

Meeting Goals

1. Review budget
2. Confirm dates for PTO meetings and school fundraisers

Agenda for August 21st, 2025 PTO Board Meeting

1. Treasurer's Report & Budget (Colin and Lauren)
 - a. \$1000 from Crestwood for Garden
 - b. Spiritwear order coming in today
 - c. Over 100,000 chase points, can convert to cash or get gift cards at Amazon sale
 - i. Buy bulk of gift cards with them?
 - d. Checkbooks, waiting on new book, possibly at school, can go to bank to get temp checks
 - e. Sprouts Grant, Charlie Cart ~\$14,000
 - f. Tax report review, Lauren and Lindsey volunteer to review
 - g. Ancillary Budget - listed on budget, Stephanie to tell them their budgets
 - h. Counsel wants SEL program, \$1000
 - i. \$3000 scholastic dollars from book fair
 - i. Need to determine dates for book fair, Lavergne needs to decide at meeting today
 - ii. \$2000 already spent from the \$5000 budget
 - iii. To be spent on school books, could be used on spanish books or on popular books or for books for classrooms
 - iv. Option to catalog from scholastic and can do mobile checkout from them
 - v. Doung has equipment he needs to set up and may need volunteers soon after doing chromebooks
 - vi. Average school earns half of what we earned
 - vii. Some \$ expire for scholastic \$ earned
 - viii. Extra donations
 - ix. Teachers can get \$ to spend at fair (i.e. \$300 to spend at the fair for their class).
 - x. Have teachers generate a list to get book list
2. Dates for school year
 - a. First General Meeting in-person on 8/29 at 7:45
 - i. Recording, set up mic for good recording and bring recording
 - ii. Embed volunteer orientation into general PTO meeting
 - iii. Have sub-meeting with RGs for orientation
 - iv. Everyone here is attending
 - v. Runs an hour to hour and a half
 - vi. Coffee, donuts
 - b. Setting meeting for finalizing dates today
 - i. Volunteer, QR code for VIPS, volunteer orientation

- ii. QR code
- iii. Book fair, hispanic heritage month, monster math, color run, field day,
- iv. Monthly guardian lunches (need multiple people over multiple grade levels), need buy-in from school
 - 1. Running guardian lunches by Lavergne
 - 2. Need to have someone to run point, take care of stickers, tables, volunteer coordination
 - 3. Can split up the grades too and make more often too and spread out days
 - 4. Need to get lunch schedule
- v. Catherine and Lindsey running GCR drives September 15-19th
- vi. Small toys, need to check on appliances/household items
 - 1. Listed on flyer
- vii. Bags labeled with teachers, need to remind
- c. 5th Grade celebrations
 - i. Not filled positions. Need to bring up in PTO general meeting
 - ii. Courtney said she'd support
 - iii. Have someone from 4th grade shadow 5th grade - need checklist for what they want to do?
 - iv. Budget, fundraising, service project, ect. Run through Purdon
- d. Open House - September 30th
 - i. Info table, signups, flyers, posters with QR codes, set up rotation to have someone there, usually 4-6, confirm time?
- e. Fall Fest (October)
 - i. Links are live, flyers ready
 - ii. Tickets are not yet live, Lauren will make them live
 - iii. Spreadsheet of vendors for invoices
 - iv. Going to heights farmers market to talk to new vendors
 - v. Flyer for QR code, email the previous vendors
 - vi. Template from info, maybe need to send from info
 - vii. Buy a PTO membership get \$5 off their Fall Fest ticket?
 - 1. Too hard because you have to track
 - 2. Need to advertise membership!!
 - viii. Vintage Spiritwear Sale (no new spiritwear)
 - 1. Concerned of visuals, party, specialness washed out, party not being advertised, people spread out, impact to sell during other events
 - 2. Not enough support
 - ix. Plan is to pre-sell tickets to the Party at Fall Fest
 - 1. Marketing push to start Monday after
 - 2. Early-bird pricing goes live early
 - x. Distribute Pre-Ordered Sweatshirts
- f. Color Run (4/24?)

