



Meeting Goals

1. Party Updates
2. Upcoming Events
3. Miscellaneous Items

Agenda for November 20, 2025 PTO Board Meeting

1. Budget Update: Most recent treasurer report posted on website.
 - a. Opened account to accept stock-based donations
 - b.
2. Fundraisers (20 mins)
 - i. Family Giving - Updates (Maria & Keith)
 1. Approximately \$32,000 at present
 - ii. The Party Update including Centenary (Maria & Keith)
 1. Timeline for tasks:
 - a. Auction requests sent out
 - b. Guardians organize to buy teachers tickets
 2. Tickets:
 - a. 1 ticket \$150, 2 tickets \$270, table \$2,000
 - b. Teachers who earned a ticket all accounted for? Yes - Teachers were surveyed, list is accounted for. Costs are already covered from donated tables.
 3. Budget, Expenses, Income
 - a. Budgeted spend: \$25k. Total expenses so far: \$24,108. Total income: \$25,580. Expenses so far include catering but not alcohol. Seeking more sponsors and ticket sales.
 - b. Detailed Party budget in PTO shared drive.
 4. General updates:
 - a. Catering - being secured.
 - b. Main entertainment - secured
 - c. Cocktail hour entertainment - secured
 - d. Babysitting - secured. Kids 3+ only. Find out max capacity. Add to store so people can buy babysitting & tix (package cost, information collection (# kids, pizza or no pizza))
 - e. Spirit Week:
 - 1920's - Art Deco
 - 1930's - Camo
 - 1940's - Rodeo
 - 1950's - Nifty Fifties
 - 1960's - NASA
 - 1970's - Houston Oilers
 - 1980's - Robocop



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- 1990's - Houston Rockets
 - 2000's - Fleur de Lis
 - 2010's - Houston Texans
 - 2020's - Gold (stays at the school representing the previous decades of the school and bringing the school into it's second century)
- 5. Marketing
 - a. Discussed schedule for social media & community & PS posts
 - b. Comms team to set up weekly chats
 - iii. Centennial Merchandise
 - 1. Tabled for next time or transfer to a separate meeting.
- 3. General PTO Meeting - Scheduled for Wednesday, December 3, 2025
 - a. Slides?
 - i. Stephanie to create draft slides and send out for feedback.
 - ii. Comms team to post combined Lattes & PTO meeting announcement.
 - b. Topics/Speakers?
 - i. Will determine once draft slides are sent.
 - 4. Polices and procedures update
 - a. Ask for known handoff docs
 - 5. Frequency and dates of future:
 - a. Office Hours
 - b. Board Meetings (invite general PTO?)
 - i. Cristina will send summary of date survey results sent out in Sept.
 - c. Executive Board meetings (more like these)
 - 6. Additional Events at Memorial:
 - a. Winter Hallway Decorations during Thanksgiving break: 11/29 Time?
 - i. Who is setting up on ParentSquare? Ask for RSVPs?
 - b. PTO hosted staff party: 12/5
 - i. City Cellars
 - c. 5th Grade Movie Night: 12/11
 - i. Need confirmation from Courtney.
 - d. Winter Parties
 - i. Have guardians start reaching out to teachers to organize if needed
 - e. Pick Me Up Cart: 1/9 (2nd Grade)
 - i. Potential PTO cart 12/15 using leftovers from Fall Festival. Need to organize in WhatsApp chat.
 - f. Winter Performances
 - i. Pre-k-2nd: 12/16
 - ii. 3-5th: 12/17
 - iii. Have room guardians start checking in with teachers about attire
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- g. Black History Month
 - i. Begin to organize decorating late January
 - ii. Feb 2nd: Ruby Bridges Walk to School
 - iii. Form a committee in December
 - h. International Festival ([Katherine](#)): 2/12
 - i. Tie in with Black History Month
 - i. Holiday Grams
 - j. Valentine Grams?
 - k. Pick Me Up Cart: 2/17 (1st Grade)
 - l. Go Texans Day: 2/27
 - i. Pictures?
 - m. 100 Days of School:
 - i. Tied into centennial
 - n. GT Expo: 2/27
 - i. Judging by grade 8-10:30
 - ii. Parents 1:30-2:30
 - o. Field Day ??
 - p. Boosterthon kickoff 3/27
 - q. Color Run 4/10
 - r. Book Fair 3/2-3/6 and Literacy Night 3/3 ([Christina, Keith & Sally](#))



Agenda Item	Discussion Points
School Year Event Dates	<ul style="list-style-type: none"> • First • Second
Fundraisers	<ul style="list-style-type: none"> • First • Second
Other	<ul style="list-style-type: none"> • First • Second

Actions	Responsible	Due Date
Librarian to confirm budget for next year	CD	?
Confirm scout house budget	AnM	?
Meeting to review responses for survey	Andrew	
Birthday signs offered to disadvantaged children?	Keith, Lauren, Andrew, Colin	
International Festival: PTO or Admin?	Andrew?	
Bingo or another game night with kids in cafeteria	Maria & Katherine	
Committees (need sign ups for 1st General PTO Meeting)		
Balloon Schedule	Andrew	
Birthday Cards/Gift Cards/Add Appreciation Dates	Andrew	

Attendee	Initials	Role	Contact	Present?
Cristina Etchells	CE	Book Fair Co-Chair & Marquee Manager	bookfair@memorialpto.com	Y
Lindsey Anderson	LA	Communications Co-Chair	communications@memorialpto.com	N
Maria Payne	MP	Signature Fundraising Co-Chair	community@memorialpto.com	Y
Morgan Munoz	MM	Fall Festival Co-Chair	fallfest@memorialpto.com	Y
Sarah Gilbreath	SG	Spirit Nights Chair & Fall Festival Co-Chair	fallfest@memorialpto.com	N
Keith Maguire	KM	Signature Fundraising Co-Chair & Book Fair Co-Chair	community2@memorialpto.com	Y
Lauren Schmied	LS	Student-Centered Fundraising	fundraising@memorialpto.com	Y



Attendee	Initials	Role	Contact	Present?
Sarah Allen	SA	Garden Co-Chair	garden@memorialpto.com	N
Shirley Pelache	SP	Garden Co-Chair and Grants	garden@memorialpto.com	N
Michael Lanza	McL	Marquee Co-Manager	marquee@memorialpto.com	N
Andrew Munoz	AnM	President-Elect	president-elect@memorialpto.com	Y
Sally Doleski	SD	Outgoing President	president@memorialpto.com	N
Stephanie Ceviker	SC	President	president@memorialpto.com	Y
Catherine Powers James	CPJ	Recording Secretary	secretary@memorialpto.com	N
Colin Duffett	CD	Treasurer	treasurer@memorialpto.com	Y
Agnes Matyas	AgM	Treasurer-Elect	treasurerelect@memorialpto.com	N
Katherine Hurst	KH	Volunteer, Upper Grades	volunteers@memorialpto.com	Y
Sofia Silvagni	MP	Volunteer, Lower Grades	volunteers2@memorialpto.com	Y / N

Next Board Meeting: TBD