**CPES PTO General Meeting Agenda**

Wednesday, October 9th, 2024 @ 10am

**Call to Order:** 10:05am

**Attendees:** Allison Woodard, Jessica Paradise, Jennifer Napier, Jennifer Garza, Cassidy Johns, Erica Farmer, Jami Echols, Tatyana Sinks, Leigha Brody, Laura Aguirre, Monica Galloway, Laura Russell, Keri Ruchti, Karina Avila

**Celebrations/ Shout Outs:**

* Trunk or Treat and Fun Run planning are in full swing. Thank you to all involved.

**President (Cassidy Johns):**

* **Topics to discuss**
  + Corporate Sponsorships
    - Cannot advertise on interior walls or on the outside of the building/fencing
    - Can use yard signs at the time of an event
    - Need to figure out a new way to advertise
      * Available sources- smore, PTO website, social media, PTO fliers
      * Idea: provide plaques for the sponsors to display at business
      * Ask Lauren to update sponsorship graphics

**Vice President (Jessica Paradise):**

* Boo Gram flier will go out soon: advertise at TotT. Each bag is $2 and will include halloween stationary and trinkets. PTO will purchase. Should make about $1.40 on each bag.
* Working on the Sunshine Cart starting this in October, Will use the items we have leftover from Meet the Teacher and Open House. Then we will ask the teachers for recommendations and ask for donations in the future.

**Committee Details & Updates:**

* **Family Events (Jennifer Napier)** 
  + Confirmed Trunks- 18
    - Laura Lee Harkrider- Wizard of Oz
    - Amber Potter 50's Theme Pre-K & Kinder Team
    - Kimberley Henry- Bubble Bath-START Swimming
    - Teresa Molina-Cultural Fiesta by Instructional Leadership Team
    - Taylor Jessee- B&N wood floors /candy monster
    - Daisy Martinez- Inside Out-First Grade
    - Sarah Bassett Green monster themed — Barrera (Kinder)
    - Yi Yang- Minions
    - Indira Chavarro- Spider Trunk
    - Allison Carthey- Third Grade Team-Sports Fans
    - Danielle Lewis - Spooky Pumpkins (Graze Restaurant)
    - Holly Moore- Pumpkin Patch- 2nd grade team
    - Felicia George- Scary cat Ms. Illing/Dominguez
    - Janie Gomez -Scott Baxter State Farm
    - Kacie Shelton - Halloween/Molly Molar (Cypress Pediatric?)
    - Gabriella Rodriguez - Raising Canes
    - Yasmeen Elebiary
    - Millie Robison- SLL
  + Confirmed Food Trucks- Cool Arrows Taco Truck, Reveille BBQ, Sharky’s Sno Cones
  + Still need to sign up
    - Front Office Mrs. Avila said they will do a trunk.
    - Specials Team/Fine Arts Team they are in. Deciding on theme
    - Library Team they are in
    - SLL signed up
  + Declined- Fast Track Swim, Hannigan & Johnson
  + Have not replied- Just Love Coffee, Holman Chiropractic, Victory Pie
  + Still need to- Get a DJ (PE?), have volunteers sign up, advertise donut party, and have kids bring in candy.
  + Need to secure an SRO
  + Ask Cristie to do a social media post promoting candy donations/donut party and event.
  + Have Mrs Avila encourage candy donation and mention the donut party for winning class in the smore.
* **Hospitality (Still needing Lead/Co-Lead)**
  + Oct 18th: Tailgate Lunch
    - Bake potato bar, nacho bar or frito pie bar? Decided on a frito pie/nacho bar.
    - Need to create donation sign-up genius Jessica will be working on this. Send out by Monday.
* **Fall Fundraiser (FunRun) (Indira Chavaro) Nov. 22nd**
  + Wildcat Royal Run (Boosterthon has Castle Quest Theme)
  + Planning is in full swing
    - 10/28: decorating and launch
      * Create Faux drawbridge in the front office area
      * Brick wall along the from hallway leading to the library
      * Royal theme status wall in cafeteria
      * Transform stage into a castle
      * 10/30: will speak to the teachers at their faculty meeting and show them the instructional videos from boosterthon explaining the prize distribution and such.
    - 11/4: shipment delivery
    - 11/11: kick-off
  + Event Structure
    - 2 options: 1: Set a time limit of 30 min and have the kids run as many laps w a cap of # of laps. 2: Each class runs a set number of laps. Going to have the students run as many laps as they can in about 15-20 min depending on the grade level.
    - Other activities after running? Decided not to do anything. Just not enough time.
  + Event schedule
    - 7:30-8:30 Set Up
    - 9:05-10:00: 1st Grade (8 classes/125 students)
    - 10:05-11:00: 2nd Grade (8 classes/159 students)
    - 11:00-11:55: 3rd Grade (8 classes /~160 students)
    - 11:55-12:50: 4th Grade (7 classes/ `180m students)
    - 1:40-2:35: Kinder/PreK (9 classes/ 177 students)
    - 2:35-3:00: Clean up
  + Student Safety
    - How many students can run safely at one time? Breaking the kids up into A&B groups. 2-3 classes running at a time. PE is going out to the track next week and they are going to determine how many kids can run safely at a time.
  + Needs
    - DJ and Photo Booth
    - Parent volunteers: event and prize distribution
    - Create a signup genius for donations for the student snack
* **Homeroom Parent Coordinator (Laura Russell)**
  + HRP meeting went well. All HRP should have their folders.
  + Still working on getting 4 more HRP’s: Garza Pre-K, Breaux-2, Menchaca-2, Torres-4
  + Will send out a couple options to the grade leads for Christmas parties,
* **Volunteer Coordinator (Laura Russell)**
  + Will we need volunteers for Trunk or Treat? If so will need someone to organize bc Laura will be out of town
* **Spirit Night (Laura Lee Harkrider)**
  + Made $138 from 4th grade Marcos SN
  + Upcoming: Spring Creek BBQ on the 22nd
    - Signup sheet for teachers will be put in workroom on Oct 15th
* **Bulletin Board (Heather Sharif)** 
  + Board has been updated
* **Spirit Wear (Michelle Ohlson)**
  + Ordering Closes 10/10
  + Delivery 11/4 and distribution on 11/6
* **Yearbook (Tatyana Sinks)** 26 sold and made $133 so far
* **Website Content/Design (Lauren Shafer)**
* **Social Media (Cristie Murphy)**
* **Bilingual Liaisons (Erica Farmer, Janie Gomez, Laura Aguirre)**

**Calendar Review/Important Dates:**

* October
  + 8th: Fajita Pete’s Spirit Night
  + 9th: PTO Meeting @ 10 am in PTO portable
  + 10th, 11th, 14th: Students No school (Staff Development)
  + 18th: Patriotic Game Tailgate Lunch
  + 22nd: Spring Creek BBQ Spirit Night
  + 25th: Trunk or Treat @ 6-8pm
* November
  + 4th-5th: No Students (Staff Development)
  + 12th: Marcos Pizza Spirit Night- (3rd Grade decorating)
  + 13th- PTO Meeting @ 10am
  + 21st: Willies Icehouse Spirit Day from 11a-10p
  + 22nd- Wildcat Royal Run
  + 25th-29th: Thanksgiving Holiday Break

**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

**Meeting Adjourned:** 11am