

Elkins HS PTO Meeting
Elkins High School, Missouri City, TX
Meeting Minutes
September 12, 2023

❖ **Meeting Called to Order by Nadine Skinner at 6:35pm**

- ❖ **Attendance:** Nadine Skinner, Angelica Morales, Rachel Zetino, Ana Apolinar, Bhavna Bindal, Afshan Qureshi, Abha Misra, Kim Brown, Naaila Sami, Monica Willis, Charu Shiva, LaRoychiz McLaughlin, Amber Boston, Ken Boston, Hillary Hunter, Arpana Dadhia, Cortney Muceus, Laura Najera, Arpana Kota, Cynthia Juettner, Nakia Allen, Kim Bradby, Vidhya Venkatesan.

❖ **Meeting Minutes**

- Nadine Motion to approve August 2023 revised minutes, Angelica made motion to approve minutes with revisions. Nadine asked any discussions? None were made, Rachel second the motion. Motion passed unanimously, no abstains, no one opposed. Meeting Minutes Revised from August 2023 passed.

❖ **FBISD Background Check**

- Nadine complete background checks to volunteer, any questions refer to Nadine.

❖ **Membership PTO Board Members**

- All board members must sign up and pay dues to PTO. Please sign up.

❖ **Principal Muceus**

- Thanked Parents and PTO for always being so supportive. There were two requests made for microwaves and a new poster maker. Mrs. Muceus thanked PTO for the items.
- School Updates- PR2 coming out soon and this related to UIL activities, she reminded that grades need to be good in order to play any sport.
- Sports have kicked off and heat has been a challenge, but all things looking good.
- Speech and Debate competitions have started. There are many clubs for students to get involved in.
- Announcements- All Principal's announcements can be found on Schoology via through the library webpage. Homecoming themes are also posted on schoology and the Dance will be held Saturday 9/22.
- Academics- SEPAC will hold a meeting with several school officials to set goals for climate and culture and they will focus on consistency.
- Professional Development- For teacher is 9/29. Teachers were asked what they needed help with via survey. This day will also be used for Teachers to complete or update their class websites. October 10th is planning day for Teachers. This day will be used for instructional planning only.

- Angelica stated that the CCR website needs to be updated, there are some things that need to be added/ removed.

❖ **Bylaws Revision**

- Nadine, Kim B., Rachel, Bhavana, will meet soon to revise the Bylaws.

❖ **School Newsletter**

- Everything going smoothly.

❖ **Social Media & Website Chair**

- Welcome Gopi Wadhwa, she will help with this and G Suite PTO emails. Gopi was absent.
- Gopi emailed some notes which were the following: Angelica is helping with what was needed on Facebook. While Gopi is learning the ropes. Gopi is having issues with approving folks who want to join the group. She will reach out to Angelica on this. Not much headway has been made with administration for skyward/yes collaboration. Gopi created a project for a probable meeting. Naaila and Gopi will be at the meeting together. In the meantime, a process is being created to help cut down on manual transactions. Mail Chip is the best platform for emails. Is there a budget allocated to this?

❖ **Pizza Sales Ethics & Rules**

- It was brought to Nadine's attention that pizza volunteers were allowing their kids to skip to the front of the line to buy pizza. PTO Membership Ladies mentioned that membership with gold pass is needed for kids to be allowed to the front of the line. It is unethical for volunteers to allow their kids to skip line if they did not buy the gold pass. PTO board and chairs voted on this it was a tie 6 vs. 6 with 1 person abstain. Nadine broke the tie and she made it clear that no one without a Gold Pass could skip to the front of the line, regardless if parent is volunteering or not. If volunteer does not hold a gold membership, they cannot allow their child to skip to the front of the line. The child must wait in line like everyone else.

❖ **Gifting Request**

- There are 7 requests for the PTO to vote on, voting will take place after meeting.

❖ **Meadow Votis Proposal**

- PTO agreed they could not get involved with the proposal of a Spirit Store. Nadine will communicate with Meadow Votis of the decision made.

