

Elkins HS PTO Meeting
Elkins High School, Missouri City, TX
Meeting Minutes
April 16, 2024

- ❖ **Meeting Called** to Order by Nadine Skinner at 6:39pm
- ❖ **Attendance:** Nadine Skinner, Rachel Zetino, Ana Apolinar, Kim Bradby, Abha Misra, Angelica Morales, Arpana Dadhia, Afshan Qureshi, Anu Kota, Vidhya Venkatesan, Naaila Sami, Charu Shiva, Nakia Allen, Laura Najera, Courtney Muceus

❖ **Meeting Minutes**

- Nadine asked if there were any discussions or changes made to the minutes? None were made, Abha made a motion to approve March 2024 minutes, Arpana second the motion to approve minutes. Nadine asked any discussions? None were made Motion passed unanimously, no abstains, no one opposed. Meeting Minutes from March 2024 passed.

❖ **Principal Muceus Report**

- STAAR/EOC Testing- Over halfway done, Going smoothly.
Feedback on communication? Too much? Too little?
- Administrative Assistant Day- April 24
Non instructional paras (office staff). Campus will do something nice for them
- VIPS Breakfast- April 26 Looking forward to celebrating our wonderful volunteers.
- Teacher Appreciation Week- May 6-10. Share plan (attached)
- AP Testing Coming Up in May. It will not be a closed campus, but certain areas will be blocked off.
- Semester Exam schedule will be released in this weekend's parent newsletter.
Exemption request window opens April 22
- Senior Events coming up:
 - April 24: Senior Dinner
 - April 27: Prom
 - May 3: Senior Trip
 - May 17: Senior Breakfast, Elementary Walks, Graduation Practice, Senior Sunset
- Graduation: May 24, 2024 @ 3:30 PM- Epi Center (Rosenberg)
 - Lots of good details in FAQ document. Parking will be paid parking and its limited.
- Summer 2024: Hosting New Teacher Orientation for the District and other summer camps/PD.
- Cavalry 2024- July 31, 2024
2 sessions 9a.m. and 11a.m. Students only event on campus. Evening Zoom Parent Meeting.
New format/student leader training.

Teachers sponsoring. Will use Calvary leaders for other events throughout the year.

❖ **President's Nadine Report**

- Nadine read some request for several items. Principal's Request was a Golf cart for the campus. It would benefit AP's to be able to get around quickly when supervising on campus sports. It would also benefit students as well, if they get hurt they could be picked up and transported to so aid can be rendered. Money would come out of EHS Projects balance is at \$18,095.16. The cost of golf cart is \$11,999.00 from Lowe's. Voting took place all were in favor no one opposed or abstained.
- Next request are spirit flags for campus. These flags would increase school spirit and school pride, which also ties with the mission and vision statements. Fast Signs is an FBISD approved vendor and they quoted 29 poles with single flags for a total of \$11,352.05. Or 58 poles double flags for \$22,347.00. It was decided that that 15 poles with double flags would be better for budget purposes. Voting took place and all were in favor no one opposed or abstained. Total amount for 15 poles with flags totaled to \$11,560.00.
- Non-Slippery Doormats for main entry, exterior and interior at all doors would cost a total of \$2097.71.
- Podium and stage décor needed for EHS Stage. Podium with some plants for stage is needed. Amount approved for this is \$700 Max.
- A work order has been put for safety signs that were ordered last year for EHS. Currently they are being kept safe in storage.

❖ **VP Angelica's Report**

- Nominating Committee- Sent in a preliminary report to the executive board. Current openings are for: treasurer, secretary, parliamentarian, hospitality, shared dreams, sunshine, and safety. There is a PTO Board interest form that has been shared with incoming Class of 2028 parents and on FB pages for QVMS, FCMS, and FSMS, and sent to LOMS PTA.

We do have a list of possible nominees for most of the open positions. The interest form has all positions listed so that we can get the greatest pool of candidates available and can use the names of those interested as possible vice chairs and committee members.

