parties were a success. Thank you to the HRP’s for your hard work planning and facilitating the parties
  + Valentines Parties
    - PTO will provide all grade levels with Little Debbie Heart cakes and white bags, PK-3rd grade mini waters, and 4th grade capris suns. Instead of PTO providing the treat can the HRP’s donate? This is a way that we can save money. This is mainly just a quick valentines exchange and not a party. Students don’t necessarily need a treat since they will probably be getting candy or treats from their friends.
* **Spirit Night (Sarah Carpenter and Monica Galloway)**
  + January
    - 12th- Skate Champions
  + February
    - 13th- Adriatic Cafe
    - 28th- Marcos Pizza (2nd grade decorating boxes)Can we make a graphic for social media that explains the box decorating to parents.
  + March
    - 5th- Red Robin
    - 26th- Marcos Pizza (1st grade decorating boxes)
  + April
    - 30th- Marcos Pizza (PK/K decorating boxes)

Made $332.24 from the Chick Fil Spirit night

* **Bilingual Liaison (Lizete Pinto)**
* **Bulletin Board (Heather Sharif)**
  + In process of setting up January board
* **Website content/design (Lauren Shafer)** 
  + Any updates?
  + Lauren- Can you please make a graphic for Donut for Dads? We’ll need to post on social media 2 weeks before the event Jan 29th. ALso please send all graphics to Erin so that she can include them on the smore.
* **Social media (Lizette Pinto)**
  + No new updates

**Calendar Review/Important Dates:**

* **January**
  + 8th- Students return from Winter Break
  + 9th- PTO meeting @10am in PTO portable
  + 12th- Skate Champions spirit night
  + 15th- MLK day- No school staff and students
* **February**
  + 12th- Donuts w Dad
  + 13th- PTO meeting @ 6pm in the library
  + 16th- Staff development day. No students
  + 19th- No School staff and students

**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:** 11:04am

-Look into using Cheddar up as an alternative to Venmo.

Spring Fundraiser? Do we want to do one? Erin would like a decision by the 23rd.

Spring Fundraiser Ideas:

* Festival
  + Silent auction
  + Food trucks
  + Teacher sweet shop- teachers will bake a cake and will be available for auction.
  + Petting zoo?
  + Games
  + Bounce houses