



PARENT TEACHER ORGANIZATION

Quarterly Meeting Minutes

September 11, 2025 @ 7:00 PM in CPES Library

Attendance: Francesca Sieloff (president), Keylin Henriquez (vice president), Kate Fellin (secretary), Tara Wallace (spirit nights and hospitality), Paola Solares (community outreach), Christy Peters (communication), Aerica Williams (principal), Stephanie Reeder (1st grade teacher), Wendy Atkinson (Kindergarten teacher), Dawn Sheridan (5th grade teacher), Dawn Aracich (4th grade teacher), Tori Bouton (3rd grade teacher), Billee Bennett (special education teacher), Grace Riley (parent-teacher liaison), Jessica Spitalny, Kelly Machovec, Tanya Newland-Senior, Sneha Subedee, Meagan Ball, Sarah Sage, Casey Stewart, Brian Chwojdak, Bryce Senior, Sylvia Wolfe.

Call to Order 7:02 p.m.

I. President's Welcome and Report

- A. Approved minutes from last meeting
- B. Introduce this year's board members and coordinators
- C. What you can do:
 1. We would love to have other people help us!
 2. Please give us feedback!
 3. If there are other ways you'd like us to communicate or anything else we can do to help, let us know!
 4. If you are not getting any of our communication, please reach out and let us know
- D. President's report
 1. \$1000 unexpected money from our end of the year event
 2. Great start to the year
 - a) Swirlies spirit night
 - b) Chick Fil-A spirit night
 - c) Supported Kindergarten play date
 3. Fundraising targets
 - a) Last year's large purchases for the school: Mascot and iPad carts
 - b) Book vending machine and science lab supplies are things we are working on for this year

II. Treasurer's Report

- A. Budget Summary
 1. Starting budget for 2025-2026 \$16,924



2. End of August total is \$17,906
3. Income
 - a) \$1277 from membership
 - b) \$1363 from business sponsorships
 - c) \$1106 from spirit nights (mostly 2 Silos)
 - d) \$727 from merchandise
4. Expenses
 - a) Purchased Scholastic News for all grade levels

III. Membership

- A. 55 memberships plus 5 family business sponsorships
- B. Teacher/staff memberships provided to all staff at CPES
- C. One level/price for family memberships instead of multiple levels

IV. Business Sponsorships

- A. Businesses sponsoring the PTO with \$100 donation
- B. Business logos in the PTO newsletters each month
- C. Tables and services at events
- D. Also work with local restaurants for spirit nights

V. Upcoming Events

- A. Fall Family Fun Night
 1. Friday, September 26th 5-8 p.m.
 2. Biggest community event of the year!
 - a) Foster's Grille Food Truck (new this year)
 - b) Kona Ice Food Truck
 - c) Bach to Rock DJ and glow stick dance party
 - d) Two bounce houses (obstacle course and regular bounce house)
 - e) Pizza pre-orders and by the slice plus other concessions by Paisano's
 - f) Teachers vs. Kids kick ball, Connect 4, temporary tattoos, glow sticks
 - g) Prince William County Public Library - table to get library cards (new)
 - h) Prince William County police department - table to get IDs (new)
 - i) This event is not a fundraiser
 - j) Map displays where things will be set up
- B. Patriot Football Game 10/17 with kids from T. Clay Wood ES
- C. Costume Dance Party October 25th 3-5pm
- D. Read-a-Thon fundraiser October 27-November 7
- E. Have community volunteers (5th graders, parents, and other people)--can use the PTO volunteers

VI. Spirit Nights and Hospitality

- A. Cinco de Mayo - October 8th 4-9 p.m.



- B. Red Robin - November 12 all day
- C. Panera - December 11 4-8pm
- D. National School Custodian Appreciation Day - October 2
- E. Fall themed breakfast bar for the school staff - October 21
 - 1. We can use bakers!
- F. If anyone has other requests for restaurants to work with, let us know

VII. Spirit Wear

- A. New vendor: 1st Place Spirit Wear
 - 1. Available all year
 - 2. New and fun designs (more variety, teacher-specific apparel)
 - 3. Ships to your house
- B. Traditional 2 Week Store
 - 1. Open through 9/28
 - 2. Classic/vintage designs (including shirts with Cedar Point seal) and PTO merchandise
 - 3. Ships to school and shirts handed out to kids in classroom
- C. Again, please give us feedback!
 - 1. Two attendees said the Croc charm is really cute

VIII. Student Enrichment Programs

- A. Previously, only had art and chess, so we are trying to get more options
- B. PTO gets priority enrollment
- C. Current offerings:
 - 1. Cooking Club
 - 2. Chess Club
 - 3. Mini Med School
 - 4. Comic Creations
 - 5. Science Magic
- D. More clubs offered in winter and spring sessions
 - 1. Will have art and legos in the winter and science again in the spring
 - 2. Since cooking was so popular, will try to have another
 - 3. Most are taught by third party vendors; can be taught by teachers
 - 4. If there are topics that parents are interested in, let us know!

