

Secondary PTO Agenda & Minutes

Date & Time: October 6, 2014, 3:50 p.m. - 4:52 p.m.

Location: Secondary Lounge

Called by: PTO

I. Attendees

Tif Rodriguez - Secretary/Treasurer

Susan West

Jen Adams

Johnnie Grooms

Dee Wyman

Karen Webster

Heather Pierce

Brenda Belt

Lisa Sornborger

Debbie Kill

Elaine Medina

II. Agenda Topics

1. **Halloween Haunt** - Elaine reported the preschool is happy to join us. They'll plan on bringing two games plus the cake walk, providing their own prizes. If more games are needed, we'll let her know next week.

Karen reported the seniors have fencing/dividers/black plastic to use for their haunted house. She also suggested getting in touch with Frank Lopez about games the school may have from past Halloween carnivals. Karen will also get us contact info. for Rob Mellott, as he did the past Halloween events. Tif will see if the seniors can get into the PD room for setup on Wednesday as well as Thursday.

Heather P. will be doing a Fear Factor booth, providing her own prizes.

PTO will do the hot drinks and baked goods table, so we'll need donations for that and coverage for the night.

Tif will send an email to Thurston to send to all MS/HS organizations notifying them of the opportunity to man a table and provide either chili or frito pies and their own plasticware/bowls at the haunt. Madi will check with Spirit Council/Student Government if they want this opportunity. They will make 100% of the profits.

Tif and Jen A. will donate candy.

Dee and Jen A. will donate either \$ or prizes for the evening. Debbie is going to check into prices for bulk prizes, mainly for secondary kids, as the preschool is providing their own prizes for the little ones.

Heather P. has some great, easy ideas for decorations. She'll also have some she can donate for the haunt and haunted house for the seniors. Preschool has their own decorations. Tif will send an email out to the group soliciting decorations as well.

The preschool has a plastic swimming pool, it can possibly be used as one of the games.

A face painting and/or color hair spray booth was discussed.

Jen A. will check into getting some straw bales for decorations. She'll also work the baked

Secondary PTO Agenda & Minutes

goods/drinks table the first shift, provide hot cider and help set up.

It was decided to meet at the district office next Thursday for our regular meeting, so that we can see the space and know how many games we may need.

10/31/14 Setup for Halloween Haunt 9:00 a.m.

Halloween Haunt 5:30 p.m. to 9:00 p.m.

Cleanup will be either after the haunt or the next day.

Tickets will be .25 each with each booth/game charging what they feel is appropriate for their game.

The seniors and food booth will make 100% profit.

III. Action Items

Tif R. - Email Thurston to send out request to organizations seeing who wants to run food booth; have Madi check with Spirit Council/Student Gov't if they want this opp. (done); check with Karen Andrews about room reservation for Wednesday through Saturday (done, seniors can start setting up Wednesday after school, cleanup can be on Saturday if needed); Check City Market for donation; donate candy for haunt; help with setup and cleanup; design flyer for event (done); get signup sheets out for signups (done); buy roll of tickets and start a PTO box

Heather P. - Fear Factor booth for haunt; check with Safeway for donation; provide decorations to Karen Webster for seniors; help with setup and cleanup

Jen A. - look into getting straw bales; donate candy for haunt; donate \$ or prizes for haunt; run first shift at drink/baked goods booth; help with setup (Would you get with radio to run ad for event?)

Debbie K. - Get prices for prizes

V. Next Meeting - October 16, 2014, 3:45 p.m., District Office Courtyard