

March 6, 2025: PTO Meeting / Committee Chair Agenda
Attendance: Allie Spencer, Tiffany Rhodes, Ashlei Holton, Amanda Knipp,
Holly Sun, Randi Young, Kristin Lester

Committee Chair Updates

- Book Fair-Allie Spencer
 - Communication update - Ashlei has what she needs for ParentSquare and Facebook. Allie will send teacher preview for PTO review; plans to send on Monday 3/10. Printing being done today for Thursday folders and teacher mailboxes.
 - Volunteer update - Sign up genius is up and will post on Facebook today or tomorrow.
 - Nina's Raffle Basket for Teacher Preview Day, Allie to pick up
 - Set up date/time? - Friday 3/14 around 2pm/2:30pm, will confirm with Ms Trass the logistics with the kids in the room during setup time.
 - Preview date 3/17, Sophia with Hospitality to provide coffee and donut holes (40 people) - Monday, 7:45am for teachers to preview for recommendations and wishlists
 - Ewallet (scholastic) - teachers will need to ensure that parents are very aware that this is the teacher's eWallet and not the kid's eWallet. Allie will write a blog for the teachers to clarify process and communication recommendations.
 - All for Books theme - Amanda has sent Ms Moore and Holbrook requests for additional information and will forward info to Allie when she has it. Changed name and themed promo/signs to "Share the Fair". Cheryl is helping with the Share the Fair.
 - Student Council volunteers for morning shifts. Same thing with Ms Hefner - anticipates she'll have folks for us but TBD on details.
 - Bags, rubberbands, wishlist board, class counts - Allie has the supplies she needs, ordered last year.
 - Wish List board - planning on doing the TriFold board again
 - Contact Beth for cash needs
 - Amanda will reach out another vendor to see if they want to offer a donation basket for the raffle
- Yearbook- Randi Young and Meghan Stamper
 - Candids link reminder to teachers/baby pic flyer
 - Amanda added 5th grade baby pic folder - additional communication coming out to request participation. Added drop down on submission

page specifically for 5th grade baby pics. Ashlei will print a ½ sheet to go home in folders 3/13.

- Production update
 - Sales update - Meghan is monitoring
 - Randi to take pics of CTA? yes
 - Teacher/TA of the Year Pics for yearbook - confirmed
 - Amanda to write PTO blurb by 3/15
 - Needs more photos! AH will push on Facebook and ask admin to request teachers to share photos, especially Cougar Dash. Ideally, photos are uploaded by April 1. Can also email direct to randigurl1202@gmail.com.
 - Software is working very well
 - Randi will get photos from today's assembly as well as talent show/CTA and book fair.
 - Ms Brammer - add her to the yearbook list for admin (4 total)
 - Scrapbook theme
 - Sponsor page in place - needs logos; Holly will provide template of logos arranged as well as individual photos as needed
 - Admin will review yearbook before publishing
- Talent Show/CTA- Tiffany Rhodes
 - Budget update
 - Costume/prop order - Tiffany sent Amazon props and costume order details to Amanda. Amanda requests quantity numbers. Will send costume recommendation information to students and parents to preview/approve. Alternative costumes can be provided for those to prefer.
 - Step and repeat order - recommend not including the year so it can be reused year to year
 - Red carpet - Tiffany sent recommendation to Amanda, approved to order
 - Vendors needed for CTA? Elect not to do this year.
 - Order pizzas for all performers on 3/13 and 3/19-Amanda
 - Allergies - Holly
 - Day of arrival time and procedure
 - Reserved Auction seats
 - Four tickets: **Strianese family**
 - Stars-checks names/spelling, print and laminate
 - Programs-Holly/Kristin - Tiffany sent some notes to Holly
 - Quiet Signs
 - Sponsors signs on either side of stage - foam boards

