

Pebble Creek PTO Meeting Agenda

September 9, 2022

Attendees: Rachel Mayne, Christine Weigle, Maegan Jackson, Ashlee Schoenvogel, Julie Tiller, Stacy Yoakum, Leslie Stewart, Karli Brumbaugh, Ann Hix, Stephanie Mitchell, Katie Westerheim, Jenna Spry, Rachel Collier, Ashlie Mobley, Melissa Martin, Courtney Cannon, Ashley Wilson, Elizabeth Eaton, Jennifer Nations, Stephanie Giblin, Cheryl Robison, Amy Schielack, Sarah Seidel, Nichole Rodriguez, Melissa Poling, Kyle George, Katherine Thompson, Blaire Grande, Staci Cocanougher, Angela Wilke, Andria Kastner, Kellie Davis, Kelly Haverland, Megan Jonasson

Guests: Wednesday Walters

PCE Representative: Sarah Dixon

- I. **Call to Order: Megan Jonasson called the meeting to order at 8:05am.**
- II. **Welcome & Introductions**
- III. **Approval of Minutes from May 2022 Meeting** - Cheryl Robison motioned to approve the minutes from the May meeting; Ann Hix seconded; vote passed and the minutes are approved.
- IV. **Treasurers Report – Ann Hix**
 - a. **Balance at 7/31/22: \$68,601.58**
 - b. **Activity: \$3,212.10**
 - c. **Balance at 8/31/22: \$71,813.68**

*Per Megan, if you are purchasing something and it's a good deal, but you can't get the tax exemption through, just check with Ann or Megan and they can approve it.

- V. **Principal's Report – Blaire Grande –**
 - a. Thank you for the Apple Bar at the Staff Meeting and the Coffee and Breakfast cart on the first Friday of school. The teachers and staff loved it!
 - b. The support the school gets from PTO is massive and appreciated, from the amazing daily experiences to the enrichment opportunities.
 - c. Mrs. Grande has a report for the Panorama Survey done in the spring. She will present this at the October meeting and show the comparisons to district and national results.
 - d. The district has a Strategic Design Process for CSISD and PCE is in the Create Phase; teachers chose areas of goal setting, problem solving and digital learning for their students.
 - e. Morning Assembly and Lunch will be open to visitors starting on September 26th. Due to space limitations, a sign up sheet will go out for lunches.
 - f. Beginning early to mid October, "Parents of Panthers" will begin. This will be a ½ day or full day volunteer opportunity for moms or dads to come work in the school and be with their kids and classes.
 - g. Mrs. Grande has worked with College View High School to partner with them for Gameday parking. College View sells parking spaces. If we provide volunteers to work this, they will give us \$500 per game. She has secured teacher/staff volunteers for this weekend's game. She is planning to use those funds for a Student Council Leadership event.
 - h. Madhatter Chemistry Road Show – Megan will send out the link, but it's a show that costs \$750 for the first show and \$500 for the 2nd show. (so we could split up grades). It includes bubbles, and all kinds of fun science. PTO can discuss funding this and bringing it in.

- i. 560 kids enrolled in our school and we are growing.
- j. Fall Parties will be Monday, October 31st. Book Character Parade is also that morning.
- k. Texas A&M has a new teacher residency program for students. Students in education field go through a rigorous interview and then once hired, they are employed as paraprofessionals for CISD. They are paid, start TRS, and are full-time with a teacher all year long. PCE has 4 of them this year.

VI. Teacher Liaison Report: Sarah Dixon –

- a. We have lots of kids! We are thankful for all of the support!
- b. We need new playground equipment and/or repairs. There is a hole in the 1st grade playground and this past week, someone broke an arm after falling into it. It's becoming a safety issue.
 - 1) Megan has contacted the city multiple times and was told that PCE is not a priority because we have 3 playgrounds on one area while other places have only 1 playground. However, she is still working on it.

VII. Old Business

- 1) Meet the Teacher Success! Thank you Tracy and Melissa! – over 13 pages of volunteers signed up; thank you to Monica with Bubbleloon for the balloon display; don't forget to fill out your VIPS form with CSISD ASAP!

