

Elkins HS PTO Meeting
 Elkins High School, Missouri City, TX
 Meeting Minutes
 January 9, 2024

- ❖ **Meeting Called** to Order by Nadine Skinner at 6:45pm
- ❖ **Attendance:** Nadine Skinner, Rachel Zetino, Ana Apolinar, Monica Willis, Bhavna Bindal, Abha Misra, Courtney Muceus

❖ **Meeting Minutes**

- Abha made a motion to approve November 2023 minutes, Bhavna second the motion to approve minutes. Nadine asked any discussions? None were made Motion passed unanimously, no abstains, no one opposed. Meeting Minutes from November 2023 passed.

❖ **Principal Muceus Report**

- Shared some data:
 EHS has 2718 students what was projected was 2650 Dec. 15th slightly over.
 9th grade the biggest class with 740 enrolled students, smallest class is Seniors with 622 students.

State of Our School- Jan. 2024 (shared with staff on January 2)

| School Population (2023 - 2024 Preliminary Fall PEIMS file loaded 12/03/2023) | | |
|---|--------------|-------------|
| | Count | Percent |
| Student Total | 2,718 | 100% |
| 9th Grade | 740 | 27.23% |
| 10th Grade | 688 | 25.31% |
| 11th Grade | 668 | 24.58% |
| 12th Grade | 622 | 22.88% |

| Student Demographics (2023 - 2024 Preliminary Fall PEIMS file loaded 12/03/2023) | | |
|--|-------|---------|
| | Count | Percent |
| Gender | | |
| Female | 1,265 | 46.54% |
| Male | 1,453 | 53.46% |
| Ethnicity | | |
| Hispanic-Latino | 421 | 15.49% |
| Race | | |
| American Indian - Alaskan Native | 8 | 0.29% |
| Asian | 1,171 | 43.08% |
| Black - African American | 742 | 27.30% |
| Native Hawaiian - Pacific Islander | 3 | 0.11% |
| White | 280 | 10.30% |
| Two-or-More | 93 | 3.42% |

| Student Indicators (2023 - 2024 Preliminary Fall PEIMS file loaded 12/03/2023) | | |
|--|-------|---------|
| | Count | Percent |
| At-Risk | 884 | 32.52% |
| Foster Care | 6 | 0.22% |
| IEP Continuer | 14 | 0.52% |
| Immigrant | 57 | 2.10% |
| Intervention Indicator | 2 | 0.07% |
| Migrant | 0 | 0.00% |
| Military Connected | 57 | 2.10% |
| Transfer In Students | 12 | 0.4415% |
| Unschooling Asylee/Refugee | 0 | 0% |
| Economic Disadvantage | | |
| Economic Disadvantage Total | 816 | 30.02% |
| Free Meals | 697 | 25.64% |
| Reduced-Price Meals | 119 | 4.38% |
| Other Economic Disadvantage | 0 | 0.00% |

Special Education- 305 students total

❖ Discipline- Semester 1:

By grade level:

9th grade: 538 referrals

10th grade: 418 referrals

11th grade: 342 referrals

12th grade: 229 referrals

Highest Months:

September: 434 referrals

October: 447 referrals

No serious discipline concerns, minor offenses are not reportable to state.

Top 3 Referral Reasons:

Tardies: 913 referrals

Skipping: 228 referrals

Insubordination: 56 referrals

ISS/OSS DAEP:

ISS- 56

OSS-38

DAEP- 24

Our data numbers were pretty similar to Ridge Point's and Clement's.

- ❖ Principal Recap of consistency and communication with Staff.



- ❖

Principal Survey- staff completed survey for each administrator. Overall, staff feels that Admin team is doing a good job with working together and being consistent. They feel there is alignment and consistency. Still some concerns from staff regarding dress code that we are addressing.

Good News

10 ALL STATE Musicians: 5 choir, 3 band, 2 orchestra- most at EHS in 20 years!
Posse Scholarship Winner! Trey Barte- A&M Full scholarship

Semester 2 Goals:

- ❖ Continue team planning/PLC time for teachers. Focus on alignment to the rigor or the TEKS.
- ❖ Acknowledge and award college acceptances, Military commitments, etc.
- ❖ Noble Knights of the Week starts back up on 1/17
- ❖ Clear and concise plan for EOC testing and AP testing
- ❖ Start interventions for students in danger of failing EOC (after school tutorials in addition to Noble Knight Wednesdays)
- ❖ Credit recovery- due March 6 for semester 1
- ❖ Course Selection for 9th, 10th, 11th graders and incoming 8th graders
- ❖ Master Schedule Planning begins for 2024-25
- ❖ Revamp hiring process
- ❖ Get the seniors to the finish line!

