

PTO Planning Meeting Notes

October 7, 2026 Board Meeting 4:30, General Meeting 5:30

2026-2027 PTO Executive Board Members

Important: Everyone can help with events and projects. These roles simply identify the main owner so we know who is responsible for moving each area forward.

Role	Board Member	Duties
President ashleychristinecruz@gmail.com	Ashley Cruz	Leads the PTO, runs meetings, keeps everyone moving toward our goals, works with school administration, and helps coordinate across all areas.
Vice President mckstefany@gmail.com	Stefany McKinzie	Supports the President, helps oversee projects/events, follows up on action items, and steps in wherever leadership support is needed.
Treasurer cloptoneana@gmail.com	Eana Clopton	Manages the money—tracks income and spending, maintains financial records, handles reimbursements/deposits, and gives budget updates.
Communications Director & Secretary amandaclaxon@hotmail.com	Amanda Claxon	Keeps everyone informed—takes meeting notes and manages PTO communications, flyers, social media, newsletters, and event promotion.
Membership & Volunteer Coordinator jemilla2@yahoo.com	Jemilla Lewally	Builds PTO membership and organizes volunteers—keeps membership lists, recruits families, and helps get volunteers where they're needed.
General Store Coordinator	OPEN	Runs the student store—manages inventory, purchasing, volunteers, setup, sales, and restocking.
Teacher Liaison kleavell@mckinneyisd.net	Kylea Leavell	Connects the PTO and Webb staff—shares teacher needs and PTO information and helps communication flow both ways.
Teacher Appreciation anttonrobinson9@gmail.com	Antton Robinson	Leads ways we celebrate and support staff, including treats, appreciation activities, the Woot Woot Wagon, and special events.

2026-2027 PTO Committee Chair Members

Spirit Wear Coordinator: **OPEN**
 Programs and Events Coordinator: **OPEN**
 Fundraising/Spirit Nights: **OPEN**

Topics	Notes	Action Steps
Open Board Positions	Any interest?	
Spirit Wear/PTO Shirts	- Emailed Liz 10/7/26 - Waiting for #'s on shirt orders candbdesignsmckinney@gmail.com - PTO shirts ordered	☐ Get Spirit Wear Sales # from Liz at C&B ☐ Pickup shirts once they arrive.
Spirit Nights	- Spirit Night (Texas Roadhouse) 10/21 - D&B need: - Tax Exempt Form (school) - Name of the bank for the PTO - Checking or savings account - Accounting # - Routing # - Other Spirit Night Dates, Stix, Tupps, Raising Canes, CFila, Shake Shack - Tupps 11/6 Spirit Night Tentative - McDonalds - Tentative Tues 12/15	☐ D&B Paperwork ☐ Flyer Completed ☐ Reach out to Tupps and McDonalds about each date
Treasurer	See Eana's Treasure Report	
Communication	- Teacher Liaison forms and emails sent (Eana, update) - Newsletter Announcements/ flyers need to be completed by 1pm every Friday to go out in the newsletter for following week. Starting in November: General Store (in afternoon) rather than during Lunch, to provide leadership opportunities for 4th/5th grade students. 1:45pm-3:00pm (Last hour)	
Fundraiser	- School fundraiser sent out 8/26 - These funds are used for Teacher Amazon wishlist items, school enhancements, etc. - Schedule sooner than later, more buy in if closer to the start of school year - Read a thon was very successful and has not been done in the last several years - We also looked at Raise Craze kindness challenge	☐ Date for PTO fundraiser ☐ Start planning fundraiser now to get dates of when they are available

	○ PTO Today also has a lot of good ideas and webinars	
PTO closet	● Woot Woot Wagon and General Store. ○ Do we have leftovers for this month plus the donations we received from HEB? ● Sign-up for Woot-Woot/General Store (Jamilla, update) ○ Next date 10/16	☐ Sign up for Woot Woot and General Store ☐ Thank you to Paula
Upcoming Events	Discuss Fall events Trunk or Treat 10/30/26 ● Form for Trunk sign-up (Amanda) Cultural Night 11/12/26 5:30-6:30 ● Sign up needed for Cultural Night Glow Dance 2/5/27	☐ Sign-up needed for Multi-Cultural night ☐ Form was created for Trunk or Treat ☐ K-6, Rachel Hays, Sandra Davis, C.Coden. ☐ Kona Ice? ☐ Sign-Up needed for multi-cultural night. ☐ Fuzzys donates Chips and Salsa, TX Roadhouse donates rolls,

Resources:

PTO Today Plus Code: DERXZ3 Great PTO resources, canva templates, sample bylaws, teacher appreciation ideas, etc.

Next Executive meeting:

PTO Calendar

August:

- Stock the Teacher Lounge- completed spent \$345 (guesstimate)
- PTO Fall Spirit Wear Store open: Aug 10
- Tears and Cheers-
- Need newsletter completed for Popsicles and PJs by 8/14

September:

- 1st PTO Meeting of the year: September 2
- Order PTO shirts- exclusive Webb Spirit Wear- due 8/11
- Restock Woot Woot Wagon (Teacher Appreciation) and General Store (Coordinator)
- General Store: 9/18
- Woot Woot Wagon: 9/18
- Sonic Drinks (Monthly): ??
- Fall Fundraiser: ?? Spirit Night at Dave and Busters- also can sell cards

-Popsicles and PJ's - top grade gets PJ day- top class gets Popsicles- permission slips need to go out 9/14 for an 9/18 party

October:

- PTO Board Meeting and General Meeting: 10/7
- General Store: tentative 10/16
- Woot Woot Wagon: 10/16
- Trunk or Treat- Oct 30 5:30-7 need more trunks promote early! Candy donations
- Teacher Grant Wish list open to staff from Oct.xx-Nov xx (order items during black Friday)

November:

- PTO Meeting: 11/4 Board ONLY
- General Store: tentative date 11/13
- Woot Woot Wagon: tentative date 11/13
- Multicultural night- 11/12 5:30-6:30

December:

- Wrap Teacher Wish gifts in lieu of PTO Meeting
- Deliver Teacher Grant gifts:
- General Store/Holiday Store: tentative 12/11
- Woot Woot Wagon: do we do this with presents in same month?
- December Staff Treat

January:

- PTO Meeting Board Only
- General Store:
- Woot Woot Wagon:

February:

- PTO Meeting:
- Glow Dance: February 5 Backup date:
- General Store:
- Woot Woot Wagon:

March:

- PTO Meeting:
- General Store:
- Woot Woot Wagon:
- Cultural Night: ?

April:

- PTO Meeting:
- General Store:
- Woot Woot Wagon:

May:

- General Store:
- Woot Woot Wagon:
- Teacher Appreciation Luncheon/Treat PTO Date TBD