❖ **VP Angelica**

- HOCO a parent Victor Pham will donate all decorations and sponsoring the entire event. Possible items needed at HOCO could be snacks, drinks, police officers. Previous budget for HOCO was \$1700.
- FBEF Golf Tournament was Monday, Sugar Shindig is on Oct.27th. Tables and sponsorships on sale now, tickets go on sale Sept. 25th for PTA board members.

❖ **Hospitality**

- HOCO a parent Victor Pham will donate all decorations and sponsoring the entire event. Possible items needed at HOCO could be snacks, drinks, police officers. Previous budget for HOCO was \$1700.
- Need volunteers to check in students, pass drinks and snacks. Concession items 2 per student will be free.
- 250 – Chips 500- water 200- sodas. 250- candy. Total \$430 at Sam's
- Balloon columns quoted at \$150 per column they want 4.
- Officers 4 for 4 hrs. each, total \$720
- Student Council will be making some donations as well.

❖ **Treasurer Report**

- See attached Reports
- Please register with Kroger when you scan the card a percentage goes back to Elkins. The code to register is MT360- Elkins VIPS PTO.

❖ **Secretary**

- Made two suggestions, in keeping with the consistency theme of our school. Ana suggested to use PTO use funds wisely in order to keep some consistency in what activities look like. Buying things that can be used and recycle to save cost and stretch a budget is good spending. If we can buy rather than rent it will help save money in the long run. Items can now be stored in the PTO room for other committees to use. Ex: Senior Committee, buy letters such as "Welcome Seniors" would help other graduating classes to use. Buying items that others can use will save money in the long run and help a committee stretch its limited budget. PTO buying consumables like tape, scissors, glue, staplers etc....can also help a committee reduce the spending by having items like these stored in the PTO room. They can be replenished by PTO throughout the year for the use of any PTO committee.
- Second suggestion, Ana requested that the PTO Board and chairs write a guide/handbook detailing how they planned and coordinated each activity or role. Including names of people who they went to for approvals and including vendors. This would then be handed over to the next board/chairs when this Board leaves. Then the next Board/ Chairs will have some guidance on what and how things were done. It will help the next set of people not to start from ground zero, and help keep some sense of consistency and help build up what was already accomplished.

❖ **Memberships**

- See report attached. Campaign was extended to September 15th amount that has come in \$15,380 and \$1465 In Spirit Wear Sales.

❖ **Pizza Sales**

- All pizza sales have sold out. Net profit \$2854.14
- There are only 20 volunteers 3-4 volunteers per week.

❖ **Teacher Hospitality**

- Snack cart on Sept 26th from 9am-11am. Only snacks will be provided no drinks.

- Sign Up Genius will be ready and it will be advertised in the Newsletter.
- Laura requested \$700-\$1000 was needed to get the Teacher PTO 2023 members tumblers.
- Laura made a motion to move money from EHS Projects for \$1000 for PTO Teacher Members for 2023. Monica second motion no discussion, no abstains, no opposed. Motion passed.

❖ **Beautification**

- Turf grass will be placed in the front of the school on the beds near entrance. Potted plants may be added to the beds.
- At the front of the school flags will be replaced if they are old and faded. Flags in the commons will be washed and/or replaced. Students were told to request a flag of their country if they don't see one being represented.

❖ **Shared Dreams**

- Celebrating their 35th year in the district.

❖ **Safety**

- Nothing to Report

❖ **YES**

- Still working on finding a software to enter Yes Hours.
- Lots of students signed up helping Elite HOCO Mums to get Yes Hours.
- Ms. Sands mentioned it will be another 2weeks until YES hours are entered in.

❖ **Senior Committee**

- Successful Senior Event, about 500 students showed up. All positive feedback.
- Movie Night for Seniors planned for Dec.6th

❖ **VIPS**

- Make sure volunteers log in hours by using online form. Working on updating background checklist.