- i. Need date set
 - ii. Full support from PTO
 - g. Set dates for additional PTO Meetings:
 - i. Extra General Meetings (Nov 5, Feb 4, April 1)
 - ii. Regular PTO Mini-Meetings (monthly, yellow-cup)
 - iii. Monthly Board Meetings
 - 1. Third Thursday, alternate AM/PM
 - iv. Fall fest meeting suggested?
 - h. PTO Pick Me Up Cart
 - i. Sally is buying the stuff for tomorrow
 - 1. Meeting at 9:00 - 10:30 am tomorrow
 - 2. Brew coffee ahead of time
 - ii. Dates:
 - 1. Second Friday except:
 - a. February 20th
 - b. March 20th
 - i. Book Fair 3/2-3/6 and Literacy Night 3/3 (Christina, Keith & Sally)
 - i. Date confirmed?
 - j. International Festival (Katherine): Date?
 - k. GT Expo (2/27) need to confirm
 - i. Need to set with donor tour
 - l. Field Day (3/27?) need to confirm
 - m. Teacher Appreciation - move to monthly events? (Cristina)
3. Fundraisers (20 mins)
- a. Fundraising - sponsorship levels (Maria & Keith)
 - i. Went over sponsorship levels on presentations
 - 1. Corporate
 - 2. Family
 - 3. The Party
 - ii. Fall fest tickets/wristbands not in tiers
 - 1. Add wristbands to family giving
 - 2. Need to put in a statement about family giving for Fall Fest
 - 3. Remove ticket purchasing from first flyer and wait until family giving
 - iii. Pricing \$/kid versus pricing daycare/private school
 - iv. Need to determine donations conduit (paypal, square, wix) paypal fees are cheaper
 - v. Need to change tiers in paypal/wix on website
 - vi. Maintain donor tracking spreadsheet and update for this year
 - 1. Need to send tax receipts manually
 - vii.
 - b. The Party Update including Centenary (Maria & Keith)
 - i. 750 person venue, more expensive

- ii. Getting sponsors to name/co-host elements
 - iii. Find venue for childcare
 - iv. Saw save the date
 - v. Stagger announcements
 - vi. Budgeted \$70,850
 - 1. 400 @ \$50/head: \$25,000
 - 2. Expenses \$29,900
 - 3. Income \$15,950
 - vii. Need subcommittee to help, advertise at general PTO meeting
 - 1. Can self serve liquor, need help with food bids
 - 2. Have dates for announcements
 - viii. Mustange stampede artist to cast 11 mustangs, art statute size, sell 10 and keep one at school. Inspired by each decade. 11th stays at school for the future, bookshelf size. Do 10 to print and frame and sell prints
 - c. Centennial committee
 - i. History, Marketing, Events
 - ii. Establish trust like RO? Board of trustees
 - d. Color Run (4/24?)
 - e. Mini-book Fair with used books?
 - f. Student-Led Fundraisers (Lauren)
 - i. Birthday sign rotation
 - 1. Need to replace Misty, Andrew will cover first week
 - ii. PTO Pictures
 - 1. Halloween (10/31, confirmed)
 - 2. Winter family pictures (set with J&H?)
 - iii. Monster Math baking (Lauren?)
 - iv. Confirm they have a date, they are running, and they can fund
4. Other items
- a. Increase Voting from General PTO Membership (e.g., shirt designs)
 - b. Organizing Room Guardians update
 - ~~c. Centennial preparation~~
 - d. Memorial to offer school supply packets next year (Sally)
 - e. Yearbook Photos/Sells (Catherine)

General requests and ideas:

- List of all events where we need balloon setups (or historically did) throughout year
- Get enough birthday cards and gift cards for all staff members at the beginning of the year and sign all the cards from PTO members (update?) Which staff members?
- ~~• Centenary~~
 - ~~○ Commemoration/ceremony~~
 - ~~○ Merch~~
- Discuss looping in room guardians to help disseminate information and updates through the year to keep group chats active.

- Collect favorite things and birthdays for new teachers and staff → update?

Agenda Item	Discussion Points
New Fiscal year budget	- Request to add \$1300 in expenses for Name That Book event. Will fall under Student Support. No revenue.(Sally) - Supplies for Spanish (Stephanie)
School Year Event Dates	- First - Second
Fundraisers	- First - Second
Other	- First - Second

Actions	Responsible	Due Date
Teacher list is needed to budget for 25/26 Grants	AnM/SC	?
Librarian to confirm budget for next year	CD	?
Confirm scout house budget	AnM	?
Meeting to review responses for survey	Andrew	
Speak with counselor (food drive, Angel tree, clothing, birthday signs)	Catherine	School Start
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)		August 12
Balloon Schedule	Andrew	August 12
Birthday Cards/Gift Cards/Add Appreciation Dates	Andrew	August 12

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	Y
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	Y
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	Y
Katherine Hurst	KH	Volunteer, Upper Grades	volunteers@memorialpto.com	Y
Sofia Silvagni	MP	Volunteer, Lower Grades	volunteers2@memorialpto.com	Y

Next Board Meeting: TBD