

Elkins High School PTO Meeting Minutes

Saturday, July 26, 2025

La Escondida

- **Meeting called to order** by Angelica at 10:45 am
- **Members in Attendance:** Maria Pannala, Nadine Skinner, Bhavna Bindal, Anna Ramos, Laura Najera, Charu Shiva, Naaila Sami, Arpana Dadhia, Amy Wang, Pallavi Goel, Afshan Qureshi, Erin Sherman, Ayesha Saleem, Vidhya Venkatesan, Michelle Quinteros, Angelica Morales
- **Quorum** was established.
- **Principal Update and President Report** (Angelica Morales):
 - School calendar- please add PTO meetings and events- Stephanie Malone is the contact for the school calendar
 - Budget
 - Freshman orientation/parent meeting- does PTO need to be present? Meeting will be virtual at 6:30pm so that EA parents can attend. Students can still come if not registered.
 - Staff breakfast 8/5 7am- Will someone be able to let us in at 6:15am to help with set up? May we speak to teachers and staff about PTO, share membership flyer Yes, someone will open the doors, will need volunteers for set up and also for a membership table for teachers, can also have a flyer with QR code for membership link at the teacher tables.
 - Knight fest 8/15 5pm- PTO plans to have a booth event should be from 5-9pm, should be a flyer coming soon from Coach Grimes. Will be held outside. We will use our PTO tent. Will have a QR code for membership. PTO student hospitality will also be there.
 - Open house - is there a date yet? Usually last week of August, district will give

the 2-week window at the leadership conference in late July

- Pizza sales- fundraiser approval form getting submitted soon, calendar for dates

Noble Knight Wednesdays will be every week from now on, pizza sales can be

held on T or W if PTO prefers. (Update: Form was submitted. Will be doing sales on Tuesday.)

- Senior sunrise 8/29 - forming a senior committee Mrs. Haskers is the Senior Class admin

- All about me PDF file for teachers would be helpful for parents Sure, can work on that. Mrs. Turner will have birthday lists (usually around the beginning on

August). Noble Knights awards will start around September, Mrs. Muceus happy to let sunshine person know about any congratulatory/condolence cards that might be needed

- Enrollment numbers for student hospitality events Currently (early July) we have 2779 enrolled. Projected to be at 2900 by the time school starts. (Update: As of July 26, enrollment number is 2956. If we reach 3000 students, we get another AP.)

- Staff numbers for hospitality events Whole staff- 225 (includes custodians and other support staff), 175- teachers and paras.

- New staff names and sizes (for free spirit wear item) Mrs. Muceus can send us a spreadsheet with staff sizes

- Staffing update about 20 new staff, still looking to hire 1-2 more teacher

- Newsletter contact and deadline for submission for publicity chairs, when will first newsletter be sent out? Jason Karam is the admin for the newsletter, please send in items by Wednesdays, he finalizes the issue by Thursday. First newsletter will go out around the end of July and then regular one will go out the Sunday before the first day of school. NEW: Send Shefali your information for the newsletter by Tuesday, and she will send it to Mr. Karam for the newsletter. Also, tell Shefali what you want to have deleted from the newsletter.

- Which AP is

- updating webpage so we can add PTO information Mrs. Lisa Socha- the

new librarian will take over the webpage

- Sending out parking information. Mr. Pike, already has things in place email going out after July 14th

- Senior class Mrs. Haskers

- Textbooks Mr. Bennett (also laptops)

- Can we get a key for PTO room for the front office- Yes. Will get a lanyard and have it at front desk

- Dates for PTO meetings (3rd Tuesday of the month with some exceptions for holidays)

- Noble Knight Wednesdays still happening? Every week this school year to avoid confusion

- Passing period time still 6mn? yes

- Portables situation 2 new portables are already installed, waiting for city approvals which should come before school starts (26 classrooms= 13 portables total outside. All of math is still in portables.

- Traffic pattern still the same? yes

- Student Hospitality would like to host 3 events (donuts on the first day, photo booths on December 4th or 5th, ice cream social April 30th or May 19th) First day is already very hectic, donuts would be messy and difficult to distribute as students try to find their first period. Maybe something can be given out at Knight Fest? Photoboosts idea sounds great, kids would enjoy that. Ice cream social needs better management and perhaps a new location, also no spoons, still have time to discuss the event, not opposed, but needs to be re-thought

- Shared Dreams would like to host a fall drive again, or would a spring drive fit better with the calendar? Spring might be better; there are a lot of drives happening in the fall. Hoping to make a calendar with drives so similar ones do not overlap or happen right after the other

- Course verification period coming soon? Get schedule uploaded on skyward

earlier? Yes. Moving to skyward Q, new system for all, but supposed to be easier to use. Delete the old skyward app and upload skyward again. Use your old login. However, the app is not fully working yet. Student verification will be out on August 4th.

- Mr. Bennett will be sending emails about laptops. Freshmen will be doing their pick ups. Students may need to reset passwords; look for an email from the district.

- Beautification- courtyard won't open for lunches until October, when it is less hot and teachers and students can be out there comfortably, it needs a refresh and maintenance- reach out to Mr. Pike for ideas The front with the turf also could maybe use some help, some potted plants or succulents? Looks better with turf than it did before, but could be refreshed.

- **Vice President Report:** Laura Najera

- Audit was completed and sent to the district in the summer. We were just missing a few receipts. Always fill out the required form and submit receipts (or a photo). Amy will send a reminder email and a revised submission form to the board.
- FBEF Gala: May
- Nominating Committee: February
- PTO Dinner: May

- **Treasurer Report:** Amy Wang

- Be sure to spend your money or it will go away next year.
- We spent more on insurance this year than last year. Arpana motioned to move \$150 from health and safety to insurance. Laura seconded the motion. All approved and the motion passed.
- Amy, Nadine, and Angelica will pick a day to go to the bank to have Angelica added and Nadine removed from the bank account.
- Account balance as of 7/26/25 is \$45,773.55.