- Sponsor banner hung - potentially use the frame in the PTO office in front of the sponsor table
- Sponsor table set up - sponsors will provide some marketing material items (pens, etc).
 - Sponsor volunteers : Maddie Fisher & Makayla Sun
- Sponsor recognition - PTO or student emcee? PTO member
- Laminate teacher name signs for Art Expo
- Davidson Flower Company - pre orders only +/- a small amount of single stems for day of purchase (depending on availability of stuff at DFC day of)
- Day Of Flower order for performers, deliver to classrooms on day of event
- Ballon order - no
- Confirm (2 plus the hallway) Green Rooms with Admin- Amanda
- Randi to take pictures for the yearbook
- Run of Show, roster in performance order including PTO introduction, Tiffany's welcome, voice overs, performances.
- Volunteer needs for the day of the event
 - Volunteer sign-up genius
 - Yah Day Hough volunteers
- Tim will be at the 2 dress rehearsals and day of show
- Amanda will discuss budget requests for CTA
- Music - Tiffany has the music order, Tim and James will manage the song downloads and play.
- Holly will send out communication to remind about dress rehearsal and run of show order (group A, B, ensemble).
- Lauren will bring in her keyboard for all of the piano performers to use
- PTO will speak at the beginning of the show re elections, sponsorship recognition and then Tiffany will introduce the show.
- Tim should arrive about 3pm.
- Pizza will be provided at both dress rehearsals. Notify parents of this and ask them to bring a substantial snack if they prefer students not have pizza.
- Performers should arrive at 5:30pm.
- Discussion of performer logistics before/after their performances.
- Ashlei and Holly +/- Tiffany will swiffer/mop
- PTO should be at school for CTA right after pickup to help do final setup.
- Ashlei doing the stars, Holly will provide names
- Quiet signs - Holly's daughter Makayla will make the signs (3)
- Green rooms - 2, parent volunteers, snacks/drinks; Holly to reach out to parent volunteers (Shannon/Kristin - performer ring management, Lauren -

props, Ashlei - backstage management, Holly - performer flow logistics, Beth/Jamillynn - book fair; flower pickup - Beth?)

- Cast party Thursday after CTA?
- Art Expo-Ashlei Holton
 - Budget - Ashlei has what she needs, will need three 3-step ladders - Ashlei, Amanda and Kristin have ones to use.
 - Art hanging schedule update, Yah Day volunteer update - 3/10, 3/11 +/- 3/12; arrive 2:30pm; need to confirm # of volunteers
 - Ashlei will ask Ms Gibson if the supplies have arrived yet
 - Sign up genius still needed? - no, using all HS volunteers
 - Ashlei will make signs directing parents to area of their student's art
- Son Event- Jennifer Sipp
 - Daughter Dance budget recap
 - Ready to post ticket sales - Holly will post tickets, Ashlei will push advertising around 3/22; send ½ sheet communication in Thursday folders 3/20
 - Posters
 - Took inventory of existing supplies
 - Volunteer/needs, sign up genius
 - Board members to man check in table and man the door
 - Time change for event - recommend 6:30-8:30pm; reminder to switch the DJ time
- TAW- Sophia and committee
 - Committee met last week, will update at the April meeting
 - Soup Sign Up ½ sheet; digital only
 - Money Collection
 - Individual classroom sheets - Ashlei
 - Communication via Parent Square and Paper flyers
 - Powertime - confirm with admin re supplies, theme and time
- 5th Grade EOY Celebration- Karen Zicco
 - T-shirts
 - Field trip extras?

PTO Updates

Financial Update: Beth

- Checks/gift cards/grant requests delivered
- Ticket sales closeout for DD
- Outstanding spiritwear orders?
- Bathroom restock items purchased
- Art Expo supplies purchased
- Davidson Flower Company order for performers
- Merge Hospitality and PTO Hospitality budget

Fundraising: Holly

- Sponsor obligations for CTA - complete
- Any outstanding auction items?
 - 5th grade promotion (2 seats)
- Sponsor list/contacts and recommendations for upcoming VPF
- Still looking for PTO VP of Fundraising for next year
- Confirmed at least 2 sponsors will continue for next year

Communications: Ashlei

- CTA/Art Expo, Book Fair, Election, Son Event Flyer, Yearbook
- DFC flower order post/flyer
- Spring Spirit/Community Night
 - Handels has expressed their desire to host a spirit night (drop in event)
 - Consider another community night with El Toro
- CTA Vendor promotion post?
- Still looking for PTO VP of Communications for next year

Marquee: Kristin

- Book Fair 3/17-3/21
- Art Expo and Talent show 3/20
- 3/31 No School

General Updates

- Tom Thelan update (roughly \$300) - approved by PTO to cover costs associated with weather related date change
- Miller grant request for professional development \$150
 - **VOTE NEEDED - Approved**
- Little Library ordered, can Artisan Signs install? - Holly will reach out to get install cost. Stock before Book Fair ideally.
- Board Elections - Election sheets ready to be printed and distributed. Will reach out to potential volunteers and push communications to generate interest.
 - Refer questions about school events/details to PTO website
- CTA and Book Fair Board volunteer stations
- Hough Scholarship update? - will contact Jamilyn for update, deadline 5/1, awards ceremony mid May
- Vote for carnations for Talent Show participants in lieu of shirts \$100 - approved
- Beginners Day (Kindergarten preview orientation) needs April 9th, SWAG needed - sunglasses +/- squishy shoes