

Elkins HS PTO Meeting
Elkins High School, Missouri City, TX
Meeting Minutes
July 18, 2026- La Escondida

- Meeting called to order by Angelica at 10:19 am.
- **Attendance:** Nadine Skinner, Arpana Dadhia, Elizabeth McDermott, Angelica Morales, Laura Najera, Sara Lakhani, Ayesha Saleem, Sana Malik, Gabby Frausto, Apryl Sherrod, Amy Wang
- **Quorum** was established.
- **Principal Updates and President Report (Angelica Morales)**
 - Bank: Need to take Amy off the account and put Sara on. Angelica will coordinate with Sara to go to the bank.
 - Parking/parking lot update: Email sent to purchase parking. Lot will be power washed this year.
 - PTO accounts: Gmail, Canva, Sign Up Genius, Membership Toolkit, Amazon Prime
 - Make sure the board roster is correct.
 - Read the bylaws and conflict of interest documents on the PTO website.
 - Angelica created a PTO yearly planner. Dates may change in the future.
 - We have a PTO room with the key in the front office. Please return the key when you are done.
 - Audit and FBISD status have been accepted and approved by the district.
 - Check your emails regularly. We prefer to use the board specific emails.
 - Immediate communication is on the WhatsApp chat.
 - Angelica has the Sam's and Walmart card.
 - A new staff update is coming. Some new staff have been posted on Facebook. We have a new AP.
 - Everyone MUST do the FBISD background check and become a PTO member.
 - FBISD PTO/PTA Booster Meeting will be held on August 1st from 9:30 am to 12 pm.
 - No Knight Fest or Homecoming Dance this year. The school lost money on the dance last year. There may be a HOCO tailgate party on Wednesday of Homecoming Week. A parade is also a possibility.
 - Please represent PTO well and respect professional boundaries. Please respect Laura's work hours.
- **Vice President Report (Sana Malik)**
 - Share FBEF information.
 - Ask the school if they want to participate in the FBEF Sugar Shindig.
 - FBEF Gala Basket will be needed in February.
 - Nominating Committee is formed in February.
 - PTO Dinner is next May.
 - Audit takes place in the summer.

- **Treasurer Report (Sara Lakhani)**
 - Need to prepare a monthly financial report for meetings.
 - Proposed Budget update: Will go over later in meeting.
 - Review Reimbursement procedures, forms, and expectations.
 - Tax exempt certificate and reimbursement forms will be in Google Drive.
 - Turn in receipts with documentation in a timely manner.
 - PTO does NOT reimburse tax; use the tax-exempt certificate for all purchases.
 - Renew insurance (done), membership toolkit (Aug 4th), website (fall), and mailbox (fall). Sam's Club is on auto renewal

- **Secretary Report (Nadine Skinner)**
 - May 2026 meeting minutes will be approved at the August meeting.

- **Beautification Report (Tressy Garcia and Erin Sherman)**
 - Front of school landscaping update/refresh for first day of school?
 - Courtyard plans: want to refresh but waiting for awning to be done
 - Will ask Ms. Muceus if we need new flags or if we need to wash flags in the commons.

- **Gifting Report (Pallavi Goel)**
 - Update teacher gifting and club gifting form for back-to-school breakfast.
 - Monthly gifting requests
 - Check with membership to make sure staff requesting a gift is a PTO member.

- **Hospitality Report (Apryl Gunn-Sherrod)**
 - August 4th back to school breakfast: Ordered breakfast burritos from FBISD catering. Are asking for parent donations, cash, and 2-3 volunteers. We need servers- Ayesha, Angelica, Arpana, and Gabby volunteered. Need to make sure we get gluten free and vegetarian options for the meal.
 - September: No event
 - October: Custodian Appreciation
 - November: Thanksgiving Luncheon
 - December: Gift Wrapping Event
 - January: No event
 - February: Counselor Appreciation
 - March: No event
 - April: EOC snacks, AP Appreciation
 - May: Teacher Appreciation Luncheon, Principal Appreciation, School Lunch Hero (nutrition) Appreciation
 - Check the PTO room for hospitality décor and utensils before purchasing new.
 - Send sign ups for donations and volunteers (coordinate with VIPS)

- **Membership Report (Asmita Ali and Kathy Lee)**
 - Set membership levels.
 - Mock up shirt was sent to Ms. Muceus for approval.
 - Free shirt for new staff?