- FBEF- The Fort Bend Education Foundation is hosting their spring recruitment luncheon on April 25th at 11am at the Coventry homes model home in Harvest Green. Please RSVP by April 22nd to cn_mariko.brayley@fortbendisd.com
- Board of Trustees Election- May 24th is the BOT election, please get out and vote. There are 4 candidates running for Position 2, and 5 candidates running for Position 6. Lots of forums happening, please do your research on the candidates and encourage people to vote. Early voting starts April 22nd.
- Safety concern (from FB post by our former safety chair)- There was a zoning request approved by Missouri City Council 6-0 for proposed office condos on Knights Court. A traffic study has not yet been completed by the developer or by Missouri City. While this is not the same as an apartment complex next to Elkins HS, it is a cause of concern for EHS due to the traffic that may be associated while construction happens and once offices are placed so close to the school. Another safety concern is students parking

there and walking across Knights Court to get to school. All community members are encouraged to send in a letter to the planning and zoning committee or to their city. Council members and express their concerns. mctxplanning@missouricitytx.gov A form can be found on the FB page post and the next city council meeting is May 6th.

❖ **Treasurer's Rachel Report**

- Angelica made motion to move \$2000 from club grants to EHS Projects to cover Spirit Flags. \$2000 from safety, and \$2114.00 Teacher Gifting. Kim second the motion. All were in favor and motion passed, no one opposed nor abstained.
- Went over the budget proposal for 2024-2025 school year and change were made to the following areas. \$1000 was taken from EHS Hospitality given to a new line item created for EHS Student Hospitality. Some members felt not enough has been given to students and EHS Student Hospitality was created. \$1000 was removed from EHS Hospitality given to EHS Student Hospitality. \$500 from EHS Project expense taken to be added to EHS Student Hospitality. \$3000 from Membership Campaign to EHS Student Hospitality. \$500 from Shared Dreams to EHS Student Hospitality. \$500 from Teacher gifting to EHS Student Hospitality. EHS Student Hospitality has now \$5500 to use towards students.
- **Attached below is the Revised 2024-2025 Proposal Budget which now shows a line for EHS Student Hospitality Advocacy.**

❖ **VIPS**

- April 25th VIPS of the Year from 8:30am-9:30am
- April 26th Volunteer appreciation Breakfast from 8:30am-9:30am
- Please log in hours.

❖ **Membership-** No report

❖ **Pizza**

- Profit from 2 pizza sale \$1423.19

❖ **Hospitality**

- April is AP appreciation week; AP's were given amazon gift cards.
- May 6-10th Teacher Appreciation Week. School has a tentative schedule for something each day. PTO would like to do the Nacho Bar on Thursday May 9th.
- End of the school year Ice Cream social for students about 2000 ice creams have been order to give to students during lunch coast was \$2000.

❖ **Safety**

- Mental Health Awareness event. Waiting to hear back from Mr. Campbell

❖ **Beautification**

- Pot and flowers for front of school is still in process.

❖ **Senior Committee**

- 75 seniors showed up to Outdoor Riverstone Event.
- \$5500 left in budget for Senior Sunset. PTO will pay for all of this event, food, activities, gifts and fireworks. It's a "Senior Only" event.

❖ **YES**

- April 19th last day for students to submit hours.
- April 30th last day for engineering student to submit hours.

- ❖ Nurse made a request for more leggings, it was discussed and Abha made motion to vote Nakia second the motion, it was unanimous 7 voted NO. Administration should pay for the

leggings as PTO already made bought some leggings recently. Leggings purchased by PTO were meant to be used for accidents not dress code violations.