VIII. New Business

a. Current Available PTO Positions

- 1) **Profit Shares (1-2)** – Megan has already scheduled the first one and has 2 more in the works; please volunteer!
- 2) **Book-A-Thon (2-3)** – this will be new to us; Megan spoke with another elementary school who did this and raised over \$13,000; it's a great way to raise funds and encourage reading so we are going to try it out this next spring
- 3) **5K Fun Run (1-2)** – also need volunteers
- 4) **Variety Show (2)** – have volunteers now, but anyone is welcome to help
- 5) **Field Day Assistant (1-2)** – looking for dads or anyone interested in helping Coach Forester out
- 6) **Silent Auction (1)** – could always use one more
- 7) **Carnival Games (1)** - could always use one more;
 - ***We want to be all inclusive so if anyone wants to be involved in a committee, just let Megan know so she can add you (even if it already looks full).
- 8) Roster – Current Roster for 2022-2023
- 9) Vote to Approve Updated Roster –
 - i. Cheryl Robison made the motion; Nichole Rodriguez seconded; vote passed.

b. PTO Procedure Updates

- 1) Business Procedures and Committee Budgets
- 2) Each Committee member is to stay within their established budget. If additional funds are needed, the Board must vote prior to the commitment of the funds.
- 3) Each Committee is expected to communicate with the Executive Board Members; President, Vice-President, Treasurer, and Secretary.
- 4) All flyers/PTO information to be sent home must be approved by the President and the Principal. Once approved, flyers then must be submitted to Amy Barrera the Wednesday before the outgoing Monday folder. Information from PTO is printed on yellow paper so anything yellow in the Monday folders should be PTO news. If you would like your flyer or any PTO information included in Mrs. Grande's weekly emails, those must also be emailed to her by Wednesday.
 - i. Digital copies of flyers can be sent to teachers to include in their weekly emails. Please send to Sarah Dixon and she will forward!

- 5) Please attend meetings. In order to conduct business, we need a quorum.
- c. **Website – pebblecreekpto.org –**
 - 1) PTO now has a paypal link, but realized that our website is outdated and it can't include that link on the website. The communications team is looking into what is needed for the website to update it and eventually, the link will be added.
- d. **PTO mailbox / Storage Space**
 - 1) Megan showed the box and stated it is in the workroom. You can stop by to check it or she will get the information to you. Money cannot be placed in this box, so Amy will have that under lock and key in the office.
- e. **PTO Facebook Page**
 - 1) Send what you need posted to Leslie Stewart. She reminded us that only CSISD events and postings can go on our page. (No community events).
- f. **City Wide PTO Meetings**
 - 1) nothing happened at this month's meeting - it was only a treasurer training.
- g. **PTO Insurance**
 - 1) We are required to have insurance, so this is a once per year payment we must included in our budget and pay.
- h. **Key Fobs**
 - 1) Your key fobs still work and are helpful in saving time, but you must bring your ID every time you visit a school and leave it in the office while you are on campus.
- i. **Teacher Wish Lists**
 - 1) **Sarah Seidel**– 1/3 of the teachers have submitted reimbursements requests or ordered items on amazon. They have until 2/28/23 to use their funds.
- j. **Sonic Drink Delivery – Every Wednesday**
 - 1) going well! All spots filled for fall, but you can sign up in the spring for new dates.
- k. **Nurse Adame Snack Donations**
 - 1) this sign-up is full!
- l. **Sidewalk Paintings**
 - 1) **work dates to come – would a parent like to lead this?**
 - 2) The Jonasson family painted the mascot, PCE name, and paw prints on the sidewalk leading up to the school. And it cost PTO \$0! Megan went to the high school and asked if they had any leftover paint and they had lots and gave it all to her. Then, her husband and family painted it all. There are other “painting” needs in the school including: 100's chart on the playground; hop scotch painting on the playground; painting some lines to section off a place for lunchboxes during lunch recess; and opportunities for more painting of areas when teachers and staff see needs. We need a parent volunteer to lead this effort.
- m. **Texas Roadhouse Profit Share – Monday, September 26th**
 - 1) Roadhouse is open from 3-10pm on Monday. They have a special kids night event from 5-7pm. For us to earn 10% just mention you are with Pebble Creek Elementary or Show them the flyer.
- n. **Field Trips Update**
 - 1) we budgeted \$14,000 to cover all field trips this year. The school will need \$13,683. There is still left-over funds from COVID years the school is able to use. Next year there will be no funds from previous years and the cost will be closer to \$20,300.
 - 2) Amy Barrera sent a spreadsheet to Megan with the financial details of leftover funds; this is just a heads up that we will need more funds next year to cover field trip costs
- o. **Saturday, September 10th 10:15am -12:30pm – Game Day Parking at College View High School**

- 1) Need 4 volunteers – Make \$500 from this event. Laura Rath is our contact for Saturday. – we will plan to do all 5 games and this will help us fund individual events throughout the year

p. A Real Mad Hatter

- 1) in house field trip – 1st group show \$700, add a 2nd group show for \$500.