IX. Volunteer Sign-Up

- A. Fall Family Fun Night
- B. Costume Dance Party
- C. Great ways for kids to get Hall of Champions volunteer hours; sign up quickly!
- D. We can also use volunteers to be Champ our mascot
 - 1. Costume is heavy so better for older kids or adults to be in it
 - 2. Champ always has a handler with him to help because it's hard to see in the costume

X. Administrator's Report - America Williams



- A. Construction updates
 - 1. 99% completed
 - 2. Switching visitor parking to be closer to the building (taking the admin spots)
 - 3. Outdoor classroom is going to be beautified so it looks like it was originally designed to look
 - 4. Construction made it hard for teachers to get into their classrooms over the summer, but they got everything set up before school started! Great work, teachers!
 - B. Back to School Night
 - 1. Two sessions 6-6:45 and 7:15-8 to try to alleviate some of the parking issues
 - C. First grade updates and student enrollment
 - 1. We are within budgeting and staffing guidelines (1 teacher: 28 students)
 - 2. First grade classes are large (25, 27, and 27 students) so we may get a 4th grade teacher
 - 3. Whether we get another teacher depends on final student count September 30th and whether enrollment exceeds or falls short of projections and budget given by county based on those projections
 - 4. There will be a lot of communication if new classes are opened
 - 5. Mrs. Williams usually asks for volunteers to switch to the new class before assigning additional students
 - 6. Students that are selected to be in the new class will have an open house to meet the new teacher and see the new class
 - 7. Keylin shared that her son switched classes in 1st grade and was nervous at first but ended up having a great year and has a great relationship with the new teacher and old teacher
 - 8. Mrs. Aracich said that she switched to kindergarten her first year when they had to add an extra class, and she said it was the best thing for the students to have the smaller classes
 - D. Successful school opening
 - 1. Mrs. Williams' first school opening at Cedar Point
 - 2. Thank you to everyone for helping this school get off to a great, smooth start!
- XI. CPAC (Principal's Advisory Council)**
- A. Interest survey will go out next week
 - B. Parent representative for each grade level
 - C. Meetings every other month
 - D. PTO has a representative on that council
 - E. There is a page about it on the school's website
- XII. Read-a-Thon**
- A. Theme ideas?



1. Reptiles, cupcakes, incorporate science, taco theme, magician
2. PTO will bring in a presenter related to the theme
3. "Mystery Readers" each day are really fun (teachers that read a page from a book and the kids have to guess who it is and can get a prize
4. Magic theme was well-received when it was done previously
 - a) Grace Riley has contact info for the magician
5. End of October info will go out

XIII. Parents' Night Out Event?

- A. Little Kickers near Swirlies has reached out to partner with us about this
- B. Could do this around the holiday time to give parents a chance to Holiday Shoppe or could do a Valentine's theme
- C. What age could participate? How young? (PTO will find out)

XIV. Parent Feedback

- A. Possible fundraiser: Artwork Holiday Presents
 1. Bennett does a fund-raiser where children's art goes on different items and they are purchased by parents
- B. Communication has been great!

XV. Next meeting November 6th 7-8 p.m. (virtual)

Meeting adjourned at 7:51 p.m.



PARENT TEACHER ORGANIZATION

Board and Coordinators Meeting Minutes

September 11, 2025 @ 8:00 PM in CPES Library

I. September events

- A. Neurodiversity Night
 - 1. Keylin and Kate
 - 2. Francesca as Champ
- B. Back to School Night
 - 1. Volunteers for table (2 for each slot)
 - a) Keylin will text out the link again
 - b) 6-7pm Paola, Christy may (won't know until that afternoon)
 - c) 7-8pm ???
 - 2. Fliers for upcoming SEP's, spirit wear, spirit nights
 - 3. Christy will advertise SEP's where we still have open slots
 - 4. Record video - will do this after Neurodiversity Night
- C. Fall Family Fun Night
 - 1. Fliers go out next week for pizza pre-order
 - 2. Francesca has a schedule
 - a) Set up at 4:00
 - b) Fully set up by 4:45
 - c) Concessions, food trucks, bounce houses
 - d) Dance party at 7:00
 - 3. We can do a walk through beforehand
 - 4. Tattoos and glow sticks ordered
 - 5. Order concessions
 - a) Kate is meeting with Tara after this
 - 6. Pizza pre-orders
 - a) Keylin is going to manage
 - b) Pre-orders due Sept. 19, we put in order Sept. 21st
 - c) Check the PTO box Monday before ordering
 - 7. Bundt cake table - Keylin is working on it
 - 8. Map of layout
 - a) Francesca has spray chalk to map out locations
 - b) Food Trucks will be out
 - 9. Roles for that night (but be flexible!!!)
 - a) Keylin - games (bounce house, kickball, large connect four)

- b) Paola - non-food vendors (Bach to Rock, library, police)
 - c) Kate - concessions and food vendors
 - d) Devin - check-in table with petty cash, square
 - e) Francesca - overall coordinator with walkie talkie
 - f) Landon - Champ
10. Volunteers needed
- a) 10 from National Junior Honor Society
 - b) Spots for Hall of Champions kids and families
 - c) Teachers can send out links for volunteering
11. Sign gypsy in front of electronic sign that day
12. Francesca is meeting with Grace to talk through everything
- a) Key for outside bathrooms

II. October events

- A. Cinco de Mayo spirit night October 8th 4-9 p.m.
 - 1. Send home flier
 - 2. Owner of Cinco de Mayo wants the flier asap
- B. Costume Dance Party October 25th
 - 1. Will talk more about this after FFFN

III. Miscellaneous

- A. Will follow up on these after FFFN
 - 1. Book vending machine
 - a) Waiting for Sherri D'Amato to meet with principal
 - 2. Science lab supplies
 - 3. Box Tops Fundraiser
- B. Harris Teeter fundraiser
 - 1. New method for fundraiser
 - a) Can link card to school as before
 - b) Now donations come from linked card rounding up when they check out
- C. Funds from Spirit Nights
 - 1. Most places need 7-14 days to give us money
 - 2. Some places want you to pick up a check, others mail it to you
- D. PTO mailbox
 - 1. If money is in mailbox, let Devin know
 - 2. If she can't pick it up in the next day or two, take the money and she can get it from you