❖ **President Nadine's Report**

- On Dec. 14th Rachel, Laura, Nadine and Kim B met via zoom made some changes to By Laws. More discussions to further changes. May add a Parliamentarian and may meet again this month.
- Budget Revision executive board discussed with Rachel late November and no revision was necessary. As our numbers were not too far away of what was projected for the year.
- EHS 8th grade Parent Night will be January 18th 5-7pm. PTO will set up a table to sell the remaining T-shirts.
- Bookapalooza District Event, librarian Traci Marlowe asked for a donation of \$75. Abha made a motion to move \$200 (donating \$200 will publicize EHS) from project expense for donation. Bhavna made a motion to approve. Vote passed 4-2.
- Project Planning Worksheet attached below is to be used when working on a project, so we can keep track on how projects were planned and what were the costs.

❖ **VP Angelica's Report**

- FB Education Grant deadline is Jan.25th

❖ **Treasurer Rachel's Report**

- See Treasurer's reports below.
- Expense Report is to be filled out for documentation on expenses. Please use and fill out expense report when requesting a refund along with receipts.

❖ **Secretary Ana Report- None**

❖ **Committee Reports**

- **VIPS- None.** Rachel suggested this committee needs to plan on how they will recognize volunteers.
- **Memberships**
They are down to 9 bags for 9 families to be delivered to homes. Most of the merchandise was delivered by Laura and her office helpers. Thank you Laura!
- **Pizza Sales**
Total sales for November & December were \$3466.12
- **Hospitality**
November lunch went well. December Teacher gift wrapping event was not successful 10 teachers had gifts wrapped average 3 gifts per person. Committee had many materials left over and would like to try this event again next year. Teachers got excited after seeing how beautiful work the volunteers' did. Mr. Pike, Nadine and Laura cleaned up the dungeon (storage under the auditorium) there was so much old stuff a lot of it was trash. More organization to follow.
- **Social Media**
Gopi no new updates. Gopi plans to hold a meeting with the new Superintendent.
- **Beautification**
Flags and Turf are complete, Afshan would like an update on budget to see if she can buy flower pots to put on turf.
- **Shared Dreams – none**
- **Senior Committee**

200 Seniors attended movie night. They enjoyed food trucks and a donation of \$22 was given to Nadine by the Food Truck Co. This money will be added to donations. Abha trying to get rid of the remaining senior tees and will put them on sale. Spring Event for Seniors will be March 23rd.

➤ **YES**

Ms. Sands is going through a lot of paperwork and will have something to input soon. The last day for Seniors to submit YES hours is April 19th.

➤ **Safety-none**

❖ **Gifting Guidelines**

Nadine came up with some gifting guidelines that we will follow when gifting forms are received from Teachers.

- Gifting forms emailed to VIPS at Gmail address.
- Not completed correctly it will be returned, must be filled out completely.
- Mrs. Muceus will overlook request (sometimes school or district may provide/have/purchase what teachers are requesting, some may not know how or where to locate those items.)
- Mrs. Muceus will then send over the requests to PTO for consideration.
- PTO will then vote on request.

❖ **Following suggestions were made:**

- Setting a deadline for gifting in Fall & Spring
- Creating a budget for Fall (bigger budget) & Spring (smaller budget)
- Voting on what was requested and not PTO not changing request in any way.
- Adding a Gifting Chair to overlook all gifting teacher request.
- Setting a maximum amount per department.
- PTO creating a spreadsheet of gifting items and what was given to teachers. So, at the end of the year check out process, items that were gifted will remain at EHS.
- This year's teacher gifting submittal Deadline will be March 1st.

❖ **Gifting Requests**

In order to accommodate more Teacher Request for Spring 2024, Ana made a motion to move \$7,500 from the Project Expense over to Teacher Gifting, per Mrs. Muceus request. Abha second the motion, no discussion, all in favor motion passed.

- **Nurse Request** for larger wheel chair, she will need to re submit request.
- **Geometry Teacher made request** for Program subscription for 3 Teachers and would impact 300 students. Amount requested \$225 (total amount for the 3 teachers) for 5 months. All in favor 5-0 motion passed.
- **Justine Dominey** request for 3 EHS large flags field \$280 each x3 total would be \$840+ \$110 possible shipping fee for a total up to \$950. All in favor 5-0 motion passed.
- **Jason Karam** math request of a math program includes spirals and consumables. Mrs. Muceus will look into this request.