- New Parent meeting after Calvary: need a slide for the presentation. Will be done by this weekend.
 - Activate membership form on Membership Toolkit
 - Back to school breakfast staff memberships (Aug 4th)
 - Need dates for membership drive (August- September?)
 - Connect with Publicity for membership drive socials blast and newsletter flyer
 - Contact previous corporate sponsors ASAP
- **Pizza Report (Maria Pannala)**
 - Fundraiser form was submitted to the district for the fall.
 - Pizza dates have been set.
 - No new volunteers needed for the first two weeks of pizza sales.
 - Coordinate with Treasurer for money handling: We have a PTO safe if we need it. Sara may be able to pick up money after C lunch.
 - First pizza sale is August 18th.
- **Safety and Wellness Report (Yasmine Nashawati)**
 - Connect with clubs/organizations for support and librarian for assembly/meeting ideas (pet therapy, social media awareness, etc.)
 - Fall Event
 - Spring Event
 - Send PTO SHAC meeting reports (minutes are also posted online)
 - Parking lot attendant recognition is in May.
- **Senior Report (Laura Najera and Gabby Frausto)**
 - Senior Sunrise is on August 21st. Two photo booths are booked. Two coffee trucks are booked. Getting a quote for the yard signs. Committee moms ordered a t-shirt. Need to borrow lawn games (contact Laura). Committee met last week.
 - Fall Event (Movie Night) is in November.
 - Senior Sunset is in May.
- **Shared Dreams Report (Ayesha Saleem)**
 - Attend the Shared Dreams Kickoff meeting in August/September
 - EHS Shared Dreams Days
 - Want a Saturday for EHS students only to volunteer.
 - Fall Drive will be better than a spring drive. Need a date.
 - Use leftover funds for clinic needs.
- **Student Hospitality Report (Laila Tharani and Arpana Dadhia)**
 - Instead of Knight fest, want to have photo booths on September 24th during HOCO week.
 - December 3rd is the suggested date for December photo booths.
 - Spring Event: April/May
- **Sunshine Report (Afshan Qureshi)**
 - Get teacher birthday list from school secretary.

- Monthly/Semester recognitions for staff.
- **Publicity and Website Report (Mariyah Dhedhi)**
 - Website, Instagram, X, Facebook
 - Wednesday deadline for newsletter submissions to Mr. Karam
 - Post VIPS of the month and other news items on socials and website
 - Monthly update of minutes and pictures to website
- **VIPS Report (Liz McDermott and Christal Workman)**
 - VIPS FBISD monthly meetings
 - VIPS of the month (booster and PTO)
 - Will get booster club emails from Ms. Turner
 - Send out a reminder about renewing background checks. Will give Angelica a flyer.
 - Get approved volunteer list from front office; get updated list regularly
 - Reach out to librarian for library volunteer needs (laminating, posters, book filing, etc.)
- **Old Business**
- **New Business**
 - Currently have 2871 students in total. About 225 staff members. Class of 2027 has 664 students.
 - Meeting time- will talk to Ms. Muceus to confirm 6 pm.
 - Budget:
 - Senior class budget now \$11 k.
 - ViPS budget now \$1100.
 - Project Expense budget: This was created before we gave the school pizza funds. Propose to move \$1k from project expense budget to student hospitality budget. Propose to move \$1k from project expense budget to teacher gifting budget. Laura made a motion for the above, and Ayesha seconded. All in favor, and the motion passed.
 - Motivational Speaker: Someone reached out to Angelica about hosting an assembly for parents and students. He would need to be approved by the district. Could possibly do something for students at lunch.
 - Parent Social: Considering a coffee meeting after drop off on the first day. Angelica got this idea from the Austin HS PTO. Could also do this on a Friday (Aug 13th). Will look into it. Possible locations are Bean Here Coffee or Starbucks.
 - Angelica is meeting with Ms. Muceus on Monday. She will ask what the theme for the back-to-school breakfast and first school week is.
- **Questions/Comments/Concerns**
- **Up Next**
 - July 28th: Cavalry (new student orientation)
 - July 28th: Membership Campaign Kickoff
 - August 1st: FBISD PTA/PTO Booster Club Meeting
 - August 4th: Back-To-School Breakfast
 - August 11th: First Day of School

- August 25th: PTO Meeting
 - September 1st: FBISD Packet Due (already done)
 - September 7th: Labor Day- No School
 - September 15th: PTO Meeting
 - September 25th: Fort Bend County Fair Day- No School/Homecoming Game
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- Meeting adjourned by Angelica at 11:33 am.