

OCTOBER 2, 2024 (9:15am)
BOARD MEETING AGENDA - MINUTES
Attendance: Jamilyn (JL), Holly (HS), Ashlei (AH),
Amanda (AK), Beth (BVD), Kristin (KL), Cheryl (CP)

Cougar Dash - Cheryl

- T-shirts
 - Holly reached out to Shelly at Lakeside, expecting shirts back Fri/Sat to verify and pick up Monday 10/7 to distribute out to teachers by 10/9 or 10/10 for kids to wear on day of CD
- Banner update
 - Cheryl has the small banner, Holly has the bigger one
 - Holly has the zip ties to hang on the fence
 - Teacher banners completed 9/30
 - Choose team theme/song by 10/8
- Board arrival time
 - Cheryl organizing car rider signs, tattoo distributions, field markup, songs, collection day
 - CD Committee + AK: prep thursday 2pm
 - 8am arrival ideal for CD committee members
- Marking the fields
 - Cheryl doing 10/10 right after games
- Balloon arch setup
 - Assembling 10/10 afternoon at 2pm to prep for 10/11
- Who's doing what
 - Cheryl to add a note to the teacher supplies that indicates where they should head when heading out to the CD. Provide drawing of map for teachers to reference for flow.
 - Amanda to mark off ~15 staging areas for classes to line up. Amanda will figure out the organization of the staging area and Cheryl will communicate to the teachers.
 - SignUpGenius - newsletter, facebook, website
- Run of Show
 - Team arrival about 8am
 - Traffic flow - Consider moving water setup to direct exiting traffic away from area where the other classes are arriving.
- Sound Equipment/playlist
 - Amanda: Did not purchase sound equipment since it won't be here by CD but SoundHive will provide (donation) equipment onsite the day of CD.
 - SoundHive questions: Who is queuing music and would you prefer direct plug in or bluetooth? Tim and Cheryl can communicate directly to coordinate setup and logistics day of (music, microphone capabilities).
- Warm up/Champions?

- No formal warm up, will organize on basketball courts, lined up by song
- Kristin: to take CD yearbook photos
- Ashlei: to take facebook post pics
- Cheryl will purchase whatever beverage options are available for CD given supply challenges
 - Some water in the PTO office for use
- Spirit Rock painted next week for CD

FINANCIAL UPDATE - Beth

- Sign Aduit
- Budget Report and Bank Account review
- El Toro check to Beth \$800
- Cougar Dash donations so far
 - \$5400 raised so far with about 50 participants
 - Recommend increased communication via ParentSquare, PTO Newsletter, Marquee
 - Cougar Dash scheduled 10/11
 - Money can be collected up until the morning of 10/18
 - Recommend add a QR code on tattoo page with link to fundraiser page
- Additional t-shirt order update
 - A couple to fill today, will do.
 - Spirit Wear - Beth will check Wednesday mornings for new orders for fulfillment by the board
- Grant fulfillment updates
 - Gibson
 - Gibson/Miller
 - NCMEA grant/Tomme FOLLOW UP
 - Will wait for follow up to see what's specifically needed from Ms Tomme (update re funding from church where she helps with the children's choir) before approving.
 - Battle of Books-Trass/Kinne/Miller
 - National Board-Trass
- Mr. Hawkins is working on how to reimburse PTO for Classic Yearbook check - \$1100
- General Notes
 - Grants were up to \$8200, tends to be heavy at the beginning of the year with subscriptions (BrainPop, Flocabulary), not including latest grant applications or Ms Gibson's items. Allotment for the year is \$15K.
 - Last year - \$6K from beginning of the year to 10/1 for reference; \$4K from 10/1 to end of year. On track for similar spending this year.
 - PTO admin \$5000, a lot printing costs (\$1000 - can be allocated to other areas such as Cougar Dash, etc)
 - Beth will input what we made from the auction when she gets the exact amount - \$8241.73!

- Amazon Gift Cards going out to teacher who won the raffle for offering teacher experience - Beth will do.