❖ **Meeting Adjourned at 8:08pm**

❖ **Next Meeting October 17, 2023 EHS Library**

❖ **PTO Board & Chairs Voted on the following Gifting request:**

1. Holmes Soccer- on hold **need more info.**
2. Tracy Marlow, Librarian requested a laminator total cost \$ **3919.99**. A vote was taken and it was **approved unanimously.**
3. Ryan Morales Art Teacher NAHS Art Club project Columbian kids. Requested \$402 for Blick Art supplies. \$450 packing and shipping fees? Total **\$852. Needed more info.**
4. Mr. Davis Art Teacher requested acrylic paint for making an art mural in school hallway. **\$159.00** was **approved unanimously.**
5. Ty Lucas, Economics Dept. requested **\$159** for Near POD online Database subscription. 207 students will use this semester and 200 next semester. He also plans to share with the Department. Will also use a resource for all students. Was **approved unanimously.**
6. Nurse requested a wheelchair **\$139.99**. Was **approved unanimously.**

7. Anthony Franklin Speech Teacher, requested a standing desk for personal use due to a back issue. Cost **\$199.99. Was not approved.** Does not benefit the school as a whole nor does it benefit the student body.
- ❖ Nadine submitted five more teacher request via email on Thursday September 14, 2023. Nadine gave all PTO members and Chairs' a 48hour voting window which expired at 6 pm CST on Saturday, September 16, 2023.

The Following are requests made by Teachers':

1. **Todd Holmes.** "I would like to gift our nine amazing seniors with their very own senior soccer banner. With this gift, the girls' soccer team would benefit greatly by offering this keepsake."

Number of students impacted by the requested items: 9

Item Description: Individual Senior Banner

Quantity: 9

Vendor: Image2c

Total Amount Requested: \$765

Motion: Did not pass

Yay: 5

Nay: 6

2. **Raul R. Martinez.** "I have used my own money for the past 10 years. I am asking for 10 cases of bottle water. Each student receives one for the day. I do this so no ISS students leave the classroom except for lunch and restroom breaks. It is a successful plan."

Number of students impacted by the requested items: 30-100 per semester

Item Description: case of bottle water

Quantity: 10 cases

Vendor: not given

Total Amount Requested: not given

Motion: Passed

Yay:10

Nay: 1

3. **Jason Slanina.** "Students will be able to listen to audio on videos posted in Schoology and other online resources. Students will be able to record their responses to assignments and practice their communication skills by recording and reviewing their audio."

Number of students impacted by the requested items: 133 business information management 1 and Accounting students

Item Description: Logitech H111 Stereo Headset, Item Number 531539

Quantity: 29

Vendor: Office Depot

Total Amount Requested: \$434.71 (\$14.99 each)

Motion: Passed

Yay:10

Nay: 1

4. **Jason Slanina.** "The Bridgestone golf balls are a quality, inexpensive golf ball that can be used for practice rounds and competitions. The district's budget does not cover all of the expenses of the golf season. Hand warmers are needed for golfers during the winter tournaments, and cold hands lead to less feel on the club and inconsistent shots. Golf tees are needed for practice and competitions. The district's budget does not cover all of the expenses of the golf season. With the heat wave, we have not been able to practice outside very much. Putting mats will help us practice indoors on days where it is too hot to go outside."

Number of Students Impacted by the Requested Items: 28- Golf Team

Item 1: Bridgestone Golf Treosoft Golf Balls, Item Number SFWX6D2G, Quantity 6 dozen, Vendor Academy, Amount \$14.99 each

Item 2: Game Winner Grabber Hand Warmers 10-pack, Item Number HWPP10, Quantity 3, Vendor Academy, Amount \$10.99 each

Item 3: Players Gear 3 1/4 inch Hardwood Tees 200-pack, Item Number PG1409, Quantity 3, Vendor Academy, Amount \$12.99 each

Item 4: Tour Motion 8 ft Dual Grain Putting Mat, Item TM1438, Quantity 3, Vendor Academy, Amount \$34.99 each

Item 5: Tour Motion Golf Grip Trainer, Item TM1369, Quantity 3, Vendor Academy, Amount \$9.99 each

Item 6: Rukket Sports Pop-Up Golf Pitching and Chipping Target, Item SKEE100, Quantity 3, Vendor Academy, Amount \$28.99 each

Total Amount Requested: \$403.77

Motion: Passed

Yay: 7

Nay: 4

5. **Matthew Schnabl.** "Aquarium supplies to continue being able to provide Elkins Aquatic Science students with the opportunity to learn about and care for living aquatic organisms. The students and others will enjoy the aquariums on a daily basis. Students will learn about properties of water, bacteriology, fish care, aquarium maintenance, etc. The items will be used in class until they are either broken or worn out, usually for several years."