IX. Committee Reports

- 1) Communications & Website – Cheryl Robison
 1. If you need anything sent out, send to Amy by Wednesday for it to go out in Monday folders; also send things to both Megan and Cheryl for approval to have multiple eyes on it to avoid errors.
 2. Facebook – Leslie Stewart
- 2) Sponsorships – Amy Schielack and Karli Bumbaugh
 1. Sponsorships are starting to come in; we have a Carnival Underwriter: Light Pediatric Dentistry; We are transitioning away from “carnival sponsors” to “school sponsors”. Then, if the carnival doesn’t happen one year or COVID type things keep us from having our fundraisers, then we aren’t without funds. The plan for sponsorships this year is:
 - a. Solicit sponsors for carnival this fall
 - b. Solicit sponsors for Book-A-Thon and 5K Fun-Run next spring (these will likely be different sponsors because they are different types of events).
 - c. Next spring, send out an all inclusive “school sponsor” form that will allow sponsors to sponsor the school, individual areas, and t-shirts. This form will cover the entire year of 2022-2023 and get us on a new schedule for sponsors moving forward.
- 3) 5K Family Fun Run - Courtney Collins & _Jenna Spry
- 4) Art Gallery Curator – Jenna Campbell
 1. Jenna will work with Mrs. Zapalac to display student artwork.
- 5) Book-A-Thon - _____ & _____
- 6) Book Fair – Nichole Rodriguez and Monica Palma
 1. no news yet; Book Character Day (10/31)
- 7) Carnival – Katie Westerheim, Jenna Spry, Cheryl Robinson, Leslie Stewart, Kelly Haverland, Tommenia Byrd, Katherine Thompson, Ashley McKinley, Jen Williford, Rachel Collier, Melissa Poling, Courtney Cannon, Ashlie Mobley, Kyle George, Megan Jonasson, Amy Shielack, and Karli Bumbaugh
 1. Overall report is “Carnival is happening”; there is a meeting after the PTO meeting today if you are interested in coming; also, the silent auction committee could use help in design skills for the Silent Auction website.
- 8) Dad Patrol – Eric Walters
 1. Rachel and Howard Mayne have given Walkie Talkie’s to the school for Dad Patrol and Mrs. Sue to use. This will allow them to communicate to keep the carline moving in the mornings.
- 9) Field Day – Eric Walters & Wednesday Walters
- 10) Food Drive – Becky Brooker and Kelly Book
- 11) Free Little Library – Heather Jankowski, Tiffany Douget, Kacie Bruns, Erin Beifuss, Megan Jonasson –
 1. A teacher asked if our school had this and we do not, so we are going to start one. There is a website to get your library kit to build. We might have an Eagle Scout who wants to do this for a project; Mrs. Grande is working on a grant for

an outdoor classroom so this might be included in that; teachers will also have a FLL in the teacher workroom for sharing adult books. During this discussion, it was also mentioned that teachers really want an outdoor learning space and Katherine Thompson, who owns a landscaping company, will be making plans for this. A PTO member mentioned that many times, this idea is good for a year, but not maintained and then plants die and it doesn't look great and we have to start all over. So, planning for maintenance of it (watering, plants, etc.) is important.

- 12) Garden – Jennifer Nations and Stephanie Giblin
 1. they are happy to help with the Outdoor Classroom plans.
 - 13) Kinder Coordinators – Katherine Kleeman & Kellie Davis
 - 14) 1st Grade Coordinators – Katie Stogner & Ashlee Schoenvogel
 - 15) 2nd Grade Coordinators – Christine Weigle & Candace Light
 - 16) 3rd Grade Coordinator – Meagan Jackson
 - 17) 4th Grade Coordinator – Julie Tiller & Ashlee Schoenvogel
- **Summary of Coordinators: all have their room mom lists; there is a kinder classroom who doesn't have room moms yet; Megan stated that we have lots of room moms and want to encourage anyone who wants to help to help; we want to be all inclusive; the more, the merrier!
- 18) Panthers Helping Panthers – Andria Kastner & Staci Cocanougher
 1. they will do Lollipop sales prior to the book fair because they raise funds to give to kids to buy books.
 - 19) Profit Shares/Spirit Nights – _____ & _____
 - 20) Scholarships/Grants Coordinator – Stephanie Mitchell
 1. First scholarship day that the school raises funds for the PCE (not PTO) scholarship happened last week; Education Foundation deadline for scholarships is Saturday, October 1.
 - 21) School Supplies – Staci Cocanougher
 1. sold 147 kits and made \$294 in profit share returns from Wilton's. Hope to send it out sooner next year so we can sell more.
 - 22) Staff Relations – Rachel Mayne, Leah Lintz, Staci Cocanougher, Kristen Shepperd, Stacy Yoakum, Angela Wilke, Catherine Chessher, Morgan Moore
 1. We are off to a great start taking care of our teachers and staff this year! PTO provided a coffee and breakfast cart on 9/26 to celebrate the first full week of school. Starbucks at Tower Point generously donated all of the coffee and the teachers enjoyed the yogurt, fruit and pastries.
 2. We also provided a Back To School Apple Bar for the first staff meeting of the year that was very well liked. Thank you to everyone who brought apples and toppings. There will be a sign up genius for snacks for these monthly meetings and we appreciate everyone's participation. The next theme is Trick or Treat with healthy candy swaps.
 3. PTO is also providing a decorated cookie from a local baker to each staff member for their birthday. Those will be delivered monthly starting next week.
 4. Be on the lookout for our gift card drive that will be happening 9/14 & 9/15. We will be collecting \$5 and \$10 gift cards to local restaurants or shops. These will be used for raffling off at monthly staff meetings as well as Mrs. Barrerra's 8 at 8 game she plays with the staff.
 5. One more plan is to have teachers celebrated on their birthdays by the entire class. Not all kids can do something for their teacher, but they can sign a card. So, staff relations committee will contact Grade Level Coordinators to coordinate these birthday banners with their room moms. Room moms will use