❖ **Meeting Adjourned 9:01pm,**

❖ **Next Meeting February 13th 6:30pm**

❖ **Notes Taken by PTO Secretary Ana Apolinar**

Historical Budget

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

1/7/2024

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| Category | Actual | 2024 Budget | Difference |
|--|-----------|----------------|------------|
| INCOME | 52,621.37 | 75,000.00 | -22,378.63 |
| EHS Donations - Gifts and Matching | 361.67 | 1,000.00 | -638.33 |
| EHS Hospitality Donations | 975.00 | 0.00 | 975.00 |
| EHS Pizza Sales | 30,013.55 | 55,000.00 | -24,986.45 |
| EHS PTO Membership Campaign | 19,414.42 | 15,000.00 | 4,414.42 |
| 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 | 881.73 | 4,000.00 | -3,118.27 |
| EXPENSES | 49,599.67 | 115,940.05 | 66,340.38 |
| EHS Beautification Expense | 1,000.00 | 2,000.00 | 1,000.00 |
| EHS Club Grants Expense | 0.00 | 3,750.00 | 3,750.00 |
| EHS Hospitality Expense | 2,388.90 | 6,000.00 | 3,611.10 |
| EHS Insurance Expense | 0.00 | 315.00 | 315.00 |
| EHS Membership Campaign Expense | 5,547.00 | 6,000.00 | 453.00 |
| EHS Pizza Sales Expense | 17,582.75 | 37,850.00 | 20,267.25 |
| EHS Pizza Sales Expense - Bank Fe... | 26.75 | 50.00 | 23.25 |
| EHS Pizza Sales Expense - Supplies | 311.45 | 300.00 | -11.45 |
| EHS Projects Expense | 2,404.84 | 28,000.00 | 25,595.16 |
| 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 | 3,871.21 | 9,600.00 | 5,728.79 |
| 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 | 79.02 | 1,000.00 | 920.98 |
| EHS Teacher Gifting Expense | 13,575.46 | 15,000.00 | 1,424.54 |
| EHS VIPS Expense | 0.00 | 850.00 | 850.00 |
| Net Difference: | 3,021.70 | -40,940.05 | 43,961.75 |

Banking Summary - Last month

12/1/2023 through 12/31/2023

1/7/2024

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| Category | 12/1/2023- 12/31/2023 |
|------------------------------------|--------------------------|
| INCOME | |
| EHS Donations - Gifts and Matching | 48.55 |
| EHS Pizza Sales | 1,905.00 |
| Other Inc | 0.20 |
| TOTAL INCOME | 1,953.75 |
| EXPENSES | |
| EHS Hospitality Expense | 19.96 |
| EHS Pizza Sales Expense | 1,120.97 |
| EHS PTO PO Box Rental Expense | 156.00 |
| EHS Senior Class Support Expense | |
| EHS Senior Class Movie Knight | 192.20 |
| TOTAL EHS Senior Class Support ... | 192.20 |
| TOTAL EXPENSES | 1,489.13 |
| OVERALL TOTAL | 464.62 |

Event/Project Basics

Worksheet Prepared by: _____

Date Worksheet Completed: _____

Event/Project Type (check one)

Educational Social Fundraiser Hospitality Safety

Name of Event/Project: _____

Date: _____ Day of week: _____

Time: _____

Location: _____

Chairpeople: _____

Are additional FBISD approvals needed (e.g. Nutrition,

Fundraising)? Yes No

Income/Expense

Budget Category _____

Estimated Income \$ _____ None

Expenses for this even/project. Be sure to include all items including advertising/communications, food, decorations, rentals, fees/deposits, and services.

Item _____ \$ _____

Item _____ \$ _____

Item _____ \$ _____

Item _____ \$ _____

Item _____ \$ _____

Item _____ \$ _____

Item _____ \$ _____

Item _____ \$ _____

Total Expense \$ _____

Donations

List donations needed for this event/project and the number of each item.

Item _____ # _____

Item _____ # _____

Item _____ # _____

Item _____ # _____

Communications

How will this event/project be promoted (flyers, emails, social media, banners, posters, etc.)?

Volunteers

List the number volunteers needed for this event/project, job functions, and times needed.

PTO _____

Other Adult _____

Student _____