Number of students impacted by the requested items: 300

(Note, these items are all aquarium hoods or covers that go on top of aquariums. I looked them up on Amazon.)

Item 1: Aqueon Deluxe LED Full Hood Black 30", Quantity 8, Vendor Amazon, Amount \$78,96 each

Item 2: Aqueon Deluxe LED Full Hood Black 24", Quantity 25, Vendor Amazon, Amount \$72.99 each

Item 3: Aqueon Deluxe LED Full Hood, 36", Quantity 1, Vendor Amazon, Amount \$180.08

Total Amount Requested: \$2636.51

Motion: Passed

Yay:8

Nay:3

Banking Summary - Last month
8/1/2023 through 8/31/2023

9/10/2023

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Category	8/1/2023- 8/31/2023
INCOME	
EHS Pizza Sales	3,866.00
EHS PTO Membership Campaign	12,897.27
EHS Senior Class Support DonationS...	495.00
EHS Spirit Wear Income	306.73
TOTAL INCOME	17,565.00
EXPENSES	
EHS Hospitality Expense	328.41
EHS Membership Campaign Expense	450.00
EHS Pizza Sales Expense	2,129.94
EHS Pizza Sales Expense - Supplies	14.97
TOTAL EHS Pizza Sales Expense	2,144.91
EHS PTO Website Expense	23.17
EHS Senior Class Support Expense	360.00
EHS Senior Sunrise	100.00
TOTAL EHS Senior Class Support ...	460.00
EHS Spirit Wear Expense	1,614.00
EHS Teacher Gifting Expense	3,666.73
TOTAL EXPENSES	8,687.22
OVERALL TOTAL	8,877.78

Historical Budget

7/1/2023 through 6/30/2024 Using EHS PTO Budget 2023-2024

9/10/2023

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Category	Actual	2024 Budget	Difference
INCOME	21,822.19	75,000.00	-53,177.81
EHS Donations - Gifts and Matching	0.00	1,000.00	-1,000.00
EHS Hospitality Donations	110.00	0.00	110.00
EHS Pizza Sales	6,013.05	55,000.00	-48,986.95
EHS PTO Membership Campaign	14,417.41	15,000.00	-582.59
EHS Senior Class Support Donation - T...	0.00	0.00	0.00
EHS Senior Class Support DonationSu...	975.00	0.00	975.00
EHS Spirit Wear Income	306.73	4,000.00	-3,693.27
EXPENSES	11,509.12	115,940.05	104,430.93
EHS Beautification Expense	0.00	2,000.00	2,000.00
EHS Club Grants Expense	0.00	3,750.00	3,750.00
EHS Hospitality Expense	735.00	6,000.00	5,265.00
EHS Insurance Expense	0.00	315.00	315.00
EHS Membership Campaign Expense	450.00	6,000.00	5,550.00
EHS Pizza Sales Expense	3,418.22	37,850.00	34,431.78
EHS Pizza Sales Expense - Bank Fe...	0.00	50.00	50.00
EHS Pizza Sales Expense - Supplies	119.31	300.00	180.69
EHS Projects Expense	0.00	28,000.00	28,000.00
Campus Improvements	0.00	0.00	0.00
EHS Homecoming	0.00	0.00	0.00
Friday Knight Lights	0.00	0.00	0.00
EHS PTO PO Box Rental Expense	0.00	160.00	160.00
EHS PTO Website Expense	23.17	165.05	141.88
EHS Safety Expense	0.00	2,000.00	2,000.00
EHS Senior Class Support Expense	1,537.18	9,600.00	8,062.82
EHS Senior Sunrise	1,177.18	0.00	-1,177.18
EHS Senior Sunset	0.00	0.00	0.00
EHS Shared Dreams Expense	0.00	1,250.00	1,250.00
EHS Spirit Wear Expense	1,614.00	2,000.00	386.00
EHS Supply and Subscription Expense	64.82	1,000.00	935.18
EHS Teacher Gifting Expense	3,666.73	15,000.00	11,333.27
EHS VIPS Expense	0.00	850.00	850.00
Net Difference:	10,313.07	-40,940.05	51,253.12