- ❖ **Next Meeting May 14, 2024**
- ❖ **Meeting Adjourned at 8:58pm**

| Category | Actual | 2024 Budget | Difference as of 4/9/24 | 2025 Proposed Budget |
|--|-----------|-------------|-------------------------|----------------------|
| INCOME | 70,766.83 | 75,000.00 | -4,233.17 | 75,265 |
| EHS Donations - Gifts and Matching | 1,075.39 | 1,000.00 | 75.39 | 1,000.00 |
| EHS Hospitality Donations | 1,370.00 | 0.00 | 1,370.00 | 0.00 |
| EHS Pizza Sales* | 46,485.29 | 55,000.00 | -8,514.71 | 56,265.00 |
| EHS PTO Membership Campaign | 19,414.42 | 15,000.00 | 4,414.42 | 18,000.00 |
| EHS Senior Class Movie Donation | 515.00 | 0.00 | 515.00 | 0.00 |
| EHS Senior Class Support Donation - Trip | 0.00 | 0.00 | 0.00 | 0.00 |
| EHS Senior Class Support Donation Sunrise | 975.00 | 0.00 | 975.00 | 0.00 |
| EHS Senior Support Donation Knight Games | 50.00 | 0.00 | 50.00 | 0.00 |
| EHS Spirit Wear Income | 881.73 | 4,000.00 | -3,118.27 | 0.00 |
| EXPENSES | 63,792.43 | 115,940.05 | 52,147.62 | 74,040.06 |
| EHS Beautification Expense | 1,062.36 | 2,000.00 | 937.64 | 2,000.00 |
| EHS Club Grants Expense | 150.00 | 3,750.00 | 3,600.00 | 750.00 |
| EHS Teacher and Staff Hospitality Expense | 2,769.96 | 6,000.00 | 3,230.04 | 5,000.00 |
| EHS Student Hospitality and Advocacy Expense | | | | 5,500.00 |
| EHS Insurance Expense | 0.00 | 315.00 | 315.00 | 315.00 |
| EHS Membership Campaign Expense | 5,937.45 | 6,000.00 | 62.55 | 3,000.00 |
| EHS Pizza Sales Expense | 26,913.19 | 37,850.00 | 10,936.81 | 32,240.01 |
| EHS Pizza Sales Contribution to School** | | | | 6,000.00 |
| EHS Pizza Sales Expense:EHS Pizza Sales Expense - Bank Fees | 32.50 | 50.00 | 17.50 | 50.00 |
| EHS Pizza Sales Expense:EHS Pizza Sales Expense - Supplies | 363.41 | 300.00 | -63.41 | 400.00 |
| EHS Projects Expense | 2,404.84 | 20,500.00 | 18,095.16 | 3,000.00 |
| EHS Projects Expense:Campus Improvements | 0.00 | 0.00 | 0.00 | |
| EHS Projects Expense:EHS Homecoming | 2,260.15 | 0.00 | -2,260.15 | |
| EHS Projects Expense:Friday Knight Lights | 0.00 | 0.00 | 0.00 | |
| EHS PTO PO Box Rental Expense | 156.00 | 160.00 | 4.00 | 156.00 |
| EHS PTO Website Expense | 179.05 | 165.05 | -14.00 | 179.05 |
| EHS Safety Expense | 0.00 | 2,000.00 | 2,000.00 | 1,000.00 |
| EHS Senior Class Support Expense | 4,344.94 | 9,600.00 | 5,255.06 | 9,600.00 |
| EHS Senior Class Support Expense:EHS Senior Class Movie Knight | 1,679.00 | 0.00 | -1,679.00 | |
| EHS Senior Class Support Expense:EHS Senior Class Support - Trip | 0.00 | 0.00 | 0.00 | |
| EHS Senior Class Support Expense:EHS Senior Sunrise | 2,119.01 | 0.00 | -2,119.01 | |
| EHS Senior Class Support Expense:EHS Senior Sunset | 0.00 | 0.00 | 0.00 | |
| EHS Shared Dreams Expense | 1,201.44 | 1,250.00 | 48.56 | 500.00 |
| EHS Spirit Wear Expense | 1,614.00 | 2,000.00 | 386.00 | 0.00 |
| EHS Supply and Subscription Expense | 86.01 | 1,000.00 | 913.99 | 500.00 |
| EHS Teacher Gifting Expense | 16,868.19 | 22,500.00 | 5,631.81 | 3,000.00 |
| EHS VIPS Expense | 105.00 | 850.00 | 745.00 | 850.00 |

| | | | | |
|-----------------|----------|------------|-----------|----------|
| Net Difference: | 6,974.40 | -40,940.05 | 47,914.45 | 1,224.94 |
|-----------------|----------|------------|-----------|----------|

