



Catawba Springs Elementary PTO - Officers Planning Meeting
September 2, 2021
CSES

Attendees:

Holly Andler, Mrs. Ashford, Adrienne Bumgarner, Whitney Caracciolo, Randy Cole, Kathy Davis, Kari Ellsworth, Heather Jordan, Jennifer Harbold, Andrea Harris, Emily Heaberlin, Jessica Henkle, Samantha Mehrlich, Amanda Murphy, Brittney Probst, Natalie Topper

Minutes compiled by Andrea Harris.

| Action Items | |
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| All | <ul style="list-style-type: none"> ● Brainstorm options for Family Fun Night events |
| Holly Andler | <ul style="list-style-type: none"> ● Review Membership forms for volunteer interest: room rep, colt stampede, etc. |
| Randy Cole | <ul style="list-style-type: none"> ● Organize Sign-Up Genius for book fair volunteers |
| Mrs. Ashford | <ul style="list-style-type: none"> ● Provide quote for televisions needed for the classrooms ● Family Fun Night TBDs: are there capacity restrictions in gym (if events are held inside) ● Book Fair: work with Mrs. Webb to determine volunteer needs |
| Natalie Topper | <ul style="list-style-type: none"> ● Add Amazon Wishlist Link to PTO website |
| Agreements | |
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Meeting called to order by President Holly Andler @ 6:00pm.

- **Agenda Item: Welcome & PTO Overview**
 - Holly welcomed the group. Attendees were familiar with CSES PTO, so the agenda moved forward.
- **Agenda Item: Membership Update**
 - 50 families and 25 teachers have become members for the 21-22 school year.
 - All that sign-up for PTO membership will be entered into a drawing for a gift card.
 - St. James waived membership this year. CSES tried this several years ago, but didn't see a big impact on participation.
- **Agenda Item: PTO Budget Information**
 - Adrienne Bumgarner, Co-Treasurer, reported out. There is approximately \$12,000 currently in the account. Recent expenses include: Welcome Back Lunch (\$600), Supply reimbursements (approximately half of teachers have submitted receipts).
 - \$425 was made on spirit wear at open house.



- Money will be provided to purchase rugs to place in front of water fountains. \$35/piece; approximately \$130 total.
 - Future needs may include: TVs for classrooms (one touch screen); waiting to confirm County funds that are available.
 - CSES PTO must provide a fundraising activity for the year to the County. For the 21-22 school year, playground shades will be the fundraising goal. Quotes will be gathered. The group also discussed selling “fast passes” for the carpool line as a fundraiser. Other schools have done this on a quarterly schedule with excellent results.
 - The 21-22 PTO Budget was voted on and approved via email prior to the meeting.
- **Agenda Item: Committee Updates**
 - *Spirit Wear:* Whitney Caraciolo shared the spirit wear form is in development; waiting on vendor to provide images. It won't be ready for Friday Folders prior to the Labor Day weekend.
 - *Room Reps:* Jennifer Harbold shared that most classrooms have room reps. Rooms that still need confirmation include: Maddox, B. Smith, McArthur, & Watts. Jennifer has created a room rep email address to share information with volunteers: csesroomrep@gmail.com. This will be used to share print-outs; guidelines and other information. Teacher “Favorite” sheets were completed and will be in a PTO folder in the office.
 - *Colt Stampede:* Kelley Sink will handle setup, but will need additional volunteers to spearhead various pieces of the event. Kelley is confirming availability of the track, potential dates include: Friday, Oct 15 and Thursday, Oct 21. Volunteers will also be needed on the day of the event.
 - *Family Round-Up:* Teacher surveys stressed the importance of family night events. The group discussed having all events outside to avoid any covid restriction issues. Group will brainstorm before the next meeting about what the event(s) could include. In the past, funds have been raised, but it wasn't originally designed as a fundraiser.
 - *Approval of SIT Members:* A motion was made to approve Kari Ellsworth as the newest SIT Committee member. Motion was seconded and voted on. Heather Jordan will continue her term.
- **Agenda Item: Amazon Wishlists**
 - Holly Andler and Mrs. Ashford created an Amazon wish list. Teachers will provide needs/links to be added. Parents can visit the wishlist and purchase items to be sent directly to the school. Amazon gift cards can also be purchased and donated. Link will be included in Mrs. Ashford's Friday message and will also be added to the CSES PTO page.
- **Agenda Item: Principal/Teacher Updates**
 - Mrs. Mehrlich thanked the group for the welcome back lunch and all of the support provided to teachers.
 - Mrs. Ashford shared the fall book fair will be held the week of Sept. 13th. Teachers can use their supply money provided by the PTO to purchase books. Volunteers will be



allowed, but number will be limited. Randy Cole will create a sign-up genius for volunteers.

- **Agenda Item: Other**

- Teacher Survey: Holly Andler shared additional responses received from the teacher survey. The majority focused on outdoor areas, grounds, and revamping teacher appreciation week. PTO is already addressing some of these items: allowing supply money to be used at book fair, providing basketball hoops and grounds work for the outdoor areas. Additional ideas included: volunteer lunch buddies for kids that may not have visitors come to lunch with them, providing breakfast for an All Pro Dads meeting, mental breaks for teachers and creating an outdoor lunch space.
- Bulletin board - Thank you notes sent to the PTO have been posted on the bulletin board.
- During the October PTO meeting the group will need to make decisions on the Fall Family Event and the winter activity/Santa Shop. Jennifer Harbold noted the amount of work the Santa Shop is and that vendors are already filling up.
- It was acknowledged that all activities may be impacted by covid and a change in restrictions.
- Next PTO meeting will be held on October 7.

Meeting adjourned at 6:50pm