A close up of a logo

Description automatically generatedPTO General Meeting Agenda

# Tuesday, September 3rd,2019 @ 6pm

**CALL TO ORDER –** 6:07pm

**Welcome & Introductions**

**Treasurer’s Report**

* Current budget
  + Goals –
    - $15k Run Run/$10K Carnival
    - Spirit Nights - $5k total
* Budget approval on 8-29-19
* Reminder to turn in all receipts from August 2019 ASAP
  + Receipts received by the 10th & in system by 15th of next month

**Meet the Teacher/Parent Night Success**

Great feedback

**Chalk Squares/Boohoo Yahoo Breakfast Success**

Great feedback and participation

Chalk squares on the news :o) Yay!!!

**Committee Updates**

**Volunteer Coordinator**

* Background Checks must be completed to volunteer (<https://tomball.tedk12.com/hire/ViewJob.aspx?JobID=3095>)
  + Have 40+ volunteers in system but only 60% have background check completed
* Upcoming Volunteer Opportunities
  + Volunteers needed for Health Screening late October (date)
    - Mrs Coleman to send the date

**Hospitality**

* Thank you for bus driver treats, teacher treats and teacher birthday treats provided on the first week of school!
* What’s coming next?
  + Bday treats
  + Popcorn bar – Oct (date)
  + Tailgate lunch – Nov (date)

**Yearbook Coordinator**

* Both hard and soft cover available this year
* Parents can submit pictures to replayit.com
  + Cards handed out for how to upload pics
    - Spanish version will be created as well
  + Add to newsletter
  + Incentives for increased participation
  + 1st day of school pics received successful
* Send survey to teachers for 4th graders not involved in clubs/competitions to help take photos
  + Try to find students that need assistance getting more involved

**Bilingual Liaison**

* Great job on 1st parent night
* How has response been with our bilingual families?
  + Response has been positive
  + We are encouraging parents to be involved in class parties, student festivities
* Use of WhatsApp

**Homeroom Parent**

* Faith assisting with HRP coordinating while Nikki is out
* Thank you to those who have responded
* Parent/Teacher matches are currently underway
* Orientation meeting later this month to receive folders/nametags

**Spirit Wear Coordinator**

* Keep those orders coming! Online purchasing still available.
* If you ordered prior to or during Meet-the-Teacher, your shirt will be available for pick up this Thursday during Parent Night. All other shirts will be sent home with your student from school.
* Orders brought to school 1 x weekly
* Friday organization with Stacey & Faith
* Sales are good
* Stacey try to see how many grade level shirts bought

**Spirit Night Coordinator**

* Have PTO members on sight
* Incentives for wearing spirit wear
* Marcos Pizza- September 5th (4th grade boxes decorated)
  + Mention during parent night meeting
* Spring Creek BBQ- September 17th
* Decorations – Bows
  + Passed around and add to spirit wear
  + Cost $5 for thinner one
  + Cost $8 for thicker one
  + Pink/navy; navy/silver; navy/white
  + Sign-up sheet for pre-order at 9/5 spirit night
    - Payment handling TBD

**Family Events**

* Trunk or Treat- October 24th
  + Establish Budget
  + Time – 5-7pm
  + Theme: Monster Mash
  + Min 30 cars
    - Prize for best trunk
  + Communication is key
  + Ideas for decorations
  + Ideas for flow of traffic
    - Follow pumpkin
    - Punch card
    - Can kids go back multiple times for games?
    - Turn in card in library for small prize & book fair
  + Photo booth
    - Volunteers to create
  + Work out details between now & next PTO meeting
* Look for trunk sign-up sheet & candy donation opportunities
  + Incentives for candy donations by grade level
    - Details to be worked out
      * i.e. extra recess
      * i.e. library book longer checkout
* 1 police officer needed

**Directory**

* AtoZ Connect App
  + Hand out more & add to next newsletter
  + Taking the place of earlier discussed version of the directory

**Fall Fun Run/Field Day**

* Friday, November 8th
  + Minute to win it
  + Relays
  + Zones
* Kickoff Rally & Fundraising Packets sent home October 28th
* New this year
  + Online fundraising; currently exploring one-time use of Boosterthon-hosted online fundraising; other options?
    - Helps with reaching others outside school and immediate families
    - Multiple language
    - Customizable for each student
    - $500 to use and 10% fee
      * Confirm 10% fee is for electronic only – Faith to confirm
    - 6 weeks online setup
    - Motioned to vote and approved on 9/3/19
  + Partnership w/ PE coaches- variety of “zone” activities
* Needs:
  + Decorations (ie balloon arch?)
  + Volunteers to help at different stations; be cheerleaders; etc.

**Carnival Volunteers Needed**

* Got 15 with first parent night
* Increase to request 30 second parent night
* Utilize Tomball HS student council
* Utilize Tomball HS ROTC
* Cost analysis and profitable options
* ETA - Feb 29th
  + Lock in early & communicate
  + Weather backup date
* Newsletter & weekly communications

**Kinder parent – grant options**

* Need volunteer to assist with grant research and draft communication
* Put in next newsletter

**Vote to Remove Past Bank Account Overseers**

* Motioned & approved

|  |  |
| --- | --- |
| **To REMOVE** | **To ADD** |
| Susana Hersel (Past President) | Faith Colvin (Current President) |
| Keri Ruchti (Past VP) | Kimberly Robbins (Current VP) |
| Sandra A Leal-Creel | Nancy Hedlund (Current Treasurer) |

**Administration Report**

* Mr. Nolde
  + Thank you to PTO & PTO has momentum & enthusiasm
* Kathy Hannan
  + Thank you to PTO, Bilingual parents/teachers so grateful
* Barbara Coleman
  + 1st day was like a welcome back party & very smooth
  + PTO support felt & encouraging
  + Great first Newsletter
  + Principal partner – Nov 19th - shadow a principal in district
    - Learn what it takes to run a school, meeting, lunch, share experiences
    - Application – get from Mrs. Coleman
      * Anyone can apply
      * Deadline Nov 14th
    - Put in next Newsletter
  + Leadership Tomball participant –
    - Learn about district internally
    - 5 meetings/fieldtrips
    - Ancillary, C&I, bus barn, budget, etc
    - Application – get from Mrs. Coleman
      * Anyone can apply
      * Deadline Oct 25th
    - Put in next Newsletter

**Additional Items?**

* 4th Grade Homecoming float parade
  + Kathy meeting on Sept 11th
  + Date: Sept 18th; evening (Time)
  + Theme: Apollo 11
  + Coordinate with 4th grade HRP’s
  + Need driver & flatbed trailer –
    - Mrs. Cones in past
    - Mrs. Becerril – have truck/trailer but need to see if hubby is in town
    - Stacy has trailer – confirm if we can use
* Workroom
  + Need sub for workroom volunteer
    - Will return in Dec
    - Allison/Chantik currently volunteering
    - Jessica volunteered & need training
    - Add to newsletter
    - Laminate, Copies, Weds folders
    - Hours 10-12??
    - Suggested – grade level assistance

**MOTION TO ADJOURN –** 7:14pm