



Meeting Goals

1. PTO Pick Me Up Cart (2-5 minutes)
2. Hispanic Heritage Month Parade (10 minutes)
3. Guardian Lunches (5 minutes)
4. Fall Fest (remainder of the time)

Agenda for October 6th, 2025 PTO Board Meeting

1. 4th Grade PTO Pick Me Up Cart - October 10th, no volunteers yet and most items still needed
2. Hispanic Heritage Parade October 10th
 - i. Parents invited outside to watch
 - ii. Ms. Partida is working with Arte Publico press for their display
 1. If we want parents to access this (which are the ones who might appreciate it the most, can we set up outside the kinder doors before the parade?)
 - iii. Way to store old decor for future use
 - iv. Paletas or popsicles - set up and distribute
 - v. Extend or change the area - Block off with cones like open house?
3. Guardian Lunches - October 13th (2nd, pre-k), October 14th (Kinder, 1st, and 4th), October 15th (SPED, 3rd and 5th)
 - a. Inform parents of the process (can bring food, what time they will be able to check in, what time they will be allowed into the school, not to get siblings, where to meet their student, etc)
 - b. Black top - who sets up tables?
4. Fall Fest Update
 - a. Vendor update - full
 - i. Food vendors set
 1. Cheaters creamery has a booth
 2. Lupe, It's a wrap, Tom's coffee, Unicorn Snowcones
 - ii. Precinct 4 coming, not charging them fee for booth
 1. Set up on garden stage
 - iii. Final vendor list set then advertise
 1. Make poster of vendors coming to FF and advertise across socials, add all vendors, current one only has 21 and add food trucks and Cheaters Creamery
 2. Advertise HEB and Houston Avocado and put them on the marquee and socials



b. Volunteer update

- i. [https://www.signupgenius.com/go/8050C44AFA72BAAFC1-58034972-2025#/
25#/](https://www.signupgenius.com/go/8050C44AFA72BAAFC1-58034972-2025#/)
- ii. Volunteers still need filled in, 2:00 session needs to be filled (10/25 filled)
 1. Send out in class chat
- iii. Cake Walk/Water/Snack Sign up
 1. Have no donations, need help communicating
 2. [https://www.signupgenius.com/go/8050C44AFA72BAAFC1-59112036-2025#/
036-2025#/](https://www.signupgenius.com/go/8050C44AFA72BAAFC1-59112036-2025#/)
- iv. Communication cadence for wristbands and attendance
 1. Nearby communities/neighborhoods/schools?
- v. Week-of wristband distribution
- vi. Week-of decorations and Scout House

c. Board attendance and PTO Central layout

- i. Sign up:
https://docs.google.com/spreadsheets/d/1gokqLfSH60tlttoJ_nQxxxhRYOA7X280SXREtyYjX3oE/edit?gid=0#gid=0
- ii. 2-3 people selling tickets, need big ticket station
 1. Need big ticket table, 4 people manned it
 2. Need sign up sheet for board members
 3. Have mobile ticket cart?
 4. Need many tickets
 - a. Purchased 10,000 tickets
 - b. Purchased 500 wristbands
 5. Signs to direct people?
 6. Need spreadsheet for sign ups
 7. Signs for PTO station, need to make new signs?

d. Go over map draft

e. Prizes

- i. Have prizes at game instead of local stand
- ii. Need prizes help and inventory
- iii. Ask for leftover birthday favors?
- iv. Games with prizes: Treasure Dig, Lucky Duck, Corn Hole, Football Toss, Pumpkin Ring Toss, Potato Sack Race

f. Games

- i. Sarah working on instructions, need help?
- ii. Explain color coding
 1. Colored dots on wristbands for one-time games
 - a. Caramel apples: red
 - b. Pumpkins: orange
 - c. Face painting: pink



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- d. Pony Ride: purple
 - e. Petting zoo: green
 - f. Dunk tank: blue
 - g. Waters: black
 - iii. Personal things brought?? Cornhole, need two sets
 - iv. Do we have rings for ring toss?
 - v. Confirm footballs with Coach Y
 - vi. Kiddie pool and rubber ducks?
 - vii. Mini Pumpkins and apples donated by Houston Avocado
 - 1. 300 pumpkins and 500 apples
 - viii. Dunk tank needs a few more slots, trying to get teachers to switch from activities to dunk tanks
 - ix. Need # ticket signs.
 - g. Security Done
 - i. Secured through HISD. Not sure rate, he is paid at 1.5 normal rate and must be through the school (clock in/out)
 - h. Starting setup list help:
 - i. Working off of last years:
 - 1. https://docs.google.com/spreadsheets/d/1gokqLfSH60tlttoJ_nQxxxhRYOA7X280SXREtyYjX3oE/edit?gid=1410451179#gid=1410451179
 - ii. Dad's help - Measure 10x10 vendor spaces and mark
 - iii. Dad's help - Pick up NNO shade covers and set up



Agenda Item	Discussion Points
School Year Event Dates	- First - Second
Fundraisers	- First - Second
Other	- 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