

Cragin PTO – Meeting Minutes

Date: December 4, 2025

Time: 5:15 PM

Location: Cragin Elementary School

1. Welcome & Introductions

- Meeting called to order at 5:15 PM by PTO President, Bridgett Patterson
- Brief welcome to members and guests
- Attendance:
 - Bridgett Patterson – President
 - Olivia Yeska – Vice President
 - Kathleen Shooshtari – Treasurer
 - Jeanette Apeaz Guiterezz – Principal
- Quorum confirmed

2. Review & Approval of Previous Meeting Minutes

- It was noted that the PTO was unable to hold a November meeting due to illness
- As a result, items discussed during this meeting include business that would have been covered at the November meeting
- November PTO General Meeting minutes were reviewed
- No corrections or updates noted
- Motion to approve: Kathleen Shooshtari
- Seconded by: Ms. Apeaz Guiterezz
- Vote: Approved

3. Old Business

Item 1: Spooky Reading Night

- Event recap shared; overall event went well
- Pizza was noted as not the best food option for future events
- Courtyard lighting needs to be addressed
- Reading portion should be reformatted or reevaluated in the future

Item 2: Coffee Bar / Teachers Lounge

- Coffee/tea drive scheduled to kick off in mid-January
- Discussion held regarding purchasing new reusable cups to promote sustainability and cost effectiveness

4. New Business

Item 1: T-Shirt Design

- Update provided on PTO T-shirt design submissions
- Submissions are due by December 10
- Student and adult voting will be used in the selection process
- Voting will take place during lunchtime the week of December 15
- Pre-orders will begin once a mock-up is created with the print shop
- Estimated two-week turnaround for T-shirt orders

Item 2: Shoe Drive

- Announcement of a school-wide Shoe Drive
- Shoe Drive to kick off immediately
- Drive will run throughout the school year

- Program supports recycling used shoes and promotes sustainability

Item 3: Winterfest

- Discussion held regarding Winterfest planning and logistics
- Winterfest scheduled for December 18 from 5:30 PM to 7:00 PM
- Activities include:
 - Arts and crafts
 - Visit from Santa
 - Snack bar
 - School choir performance
 - Free hot chocolate and cookies (instead of popcorn)
 - Raffle prizes: two bikes, one scooter, and assorted balls
- Principal will purchase one bicycle; PTO will purchase one bicycle
- A SignUpGenius will be created and sent out for volunteers
- Volunteer needs and setup logistics discussed

Item 4: Meeting Schedule Change

- PTO meetings will be held on the first Monday of every month
- January exception: meeting moved to the second Monday, as school resumes on the first Monday
- Change approved and will be communicated to the school community

Item 5: Peter Piper Pizza Event

- Peter Piper Pizza event scheduled for January 22 from 5:30 PM to 7:30 PM
- Event will take place at the Oracle & Limberlost location
- Event details and family participation discussed

5. Reports

Treasurer's Report

- The Treasurer presented the financial report
- Current balance reported as \$1,721
- Report was reviewed and noted

Principal's Report

- The Principal provided updates on Fall Into Reading Night, including feedback and observations
- Community engagement and involvement related to Fall Into Reading Night were discussed
- Winterfest was discussed, with appreciation shared for planning efforts and upcoming activities
- An overview of student testing scores was shared and discussed
- Information regarding the hiring of a new principal was shared

6. Open Discussion

- No additional items were brought forward

7. Adjournment

- Motion to adjourn: Kathleen Shooshtari
- Seconded by: Olivia Yeska
- Meeting adjourned