



CES PTO Agenda

Date/Time: Jan. 10, 2023, 3:30 pm

Location: CES Library



1. Call to Order
2. Introductions of officers and members present
3. Minutes: Review of minutes from December 2022 meeting (Lori Strauss)
4. Officer's Reports
 - a. President's Report
 - i. Bylaws
 - b. Treasurer's Report
5. Committee Reports
 - a. Princess and her Frog - Feb. 10th from 7-8 pm
 - i. Preview of Note and Google Form - corrections were made, flower choices added to Google Form (red, burgundy, yellow, white, hot pink, pink, purple, orange). One to two weeks notice needed. How should we collect flower orders? Due date of Friday, Jan. 27th - 2 weeks prior. (action item)
 - ii. Meal Deals prior to dance - Kansas Coffee & Ice Cream, maybe Aid Station, advertise on PTO Facebook page for them once details are finalized
 - iii. Favors - candy necklaces and ring pops (in plastic bags, take when leaving)
 - iv. Food - cookies and punch (Krys and Trish making cookies, allergy approved), What punch should we provide?
 - v. Items for sale - tiaras, wands, carnations - \$1.00 our cost, sell for \$3.00
 - vi. Photo Booth - \$100 (action item)
 - vii. Decorations - balloon arch, carnations in vase with stuffed frog at each table, plastic tablecloths for each table (12 tables), lighting (Ashley)
 - viii. Preview of map/layout
 - ix. Sign needed for balloon arch (Princess and her FROG 2023)
 - x. Music idea
 1. \$10 to pick a song, only ten songs total allowed
 2. Silent raffle to pick last three songs (bidding closes at 7:30 pm)

- xi. Jobs needed (Welcome crew along with donation jar, selling t-shirts, selling tiaras and wands, decorations beforehand, clean up afterwards, cookies and punch servers, total volunteers needed 10-12 maybe)
 - b. Glow Party - March 3rd from 7-8 pm
 - i. Preview of Note
 - ii. Decorations - Glow stars, glow tape, glow balloons. What should we use for table center pieces? (Mini fiber optic lights-12 for \$19.99). Trish has 2 black lights we can use. Black light bulbs were suggested to use.
 - iii. Favor Ideas - glow sticks, glow in the dark slime, finger lights
 - iv. Items for purchase (glow glasses, rings, bracelets, face/body paint)
 - v. Snacks - cookies and punch?
 - vi. Music idea
 - 1. \$10 to pick a song, only ten songs total allowed
 - 2. Silent raffle to pick last three songs (bidding closes at 7:30 pm)
 - vii. \$10 suggested donation to attend
 - c. Carnival - April 29th
 - i. 4:00-6:00 games, winners announced 6:00-6:30
 - ii. Storage for prizes - Kitchen office, Mindy or Ashley's closet
 - iii. Food Trucks
 - 1. John reported that there is 110 outlets, 10 plugins total. 3 out front/south side (Mrs. A, K, front lobby), 2 on the side/east side (closer to front of building)
 - 2. Last Minute BBQ confirmed to come. Trish/Krys were checking with Pineapple Whip.
- 6. Principal's Report
- 7. Old Business
 - a. Caring for Classrooms - still have \$1760 in that account, no expiration date
- 8. New Business
 - a. Laminator film (Amazon \$77.88)
- 9. Announcements
 - a. Upcoming PTO meeting is scheduled for February 21st at 5:00 pm at Kansas Coffee and Ice Cream
- 10. Adjournment