

January PTO Board Agenda 1/9/2026

Attendance: Lauren Pleiss, Allie Spencer, Jackie Davenport, Kristin Lester, Alyette Keldie, Jen Sipp

Committee Update:

1. Erica/Jackie - Daughter Dance Dazzle Crew - Date, Theme, Review of Budget, Menu
 - a. Theme: Enchanted Forest
 - b. Needs: DJ, decor, setup, photographer, food / catering contact (pink lemonade, fruits), fairy hair crew
 - i. Consider reaching out to Publix corporate for donations
 - c. Nicole Beagle: Balloon arch at entrance to enchanted garden. Enchanted garden will house the fairy hair station, crown station, etc
 - d. Will set up Call to Action and SignUp Genius to gauge interest and available parent/business sponsors. Will need to vet the volunteers (DJ, etc) and all are required to be official CMS Volunteers
2. Jen - Son Dance Magic Makers - Date, Theme, Review of Budget Menu
 - a. Review committee
 - b. Theme: Glow vs other - Jen will sample committee ideas
 - c. Need light blockers for windows, partitions for hallways
 - d. Games, Food
 - e. \$5 tickets per child
 - f. Jen will contact company that provides party planning
3. Alyette - Celebrate the Arts/Talent Show. Art Expo Theme?: "Under The Sea"
 - a. Consider just individual acts this year
 - b. Allow kids to introduce themselves if they'd like (practice stage presence, projection, etc)
 - c. Kids able to watch the show; afterwards, kids can return to chairs or parent can pick them up
 - d. Bow at the end if they stay
 - e. ~90 seconds allotment for performers
 - f. Logistics for tryouts - aim to allow all performers to make it. Video submission vs live audition time.
 - g. Consider separate tech and performance rehearsals
 - h. Possible tech contacts - Adam with Learn Music, Tim, Elaine Hill (Kristin will get her contact info), father DJ - Jeff Stevens interested in volunteering (consider for Talent Show and/or dances)
 - i. Ad sales, Tshirts for participants (Consider Learn Music sponsoring the Tshirts)
 - j. Kid stars (Kristin to send Amazon link for what was used in the past)
 - k. Step and Repeat (Lauren to look into)
 - l. Photographer (Jen Sipp has a contact)
 - m. Videographer - Allie will touch base with Principal Lungarini to discuss logistics, permission, distribution of videos (selling?).

- n. Distribution of carnations the morning of
 - i. Davidson Flower Company - Lauren to reach out to ask about preorders and potential day of sales
- o. Ask Principal about additional security for the show
- p. Food options: Ice cream social after the show? Food available during the show? Consider the Step and Repeat outside the school for photos (Lauren to ask Artisan Signs). Contact Corner Pizza to discuss potential discount if families bring their program.
- q. Budget considerations: Carnations, stars, Step and Repeat
 - i. Consider vendors donating goods in exchange for logo on programs +/- tshirts
- r. Props: Volunteer to organize
- s. Communication
 - i. Parameters (length of performance)
 - ii. Date
 - iii. How to audition
 - iv. Acceptance certificate
 - v. Rehearsal and show schedule
 - vi. Release form
- t. More succinct PTO announcements at beginning of the show

4. Allie/Kate- Book Fair Authors - Sign Up Genius for set up, Needs

5. General call to duty for volunteers for CTA, Son Dance, Daughter Dance (Jackie to post via SignUp Genius). Jackie will reach out directly to Jeff Stevens about his availability and interest.

- a. Photographer
- b. Videographer
- c. DJ

Financial Update:

1. Checks- Parris (\$277.21), Savino (\$700), Gentry (oversight on Christmas class gift - will pick up \$50 gift card), Trass (reissue another check for her - done)
2. Budget- What is the current budget? On track?
 - a. School Spirit monthly events are over budget; Jackie will assess what's spent so far and budget remaining to communicate to Jackie
 - i. Upcoming events:
 1. January: Soup event - low budget
 2. February: Jackie intends to use pre-existing Tenders gift cards to fund event
 3. March: St Patrick's snack bar
 4. April: cold drinks, seltzers, sodas
 - b. Last year ended with +\$2K overall left in budget

- c. This year on track for +\$3-4K assuming no more revenue inflow; would love to end with +\$5K budget rollover for next year (on top of current bank amount fund)
 - i. Book Fair brings in about \$4K historically
- d. Jackie to split up some of the line items, especially ones \$1K+
- 3. Upcoming Expenses
- 4. 3 extra Amazon gift cards (\$100) from the Christmas gifts for staff.
- 5. Jackie to split out Principal Holbrook's retirement gifts and honors as separate special one-time items.

Action Items:

- 1. Yearbook - Theme: Our Place to Grow- Cover contest entries due on 1/16
 - Let's reach out to committee chair and set a meeting to go over platform with her.
- 2. Cougar Dash - Thoughts? We need to make a decision. If we choose to do it alone next year we will need to rally for a Committee Chair for this position.
- 3. Committee Chair for Teacher Appreciation Week - Michelle is unable to do it this year. We need to find a replacement head for this committee
 - a. Colleen and Suzanne are the new committee chairs
- 4. Lungarini Interview - Monday, 1/12 after our Admin meeting
 - a. Allie to get a photo of Principal Lungarini next to marquee (Kristin will update marquee afterwards for upcoming days off)
- 5. Soup Day for teachers - Sign Up Genius sent - Thank you
- 6. Pizza Parties from the Cougar Dash? Have we scheduled those yet?
 - a. Allie is in communication with teachers to schedule
- 7. Celebrate the Arts - volunteers from Hough. "Yeah" Day volunteer students. Let's reach out to the coordinator of this group to see if they are interested in helping out to hang art for Celebrate the Arts.
- 8. Tap folks for open PTO positions next year
 - a. **VP of Fundraising** - open
 - b. **Secretary** - open (Kristin's 2y term ends)
 - c. **President Elect** - open (Lauren's term ends, transitions to President)
 - d. VP of Communications - Allie (2nd year)
 - e. Treasurer - Jackie (2nd year)
 - f. President - Lauren (Jamilyn's term ends)
- 9. Kristin to ask Davidson Community Players contact about window light blocking

Additional Comments:

- 1. Recommendation for next year: Request a separate secretary/PTO liaison for each committee to document key takeaways, lessons learned, logistic details, committee expectations, contacts, financial, volunteers, etc. to enhance knowledge transfer between years
- 2. Make Back To School event in lieu of Parent Night Out

3. Consider additional kid focused activities / rewards as part of the Spirit Efforts in addition to teacher activities