

Cragin PTO Meeting Minutes
August 7, 2025
5:15pm on via Zoom/Person- Library

Attending:

Juanita Briseno (parent)
Michelle Bustamante (sibling) Secretary
Karina Acuña (community liaison)
Brandi Mitchel (parent) Secretary
Bridget Paterson (parent) President
Kathleen Shooshtari (parent) Treasurer
Chase Virgin (parent)
Jeanette Apaez Gutierrez (staff) Principal

Meeting called to order:

5:18 meeting start
Quorum met in person library only, issues with Zoom

Approve Minutes:

Motion to approve- Bridgette
Second to approve-Michelle
Approved unanimously, no discussion or corrections

Treasurer's Report:

08.01.25
START OF SCHOOL YEAR
1746.82

08.01.25
ZOOM (FOR YEAR)
167.4

-167.4

08.01.25
GIFT CARD RAFFEL
-40

-40

08.01.25
TEACHER LUNCH
152.1

-152.12

08.01.25
COPY PAPER
19.82

-19.82

08.01.25

REPLENISHING PLATES, CUPS, NAPKINS, UTENCILS FOR YEAR
54.95

-54.95

08.01.25

SQUARE (T-SHIRT SALES)

08.01.25

CASH APP (T-SHIRT SALES)

9.59

08.01.25

T-SHIRT SALES

cash tshirt sales 140

08.01.25

MONTH TOTAL BALANCE

1519.12

Principle's Report:

- The interim principal welcomes everyone to the meeting and expresses excitement to work with the team. Recalls her positive experiences to start the year.
- Recaps the few changes to the PBIS "expectation" from four B's to PAWS. Let's parent's know about the experience conducting the assemblies to start the year.
- Challenges for the start of the year: problems with the sewage and with AC.
- Discusses the plan for open house: start with the annual Title 1 meeting and then 5:30 to 6:30.
- Had a great showing for the meet and greet, which is usually more flexible but had great attendance.
- Connecting Instagram and Facebook accounts
- Describing the need for having ADA compliant flyer

Meeting Schedule:

1. Welcome & Introduction- Intro of PTO board & attendees
2. Introduce the purpose of PTO
 - a. Purpose of fundraising
 - b. Emphasizing Engagement in the School
 - c. Intent of our support
3. Treasurer's Report
4. Principal's Report
5. Upcoming Events:
 - a. Peter Piper Pizza Night
 - i. Teachers receive free pizza and drink for attending
 - ii. Stickers for students
 - iii. Have PP banner in the front
 1. Creating new one in the front of the campus as well as cafeteria
 - b. Movie Night

- i. Schedule the date: September 12th Friday @5:30
- c. Spooky Reading Night
 - i. Schedule the date: October 24th Friday
- d. Restaurant Nights
 - i. Coupon books (vetoed)
 - ii. Readathon scheduled for February 16th
- 6. Long-Term Fundraising
 - a. T-shirts (budget for next meeting) more professional
 - b. Charity Calendar with student artwork
 - c. First Friday of the month with the t-shirt and cougar pride. Having a handout ready for students
 - d. Stock your teachers lounge in September
- 7. Election of Vice President
 - a. Nomination of Ms Yescas by Principle Apaez Gutierrez
 - i. Approval unanimously by all
- 8. Communication & Open Floor
 - a. How to stay connected, give input, and ask questions
 - b. Parent suggestions/ concerns
 - c. Volunteer sign-ups
 - d. Q&A

Fundraising Notes:

Meeting Adjourn:

6:20

Motioned-Brandi

Seconded by Katie