butcher paper, lay it down during CAMP, let kids sign, and then hang it in the teacher's classroom.

****Upcoming:**

9/14 & 9/15: Gift Card Drive at Drop off in the morning

10/6: Healthy Trick or Treat Staff Meeting

11/18: Pie Day Dessert Drive for Thanksgiving

23) T-Shirts – Ashlee Schoenvogel & Monica Palma –

1. Shirts are ordered for the entire staff, cafeteria crew, bus drivers, and students. (As soon as they are in they will be delivered to our school)
2. School store will close on September 6th (this has been posted on the Facebook page and Mrs Grande has sent the link to parents) these shirts will also be delivered to school once they are ready. They will be sent home to students. Every grade has a different color shirt this year.

24) Variety Show – ___Sarah Seidel_____ & _____

25) VIPS – Tracy Sawyer & Melissa Martin

1. Tracy is taking the lead on Carnival volunteers; please send her any organizations you have that she can reach out to for volunteers; it can be college, community, school, etc.
2. Volunteer contact information was collected during Meet the Teacher. Thank you to Monica Palma with Bubbleloon for the beautiful balloon garland she donated! Emails were entered into contact groups according to interests along with emails from parents who signed up during last year's Kindergarten Round-up. PTO board members quickly filled the sign-up for weekly drink deliveries to teachers, so the sign-up did not even need to be shared with general volunteers! A sign-up for snacks for Nurse Adame's clinic was also almost immediately filled. We will begin creating updated spreadsheets of potential volunteers to recruit for carnival. If you have a lead on an organization who would be interested, please email us at vips.pebblecreek@gmail.com with the group name, a contact's name, email address, and/or phone number. If you haven't done so already, please sign up as a volunteer on csisd website ASAP and encourage other parents to do the same. This must be done every year. Even if you did it last year, it must be done again. Parents can only volunteer during the school day if they have a cleared background check

26) Yearbook – Elizabeth Eaton, Alissa Melton, Megan Jonasson, Aren Jonasson

1. We have sold 86 yearbooks. They are on sale now go online to Balfour.com
2. Ms. Watson would love for every 4th grader receives a yearbook. We have a donation button online for families to purchase and extra book to go to a kid. – still working on having a later deadline and possibly a summer yearbook pickup to include more of the spring events at PCE.

X. Upcoming Dates

- 1) September 12, 2022 – Patriot's Day – students wear red, white, & blue
- 2) September 23, 2022 – Carnival Meeting – 9:30-10:30am in Café
- 3) September 26, 2022 – Texas Roadhouse Profit Share – 3 -10pm. Mention Pebble Creek Elementary or show the flyer. 10% comes back to the school! 5-7pm at Roadhouse is Kids Night with fun activities.
- 4) September 26, 2022 – Morning Assembly & Lunch open to visitors & - sign up will be shared for lunch
- 5) September 27, 2022 – Citywide PTO Meeting

- 6) September 28, 2022 – Fall Photos
- 7) October 5, 2022 – Carnival Meeting – 9:30-10:30am in Cafe
- 8) October 7, 2022 – School Holiday
- 9) October 10, 2022 - School Holiday
- 10) October 14, 2022 – NEXT PTO Meeting - 8am**
- 11) October 14, 2022 – Carnival Meeting – 9-10am in Cafe
- 12) October 22, 2022 – Carnival – Welcome to the Jungle 1-5pm

XI. **Meeting Adjourned** – Megan adjourned the meeting at 9:10am.