**Central Academy of Technology & Arts PTSO**

**Board Meeting Agenda ( meeting new Administration)**

**Wednesday Jun 25th at 11:00**

**2024-2025 PTSO Board Members**

President – Kaylee Meyer

Vice President – Jen Sanders

Secretary – Shirley Xu

Treasurer – Valerie Peters

Communication – Bejal Mehta

Hospitality- Jenn Monahan, Erika Leon, Anshu Garg

Fundraising – Martha Zapata

Website - Helen Thomas

Senior- Valerie Peters, Sweta Patel

Sports- Mikie Carter, Fara Orr

At Large-

Staff Liaison – Deb Christensen

Administration-

Teachers- Amanda Mims,

Students-

Introductions

**General** website cataptso.membershiptoolkit.com

Facebook catacougarcouncil Instagram @cata\_ptso

* Meetings are the first Monday of the month at 4:30 (unless voted to change)
  + Meeting venue: either at Fish Bowl or Media Center
* Dates-
  + Freshman Orientation/Freshman parent meeting: Aug 18 (Communications to parents will be sent out in 2nd week of July)
    - 10:00am: new to UCPS students orientation
    - 11:00pm: freshmen orientation
    - 1:00pm: sophomore new to CATA
  + Open House for 10-12: Aug 20 @12:30-3:30pm
  + Parents Night: Sep 2
  + Beginning of the Year Flyer deadline: Friday Aug 15 (need be ready by Aug 18)
* New donation program with merch a membership/Invest in Excellence. Merch Approval needed?
  + Will follow the previous approach. New administrator will be in the meeting as PTSO conduct group vote and grant final approval
* Financials
  + General funds: available about $9,500
  + Invest in Excellence: available about $3,200. PTSO raised almost $7500 this year and have used the funds to pay items including 3 cubbies in the counselor’s room, 3 TVs, items for performing art, science and engineering programs, and white boards)
  + Sports: available about $6900
* Fundraising spirit nights for PTSO Zaxby’s, Jersey Mike’s WC, High Octane, Papa’s Pizza, Wayback, Panera
* Who is the contact for getting things on CATA’s Instagram and Cougar Chronical? And deadlines?
  + Deb Christensen can be the contact, and may also get front desk staff to share some workload
  + Getting the informational page back for easier access
* Who to contact to get on main calendar to reserve spaces and be on announcements?
  + Mr. Stewart
* Student appreciation events, last year small bag of candy before first exams & popsicle day at end of year (last month of school)

**Senior** cataptso.membershiptoolkit.com/packet/2373

Instagram @cata\_ptso\_senior

* Who is the main contact for information to get out on senior school emails? Can we have a main contact for all senior events, either teacher or admin to help get the word out to students.
  + Mrs. Smith
* Changes to attendance recording to senior event, seniors being marked unexcused absence during in school senior event
  + Need to figure out a better way to check on the absence (maybe run a Google form to let students sign for proper tracking)
* Parking spot signup date
  + Aug 5-7: open to senior to sign up, Aug 8 finalize
* Senior parking spot painting party date
  + Friday, Aug 22 (can we update the painting letter that goes out to students and a deadline for that – need to get the list of the approved names
* Senior Parent meeting date:
  + Tuesday, Sep 2 (6-7pm)

Previous senior events

* Parking Spot Painting Party: Friday, Aug 22
* Last first day breakfast: free
* Gameshow Battle room: $10 (free with senior pass)
* homecoming swag
* holiday soda bar during lunch
* second semester breakfast: free
* CATA Island:
* Senior week scavenger hunt:
* Escape CATA
* Swag day
* hydration station at field day
* Senior package: early bird special offers by Aug 1
* Senior Week ideas: cookout, food trucks (has to be done fast, with pre-order menus)

**Hospitality**

* Who is the main contact for staff events? – Mrs. Smith
* How would you like us to support you?
* What are some activities or events or themes that you would like to see for staff morale?

Below is a List of Typical Hospitality events.

* Bi Monthly – birthday bags
* August - Back to school breakfast for staff
* Sept- tissue drive & birthday bag drive (solicit parent donations)
* Oct- custodian day, support staff Halloween event
* Nov- distribute (parent donated gift cards)
* Dec - holiday lunch
* Jan - staff restock (solicit parent donations)
* Feb - guidance counselor appreciation
* March- Pi Day
* April - librarian, AP, secretary/admin support & bus driver appreciation
* May - TAW lunch (solicit parent donations), nurse appreciation & principal appreciation

**Sports** Instagram @cataptso.cougarsports

Committees:

* Fundraising

Will need to start in July for Banner Sales

* Senior

We are working with the PTSO to move along one full package beginning June 1

* Website/Communications

We need someone to run our social media

* Concessions:

Working to get the last stand through licensing

* Need more parent volunteers
* Hope to become the Booster Club and separate from PTSO. Work on By Laws

New Business

* By Laws need to be written