



Meeting Goals

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

Agenda for September 17th, 2025 PTO Board Meeting

1. Treasurer's Report & Budget (Colin and Lauren)
 - a. Review and update
 - b. Capital Projects
 - c. Go over summary report
 - d. Sprouts grant rec'd
 - e. IB fees ~\$10,000 has been paid
 - f. Field Trips - Texans Toro visit paid for
 - g. \$500 deposit face painter FFpaid
 - h. Lauren helping Reyes with run club sunglasses
 - i. Need to confirm After 3 giving funds
 - j. Taxes due Oct 15
 - k. Contact Spark Park regarding mulch
 - i. Edgar estimates \$150,000 rubberized mulch
2. Fall Fest Update
 - a. Vendor update
 - b. Volunteer update
 - c. Outstanding items
 - d. Fall fest budget clarification, so far \$3275 spent/committed, some is day-of purchases
 - i. Carousel ponies, petting zoo ponies, inflatables and dunk tank
 - ii. Budgeted \$4500
 - e. Need prizes help and inventory and game help
 - f. Volunteers still need filled in, 2:00 session needs to be filled
 - i. Send out in class chat
 - g. Have prizes at game instead of local stand
 - h. Ask for leftover birthday favors?
 - i. Food vendors set
 - i. Cheaters creamery has a booth
 - j. Maria mailing goldfish/urban air about sponsor packages, waiving vendor fee
 - k. 18 vendors with some rolling in
 - l. Precint 4 coming, not charging them fee for booth
 - m. HEB giving \$450 donation for stuff
 - i. Need help making list



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- ii. Cake walk donated or bought?
 - n. Mini Pumpkins and apples donated
 - o. Ask teachers about dunk tanks
 - i. 4 teachers for dunk tank, 30 min slots
 - ii. Volunteers? Sign ups? Older kids?
 - p. Supplies and instructions, Lauren will help for games setup and supplies and operations
 - q. 2-3 people selling tickets, need big ticket station
 - i. Need big ticket table, 4 people manned it
 - ii. Need sign up sheet for board members
 - iii. Have mobile ticket cart?
 - iv. Need many tickets
 - v. Signs to direct people?
 - vi. Need spreadsheet for sign ups
 - r. Final vendor list set then advertise?
 - i. Advertise HEB and put them on the marquee and socials
 - ii. Ask HEB for bags
 - s. Working on security
 - t.
 - 3. Compelling story, talking points for Creastwood/Camp Logan (Maria)
 - a. Talked to courtney and need to come up with new letter and message
 - b. Used to threaten we will disappear. Now need to change up messaging
 - i. Stay and A so it doesn't disappear and to attract people to community
 - c. Crestwood board meeting October 23, go and advertise and do a mailing campaign. Can arrange tours and do breakfast for donors
 - d. Mailing campaign for rice military, talk to Mark and Stacy
 - 4. Scholastic Dollar Spend (Keith)
 - a. Spent with Mr. Duong on spanish books, rest is for teachers
 - 5. Grade/Class specific t-shirt sponsor ideas (Keith)
 - a. Discussion around class-led t-shirts and re-directing corporate sponsorship
 - b. Vote for centennial design at fall fest? Put them up and put tickets in for vote
 - 6. Dates for school year
 - a. Green City Donation Drive - September 15-19th
 - b. Open House - September 30th (Lindsey)
 - c. Hispanic Heritage Parade October 10th
 - i. Main are decorations on Friday September 26th at 3:30
 - ii. Items provided by PTO to decorate?
 - iii. Parents invited outside to watch
 - iv. Ms. Partida is working with Arte Publico press for their display
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- v. Way to store old decor for future use
 - vi. Paletas or popsicles - set up and distribute
 - vii. Extend or change the area
 - d. Fall Fest (October 18th)
 - e. Veteran's Day Lunch November 11th
 - i. Decorations
 - ii. Any activities?
 - iii. Ask Sally? Usually need help to set up on stage
 - f. Color Run (4/24?)
 - i. Popsicles and waters provided by PTO
 - g. Set dates for additional PTO Meetings:
 - i. General Meetings
 - ii. Regular PTO Mini-Meetings
 - 1. Monday Sept 29th after dropoff 7:30 - 9:00?
 - 2. Need one for September (so next week)
 - iii. Monthly Board Meetings
 - 1. Third Thursday of the month alternating between AM and PM
 - h. Monster math is Tuesday Oct 28th
 - i. Halloween photos for 10/31
 - i. Need 3 volunteers
 - j. Go Texas Photos - if you want to do it, shadow process with Lauren
 - k. Holiday photos are Sat or Sun Nov 8/9? Still TBH
 - l.
 - m. PTO Pick Me Up Cart
 - i. ~~Need new carafe~~
 - ii. Second Friday except:
 - a. February 20th
 - b. March 20th
 - n. Book Fair 3/2-3/6 and Literacy Night 3/3 (Christina, Keith & Sally)
 - i. Date confirmed with Scholastic?
 - o. International Festival (Katherine): Date?
 - i. Spring
 - p. 100 Days of School
 - i. Tied into centennial
 - q. GT Expo (2/27)
 - r. Field Day (3/27?)
 - s. School Tours (Stephanie)
 - t. Teacher Appreciation - move to monthly events? (Cristina)
7. Fundraisers (20 mins)
- a. Fundraising - sponsorship levels (Maria & Keith)
 - b. The Party Update including Centenary (Maria & Keith)
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- i. Timeline
 - ii. Ticket cost
 - 1. set for 2x\$100 early bird and then \$150 after and have VIP tables
 - iii. Merchandise giving out?
 - iv. Met with committee
 - 1. 6 people to help so far
 - c. Color Run (4/24?)
 - d. Mini-book Fair with used books?
 - e. Student-Led Fundraisers (Lauren)
 - i. Birthday sign rotation
 - ii. PTO Pictures
 - 1. Halloween (10/31 confirmed with lavgne?)
 - 2. Winter family pictures (JAH)
 - iii. Monster Math baking (Lauren?)
8. Other items
- a. PTO hosted staff parties on 12/5
 - b. Increase Voting from General PTO Membership (e.g., shirt designs)
 - c. Organizing Room Guardians update
 - d. Determine how to report SPARK park issues
 - e. Memorial to offer school supply packets next year (Sally)
 - f. Yearbook Photos/Sells (Catherine)
 - i. 10% discount ends at the end of October
 - g. Keith showed mustang mold concept
 - i. Need to pay 35-50% before doing more
 - h. Ask other auction to auction off mustang for some other spot before christmas
 - i.

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



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