*Based on 33 pizza sales

**Based on 10 months of pizza sales

Historical Budget

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

4/5/2024

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| Category | Actual | 2024 Budget | Difference |
|--|-----------|----------------|------------|
| INCOME | 70,766.83 | 75,000.00 | -4,233.17 |
| EHS Donations - Gifts and Matching | 1,075.39 | 1,000.00 | 75.39 |
| EHS Hospitality Donations | 1,370.00 | 0.00 | 1,370.00 |
| EHS Pizza Sales | 46,485.29 | 55,000.00 | -8,514.71 |
| EHS PTO Membership Campaign | 19,414.42 | 15,000.00 | 4,414.42 |
| EHS Senior Class Movie Donation | 515.00 | 0.00 | 515.00 |
| EHS Senior Class Support Donation - T... | 0.00 | 0.00 | 0.00 |
| EHS Senior Class Support DonationSu... | 975.00 | 0.00 | 975.00 |
| EHS Senior Support Donation Knight G... | 50.00 | 0.00 | 50.00 |
| EHS Spirit Wear Income | 881.73 | 4,000.00 | -3,118.27 |
| EXPENSES | 62,767.46 | 115,940.05 | 53,172.59 |
| EHS Beautification Expense | 1,062.36 | 2,000.00 | 937.64 |
| EHS Club Grants Expense | 150.00 | 3,750.00 | 3,600.00 |
| EHS Hospitality Expense | 2,769.96 | 6,000.00 | 3,230.04 |
| EHS Insurance Expense | 0.00 | 315.00 | 315.00 |
| EHS Membership Campaign Expense | 5,937.45 | 6,000.00 | 62.55 |
| EHS Pizza Sales Expense | 25,888.22 | 37,850.00 | 11,961.78 |
| EHS Pizza Sales Expense - Bank Fe... | 32.50 | 50.00 | 17.50 |
| EHS Pizza Sales Expense - Supplies | 363.41 | 300.00 | -63.41 |
| EHS Projects Expense | 2,404.84 | 20,500.00 | 18,095.16 |
| Campus Improvements | 0.00 | 0.00 | 0.00 |
| EHS Homecoming | 2,260.15 | 0.00 | -2,260.15 |
| Friday Knight Lights | 0.00 | 0.00 | 0.00 |
| EHS PTO PO Box Rental Expense | 156.00 | 160.00 | 4.00 |
| EHS PTO Website Expense | 179.05 | 165.05 | -14.00 |
| EHS Safety Expense | 0.00 | 2,000.00 | 2,000.00 |
| EHS Senior Class Support Expense | 4,344.94 | 9,600.00 | 5,255.06 |
| EHS Senior Class Movie Knight | 1,679.00 | 0.00 | -1,679.00 |
| EHS Senior Class Support - Trip | 0.00 | 0.00 | 0.00 |
| EHS Senior Sunrise | 2,119.01 | 0.00 | -2,119.01 |
| EHS Senior Sunset | 0.00 | 0.00 | 0.00 |
| EHS Shared Dreams Expense | 1,201.44 | 1,250.00 | 48.56 |
| EHS Spirit Wear Expense | 1,614.00 | 2,000.00 | 386.00 |
| EHS Supply and Subscription Expense | 86.01 | 1,000.00 | 913.99 |
| EHS Teacher Gifting Expense | 16,868.19 | 22,500.00 | 5,631.81 |
| EHS VIPs Expense | 105.00 | 850.00 | 745.00 |
| Net Difference: | 7,999.37 | -40,940.05 | 48,939.42 |

Banking Summary - Last month

3/1/2024 through 3/31/2024

4/5/2024

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| Category | 3/1/2024- 3/31/2024 |
|--|------------------------|
| INCOME | |
| EHS Hospitality Donations | 165.00 |
| EHS Pizza Sales | 3,580.15 |
| EHS Senior Support Donation Knight ... | 50.00 |
| TOTAL INCOME | 3,795.15 |
| EXPENSES | |
| EHS Beautification Expense | 62.36 |
| EHS Club Grants Expense | 150.00 |
| EHS Hospitality Expense | 231.06 |
| EHS Pizza Sales Expense | 2,001.94 |
| EHS Pizza Sales Expense - Supplies | 51.96 |
| TOTAL EHS Pizza Sales Expense | 2,053.90 |
| EHS Senior Class Support Expense | 186.93 |
| EHS Supply and Subscription Expense | 6.99 |
| EHS Teacher Gifting Expense | 327.74 |
| EHS VIPS Expense | 30.00 |
| TOTAL EXPENSES | 3,048.98 |
| OVERALL TOTAL | 746.17 |

4/5/2024

Account Balances - As of 3/29/2024

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| Account | 3/29/2024 Balance |
|--------------------------------|----------------------|
| Bank Accounts | |
| Frost Business Checking XX4938 | 62,972.61 |
| TOTAL Bank Accounts | 62,972.61 |
| OVERALL TOTAL | 62,972.61 |