- **Secretary Report:** Nadine Skinner

- Bhavna made a motion to approve the May 2025 meeting minutes. Vidhya seconded the motion. All approved and motion passed. Erin will upload the minutes to the PTO website.

- **Beautification Report:** Vidhya Venkatesan and Tressy Garcia
 - Front of school refresh: Ms. Muceus said that students nap there. Consider adding potted plants/succulents to the area (fake ones?).
 - Courtyard maintenance: Talk to Mr. Pike about what Kempner HS does with their courtyard. Vidhya said she will go visit Kempner. Maybe try to have something ready by when the students are allowed to lunch in the courtyard in October.
 - Commons flags: missing countries?

- **Gifting Report:** Naaila Sami
 - Angelica gave Ms. Muceus our gifting budgets.

- **Hospitality Report:** Michelle Quinteros
 - August: Back to School Breakfast: She will send out sign up genius (to board first). Will need volunteers to serve and for donations (drinks, fruit, money). Will also need membership volunteers. Arrive at 6 am on August 5th.
 - October: Custodian Appreciation Event
 - November: Thanksgiving Luncheon
 - December: Gift Wrapping Event
 - February: Counselor Appreciation
 - April: EOC Snacks, AP Appreciation
 - May: Teacher Appreciation Luncheon, Principal Appreciation

- **Membership Report:** Arpana Dadhia and Laila Tharani
 - Membership Drive (Aug-Sept): end on October 1st (see how it is going). Start on July 29th (Cavalry). Has a shirt design, but waiting on approval from Ms Muceus. Doing a sweatshirt (navy) this year, not a hoodie. FBISD did new branding this year for all the schools.
 - Knight Fest (August 15th): will do in person membership sales. Will have a QR code.
 - Sponsorships
 - We gave old t shirts to the nurse for accidents/emergencies.

- **Pizza Report:** Maria Pannala and Brandi Downey
 - All paperwork has been submitted.
 - Will do sales on Tuesdays to not interfere with Noble Knight Wednesdays or wing sales in cafeteria on Wednesdays.

- Sign up genius created. Will send to “regulars” for the first 2 weeks for sales and then put it in the school newsletter for new people to be trained.
- **Health and Safety Report:** Ayesha Saleem
 - Travis HS got a FBEF grant for a “Zen Den.” Can we do something like that here? She will talk to Ms. Powis. The counselors would manage it.
 - Ayesha texted Kali but has not met her in person yet.
 - Hope to do a fall and a spring event.
 - Pet therapy dogs come from the district, we do not have to pay.
 - See what the new librarian is planning to do for mental health.
- **Seniors Report:** Anna Ramos
 - Met this morning. Duties have been assigned for senior sunrise (Aug 29). Considering a bounce house for senior sunrise. Waiting for responses back from people.
 - Considering a one time \$10 senior parent donation.
 - Fall event (movie night) in November.
 - Spring event (field day) in April.
 - Senior sunset in May.
- **Shared Dreams Report:** Dolon Gundaju
 - Spring drive in February
- **Student Hospitality Report:** Afshan Qureshi and Bhavna Bindal
 - Welcome Back Event at Knights Fest (Aug 15): Cookies and sparkling water. Will plan for 50% students and parents
 - Winter Event: December 4th- photo booths
 - Spring Event: April/May- ice cream. Will rework from last year. Only bomb pops and ice cream sandwiches. Must show up early.
- **Sunshine Report:** Pallavi Rungta Goel
 - If you have extra cards at home (blank, thank you, sympathy, etc), bring them to the next meeting for Pallavi.
 - May consider doing a birthday board in teacher lounge or birthday shoutouts on Facebook.
- **Publicity/Website Report:** Erin Sherman and Shefali Patel

- We need to use membership toolkit more effectively. It works with sign up genius. There are membership toolkit webinars coming up. Angelica will send out information.
 - Should we have an Instagram account? Angelica will try to set one up.
 - Angelica wants everyone to work off their gmail google workspace accounts. She will try to figure out who has one.
 - Will do monthly updates of minutes and pictures to our PTO website.
 - Email Shefali with information for school newsletter by Tuesday. Also tell her what you need to have removed from school newsletter.
- **VIPS Report:** Charu Shiva and Liz McDermott
 - VIPS monthly meetings
 - VIPS of the month
- **New Business:**
 - Angelica will create a PTO what's app group
 - We will hold our monthly meetings at 6pm at see how it goes.
- **Old Business:**
 - Locks for Coach Grimes need to be purchased. Ayesha will send the invoice to Amy so she can order them.
 - You can use a google workspace gmail to create a sign up genius.
- **Up Next:**
 - 7/29 Cavalry: Freshman Orientation
 - 7/29 Membership Campaign Kickoff
 - 8/2 FBISD PTO/PTA/Booster Club Meeting
 - 8/5 Welcome Back Teacher Breakfast
 - 8/12 First Day of School
 - 8/15 Knight Fest
 - 819 PTO Meeting (6 pm)
 - 9/1 No School- Labor Day
 - 9/1 FBISD Audit Packet Due
 - 9/16 PTO Meeting (6 pm)
 - 9/26 No School- Fort Bend County Fair Day
- **Meeting adjourned** by Angelica at 12:15 pm
- Minutes respectfully taken by Nadine Skinner

