

Cragin Elementary PTO Meeting Agenda & Notes

Date: _____ | Time: _____ | Location: _____

1. Call to Order & Attendance

- Meeting called to order at: _____
 - Attendees: _____
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2. Approve Last Meeting Minutes

- Motion to approve: _____
 - Second: _____
 - Vote: _____
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3. Secretary Resignation

- Formal acknowledgement of the resignation of Michelle Bustamante (Secretary).
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4. Treasurer's Report

- Balance update: _____
 - Recent expenses: _____
 - Motion to accept report: _____
 - Second: _____
 - Vote: _____
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5. Principal's Report

- Sewer & A/C updates: _____
- Library position status: _____

- PAWS Assembly recap: _____
 - Newsletter schedule: _____
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6. Events & Fundraising

Movie Night Recap

Monster Bash (Oct 24)

- Theme & activities: _____
- Food & stations: _____
- Volunteers/subcommittees: _____
- Prizes / donations: _____

Other Fundraising

- T-Shirt design & orders: _____
 - Charity Calendar: _____
 - Cragin Pride Fridays: _____
 - Cookbook fundraiser: _____
 - Jeremiah's Ice fundraiser: _____
 - Sneakers fundraiser: _____
 - Skate Country fundraiser: _____
 - Tattoo Your Teacher fundraiser: _____
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7. Unfinished Business

- Freezer update: _____
- Teacher Lounge (coffee bar / K-Cup drive November): _____

8. New Business

9. Open Floor / Questions

10. Announcements

11. Adjourn