

# Navarro Elementary | PTO Meeting Agenda

November 1, 2021

## ❖ October Recap & September Meeting Minute Approval

- September Minute approval
- October Involvement
  - FFS Snacks 10/1
  - Book Fair Prep Volunteers - 10/15
    - No online preview, so volunteers not needed for those time slots in SUG
  - PTO Fall Festival - 10/20
    - Later in agenda
  - Panther Run Volunteers - 10/28
    - Kids had fun; PTO marked laps on back numbers and were great cheerleaders!

## ❖ Fall Festival Recap

- First big PTO event - Amazing turnout, looking for feedback and ideas for improvement
  - Free community experience
- Goal \$1,500 – net \$1,600 (\$3,000 pre-order, \$1,600 night of)
- Activities
  - Face painting – 3 high school student volunteers
  - Photo booth – Erin/Michelle photo backdrop
    - Working on place to store backdrop for next year
    - Next year: Hire photographer or find volunteer to take photos
      - ◆ Match pic number to student, ziploc and send through teachers
      - ◆ Identify a better location for the photos – thought it was missed by many people.
      - ◆ Consider adding to pre-order form
  - Games provided by teachers, no cost
    - Next year: Spread out event activities.
  - Wiggle Wagon – made \$350
  - Music – provided by Mr. Manning, excellent
  - Pumpkins FUMC Pumpkin patch delivered and gave us same price
  - Concessions - overall were very good
    - Marco's pizza (Seguin) - sold by the slice and whole pizzas
      - ◆ Next year: Pre-sale whole pizzas, sell night of by the slice
    - Popcorn – made by school machine
- Event Operations:
  - 2<sup>nd</sup> grade music performance - held at same time in the cafeteria.
    - Good for traffic, stretched volunteers who were at both events
  - Pre-Orders
    - Lists of pre-orders were a small issue at booths
    - Next year: have separate booth for pre-orders
      - ◆ Previously tried- wristbands, sending tickets home – all areas will have long lines at some given time.

■ *Next year:*

- Volunteers: More volunteers to cover both events
- Greeter: 1 at the front/back of school to offer info/directions
- Signs: Increase signage for events, entrances clearly marked
- Map: provide map of event in send home info

❖ **Treasury Update - Staci Baker**

- Fall festival - **Net \$1,600**
- Misc. Purchases
  - Science STEM Safari (Dec) \$2,000
  - Total remaining: ~\$7,000

❖ **Marketing/Communication for PTO - Jennifer Guana**

- Upcoming Volunteer Sign-up Opportunities
  - Working? Yes
  - Meeting reminders are good
- Jennifer checking often, but if anyone needs something, contact her
- Sign Up for Behind the Scenes – still have needs
- Gmails? Receiving? If not, check your junk mail
- Watch for additional events coming Sign up genius – jingle bell run, etc

❖ **PTO involvement for November**

- **Behind The Scenes Breakfast - November 5th**
  - Sign-up Genius Sign-up
  - Decor & Set-up - 11/4 - 5pm meet up at school
  - Friday 11/5 7:30a - 10:00a
  - Set up in gym area
    - Erin doing art
    - Blue ribbon theme
  - Madison – thank you sign
  - Check the list for what you signed up to bring
  - School has plates, forks, extras
  - Can drop off goodies when you drop off kids in the morning
- **Parent Involvement Day - November 18th**
  - Pie donations requested - whatever not donated PTO will buy
  - Staff goes home with a pie for Thanksgiving
  - 74 total needed (all staff)
  - Watch for Sign Up Genius

❖ **Upcoming Planning/Misc.**

➤ **Valentines Day Fundraiser Prep - Tiffany Munk**

- Considered “Elementary PROM”
- Potential date: Saturday, February 12, 2022
- Location: Previously - Geronimo Community Center
  - Center is donated and PTO donates \$300
  - Location needs to hold mom, dad, children
  - Given the Fall Fest attendance, should expect ~400
  - Concern is Community Center will not be large enough
  - Other option is Red Barn \$1,000+ for Saturday night
- Pre-order sheets w/package options (light ups: necklace/bowtie, pizza, pictures)
- Basket raffle previous profit = \$300
- THINK: Theme and other decoration discussion will be discussed Dec-Jan meetings
  - Consider sell whatever we put up as decorations
  - Balloons purchased from Violas (Seguin) previously
- Overall profit \$400-\$600

➤ **PTO Teacher Volunteer Need (Jessica)**

- Mrs. Bishop – school needs volunteers, help teachers (cut, copy, etc)
- Sign up Genius: Jessica will work with Jennifer
- Set times, anything is appreciated
- Anything to help the school - from designated room mom to copy jobs

➤ **Fundraiser Potential - Friday Night/Parents Night Out (Natalie Marie)**

- Message on FB -fundraiser – kid/parents night out
- Planet Kidz Community for Kids, sponsors event
- Organization comes in, provides services, provided insurance
- Parents are charged for dropoff
- Themed event (Legos, etc)
- *Next step* -- Will look into and get more info for next meeting

➤ **UPCOMING:**

- **Science STEM Safari** - December 6/7th
- **Desserts for December luncheon** - will vote next meeting
- **Jingle Bell Run Bell Assembly** - During November 29th Meeting
  - Jingle Bell Run - 12/16 - sign-up available
  - Dec- Jingle Bell supplies will assemble at that meeting
  - PTO provides - orange slices, hot chocolate day of the run

**Next Meeting:** Monday, November 29th at 6:00p - NES Cafeteria