Auction Wrap Up

- Made \$8241.73!
- All items are delivered except 1, will do today
- Raffle gift cards delivered
- Rowe lunch - will reschedule, was supposed to be done 10/2 but Officer Rowe is involved in relief efforts, will aim for about the 10/16; Holly will schedule
- Teacher lunch coverage - 10/23 11:45am arrival by JL and AH (Bowery, Warren)
- Cougar Donuts
 - Scheduled Tuesday 10/8 - team arrival 8:30am for prep, Beth to get donuts, delivery 9:15/30.
- Parking Spots
 - Artisan signs and posts - Holly in discussion regarding
- Donor Thank Yous
 - In Progress - Kristin is handwriting

PTO PROJECTS

- Flag
 - Needs to be ordered (Beth will order, need to confirm size, AK will email Brammer re flag size)
- Tent
 - AH found one from Amazon \$95, self rising / top only / weighted - AH will send to BVD for ordering. Approved by board.
- Sound System- VOTE NEEDED.
 - Save discussion until after CD
- AK- reached out to Cunningham/Bunyan for Mental Health series guidance/waiting on admin for approved dates
 - Ideal one this winter, the other in early spring
 - AK will keep board updated
- AK to reach out to new teachers
 - 1st grade Ms. Schaab, permanent spot
 - EC Ms. Bunbury
 - 4th grade support staff hire Ms. Schneider - math/ELA, filling the old PTO space, working with small groups
 - AK will distribute the CES cups to new teachers
- Thank you cards for sponsors/auction donors ect
- Inventory remaining stock for the website
 - HS / JL tracking and updating
- **General Updates**
 - Clubs as of now

- Art Club (Fall) - Gibson
 - Fiber Arts Club (Spring) - Gibson, Miller
 - Chorus (Fall) - possibly spring - Tomme
 - Battle of the Books - Trass, Warren, Kinne
 - Robotics (Fall) - Rosebrook
 - Student Council - Hefner (She'd have to tell you all of the other staff members.)
 - Show Choir Club (Fall) - East, Moore, Brammer
- PTO to cover front staff and support staff for TAW/Holidays - keep in mind for budgeting
 - Brammer
 - Holbrook
 - Flors
 - Hawkins
 - Barfield
 - East
 - Fitch
 - Moore
- Field Day is April 25, with a Rain Date of May 2
- Spirit Nights Ideas
 - Paul Redd Brewery Take Over around TAW
 - In contact with Sophia to brainstorm ideas as well and communicate to teachers
 - Brewery by Bailey Middle (D9)
 - Outside of PTO
 - CTA idea
 - Hornets email
- State Farm donated a garden box.

- **Communications**

- Cougar Dash posts
 - spirit rock painted 10/8
 - Parent square
 - signup genius
- Everest hurricane relief donations
- Collection Date posts

- **Room Parent**

- Gantt needs a room parent, AK has followed up with admin, (Rosebrook)
- Admin gave approval for door decorating, up to each room parent
- Ashlei as lead advisor going forward

- **Hospitality Update**
 - donuts delivered 9/17
 - Dr Brandon Mahaffy donated his time for teacher massages on 9/24. -He offered massages again for TAW in the spring.
 - Sophia to bring in the cookie delivery this Wednesday morning 10/2.
 - All set with Sully for Prosciutto's dinner. Will deliver menus on 10/17.
 - Sophia ordered boxes for cookie walk & working on wintery decorations.

- **2024/2025 Committees**
 - Talent Show Chair Volunteer (Tiffany Rhodes), AK & JL met to discuss ideas
 - Daughter Dance
 - Son Event
 - Yearbook

- **Looking Ahead**
 - Winter Spirit Night
 - Yearbook needs
 - Cookie Walk

- **General**
 - Tiffany submitted a fundraising proposal for CTA to showcase parent talent and/or karaoke
 - Possible elementary spirit night at the Hornets game, special pricing available. AK will provide details to the board for review.

UPCOMING EVENTS & ACTION ITEMS

UPCOMING EVENTS

10/11-Cougar Dash

10/18-Cougar Dash Rain Date

10/18 or 10/25-Count Date

MARQUEE - Kristin

10/3 and 10/4-No school - SKIP

10/11 Cougar Dash

10/30-Early Release