

Elkins High School PTO

Meeting Minutes

February 8, 2023

- **Meeting** called to order by Angie Korger at 7:10 pm.

- **Members Present:** Angie Korger, Rachel Zetino, Kali Shiller, Roxane Johnson, Angelica Morales, Laura Najera, and Kimberly Remmert

- **Principal Report (Angie Korger)**
 - Although Ms. Ward was not present at the meeting, she and Angie spoke via phone prior to the meeting date.
 - Continue to send any traffic updates to Ms. Ward since she receives mostly building updates, and is not yet actively communicating w/ the Bhuchar Elementary School principal.
 - Former Elkins band director passed away.
 - Elkins Computer Science has highest AP scores in the district.
 - Other than ASL, there is not yet a list of classes which will not be offered again next year.

- **Secretary Report (Angie Korger)**
 - Nadine is out sick.
 - The minutes from the January 2023 meeting have a few corrections, so we will submit to Nadine for updates, and will then plan to approve via e-mail.

- **President Report (Angie Korger)**
 - Need nominating committee members by March. Please contact Angie if interested.

- **Vice President Report (Angelica Morales)**
 - Fort Bend Education Gala is coming up, but we have not been asked to provide a basket, so no specific support is planned.

- **Treasurer Report (Rachel Zetino)**
 - The \$260 penalty to the IRS was funded from the EHS supply and subscription expense budget.
 - Financial reports through January 31 presented.

- **Safety Report (Kali Shiller)**
 - Requested update from City of Missouri City to outstanding actions on Knights Court.
 - Awaiting pricing from PostNet for parking pass stickers w/ safety information.
 - Inventory of bad or missing traffic signs at the school is complete; details almost complete; review w/ Ms. Ward when ready prior to purchase.
 - Elkins LED and lighting upgrade design is complete and is w/ contractors to price now.
 - Shared potential list of Elkins projects for 2023 bond election.

- **VIPS Report (Angie Korger as submitted by Michelle Tolbert and Nakia Allen)**
 - Please continue to report volunteer hours.
 - The last district-level VIPS meeting was held in person at FBISD Administration Building on January 19.
 - Presentation from Dream Dinners. Highlights include female owned and operated, prepared meals for small or large groups, menus updated monthly, and they are available for fundraisers
 - VIPS of the Year nominations are due March 23; submit any nominations (along w/ justification and photos, if available) to Michelle and Nakia
 - Random Acts of Kindness Week (Feb 14-20) (Includes: teachers, volunteers, administration); Possible suggestions include:

- A) Thank you on the Marquee Board for the School,
 - B) Section in the Newsletter
 - C) Section on Website
 - D) Open to other suggestions
- Volunteer Appreciation Week (April 17-21); Please share any ideas for possible PTO event
 - Continue to send volunteer requests as needed to the VIPs Committee.
 - Next district-level VIPS Meeting: February 16, 2023 (virtual)
- **Pizza Sales Report (Angie Korger as submitted by Kim Brown and Hillary Hunter)**
 - Nothing new to report
- **Social Media Report (Angelica Morales)**
 - There have been a lot of anonymous Facebook post requests lately; encourage everyone to avoid anonymous posts unless privacy is an issue.
- **Beautification Report (Angie Korger)**
 - Awaiting bench delivery.
- **Membership Report**
 - No report
- **Shared Dreams Report (Roxane Johnson)**
 - Working w/ student council to run a Shared Dreams drive from February 27 through end of March (or one week before district deadline, whichever is earlier). Requested items include deodorant, shampoo, conditioner, body wash, and hairbrushes / combs. Planning to create a challenge between classes to promote participation.

- **Senior Class Report (Angie Korger)**
 - Seniors only picnic themed Valentine's Day (for friends) movie scheduled for February 9. PTO will provide snacks.
 - Cap and gown delivery is expected on April 18.

- **Hospitality Report (Laura Najera and Kimberly Remmert)**
 - February includes counselor appreciation week. On February 8, will gave out cookies from Tiff's Treats and a Starbucks gift card to the counselors and assistants. They were very appreciative!
 - Providing a traveling coffee truck for staff in-service day on February 17 funded from teacher gifting fund.
 - April includes AP and paraprofessionals appreciation weeks. Planning to provide small gift to honor the APs, but due to the large number (45-50) of paraprofessionals, decided to honor them by name at the teacher appreciation event in May. It is customary for us to include all staff at the event in May.
 - We need a May date from Ms. Ward for teacher and paraprofessional appreciation.

- **YES Report**
 - No report

- **Unfinished Business**
 - We received permission from administration to distribute Valentine's Day conversation hearts to all students at lunch, but status is TBD.
 - Consider purchasing multiple Elkins tablecloths for use by PTO, counselors, administrators, etc. at events similar to those used by athletics. Angie will ask how many Elkins currently owns.
 - Custodians may be washing broom microfiber cloths at home; Angie will inquire.

- **Announcements**

- PTO is fulfilling a \$150 club donation request to the Rho Kappa National Social Studies Honor Society for assistance w/ an upcoming field trip.
- Updates from February 1 District Collaborative Meeting
 - Make sure to send new member information to the district
 - Have bylaws and Robert rules of order up-to-date.
 - Confirm the official mailing address is not the same as campus address
 - Update bank signers
 - For the audit: three members are needed not the president or (Treasurer) and is due to the district on September. The district will not audit the clubs or PTOs unless there is a big problem, but normally they do not take the time to do routine audits.
 - Only president, treasurer and (specifically titled) fundraising chair are not allowed to be district employees OR these positions must remove money handling (including check signing) responsibilities (per Serenity Lemonde)
 - FBISD must be named as co-insured on insurance policy and policy must include a waiver of subrogation
 - File taxes using IRS form 990-N or 990-EZ
 - Maximum of two tax days per calendar year (not school year)
- **Meeting** adjourned at 8:15 pm by Angie Korger.
- **Minutes** respectfully taken by Kali Shiller, Safety Committee Chair.