

Elkins HS PTO Meeting
Elkins High School, Missouri City, TX
Meeting Minutes
March 19, 2024

- ❖ **Meeting Called** to Order by Nadine Skinner at 6:39pm
- ❖ **Attendance:** Nadine Skinner, Rachel Zetino, Ana Apolinar, Beza Tsegaye, Abha Misra, Angelica Morales, Raeya Negai, Charu Shiva, Nakia Allen

❖ **Meeting Minutes**

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

❖ **Principal Muceus Report**

- Staffing for 2024-2025, adding 5 additional Teachers, 1 Asst. Choir Director, 1 Additional Counselor.
- FBISD Job Fair April 6th Top Talent to fill open positions.
- Preparing for Final Testing and AP Exams, read senior and school newsletters.
- May 24th, Graduation at Rosenberg Epicenter.

❖ **President's Nadine Report**

- Bylaws were updated, March 17th. Some of the Bylaws were read for clarification.
- In the near future having an Org Chart for PTO would be helpful.
- A suggestion was made for a signature of approval from the Chair of a Committee to be added to the reimbursement document that is turned into Rachel. Showing approval signature from Committee Chair would help Committee Chair stay on top of spending for that committee.
- Angelica made a motion to approve March 17, 2024 revision of Bylaws, Rachel second the motion. All approved no, abstains, no one opposed, March 17, 2024 Revised Bylaws passed.

❖ **VP Angelica's Report**

- FBEF Gala on March 2nd was a success.
- Climate and Culture survey has been sent by FBISD, please fill out.
- AED has now been received and is now in field box.
- Soccer/Football Practice field needs a flag for National Anthem. One can be placed outside field box or somewhere by the score board.
- Auditorium needs a new podium; current one is old. \$500 can be moved from Safety Committee in order to pay for this?

❖ **Treasurer's Rachel Report**

- Overall income we are 8K away from where we need to be for end of year. Pizza sales may get us to the finish line.

❖ **VIPS**

- January volunteer of the month was Afshan. February volunteer of the month was Cynthia Juetner. They received Amazon gift cards.
- VIPS of the year Stephaine Butera.
- 2 guest speakers were present at last meeting one being Damian Viltz, FBISD Operating Chief Officer, District Building Modification Process. Attached below are some Q&A from the meeting.
- April 21-27, 2024 National Volunteer Week.
- April 25, 2024 Volunteer of the Year district Celebration.
- April is Child Abuse Prevention Month. To raise awareness schools will be decorated, winners will be awarded prizes at the Exchange Club Meeting on April 24th.
- ❖ **Membership**
 - Still waiting on Banner of Membership Drive, when will it be ready?
- ❖ **Pizza**
 - Profit from Feb. 15th -March 7th was \$3,064.62
 - April 18th will lose date of sale, due to testing
 - April 4th meeting to discuss next year with Mrs. Muceus.
- ❖ **Hospitality**
 - March 7th Snack cart served 2-3 treats to each Teacher. Parent contributions and PTO made this a success. Teachers were grateful.
 - April is AP appreciation week, planning a special treat and gift cards for APs'
 - 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.
- ❖ **Safety**
 - No report
- ❖ **Beautification**
 - No report
- ❖ **Senior Committee**
 - March 27th 5-7pm Roundtable Knights Event to take place at Riverstone Club House in Riverstone. Sign up Genius list going around for volunteers and games, snacks etc..
 - Senior Sunset May 17th.
- ❖ PTO would like pictures from all School Staff and Teachers that received any gifting items to post on all social media avenues.
- ❖ Benches at Carpool area are needed as the anti-slippery floor mats for all front doors.
- ❖ **Gifting**
 - William Corrington UIL academics is requesting 10 x 4" packs black easels and 4x4 6" black packs to display all state plaques in display case. Total cost is \$188.26 from Amazon. Angelica made motion, Abha second motion, all 7 were in favor no opposals, no Nays.
- ❖ 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 April 16th**
- ❖ **Meeting Adjourned at 8:15pm**

❖ *Notes Taken by PTO Secretary Ana Apolinar*

Historical Budget

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

3/9/2024

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Category	Actual	2024 Budget	Difference
INCOME	66,920.66	75,000.00	-8,079.34
EHS Donations - Gifts and Matching	980.00	1,000.00	-20.00
EHS Hospitality Donations	1,095.00	0.00	1,095.00
EHS Pizza Sales	43,059.51	55,000.00	-11,940.49
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 Spirit Wear Income	881.73	4,000.00	-3,118.27
EXPENSES	61,043.83	115,940.05	54,896.22
EHS Beautification Expense	1,062.36	2,000.00	937.64
EHS Club Grants Expense	0.00	3,750.00	3,750.00
EHS Hospitality Expense	2,619.96	6,000.00	3,380.04
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	24,911.25	37,850.00	12,938.75
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	4,158.01	9,600.00	5,441.99
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	79.02	1,000.00	920.98
EHS Teacher Gifting Expense	16,615.45	22,500.00	5,884.55
EHS VIPS Expense	105.00	850.00	745.00
Net Difference:	5,876.83	-40,940.05	46,816.88

3/9/2024

Account Balances - As of 2/28/2024

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Account	2/28/2024 Balance
Bank Accounts	
Frost Business Checking XX4938	63,255.41
TOTAL Bank Accounts	63,255.41
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OVERALL TOTAL	63,255.41

Banking Summary - Last month

2/1/2024 through 2/29/2024

3/9/2024

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Category	2/1/2024- 2/29/2024
INCOME	
EHS Donations - Gifts and Matching	618.13
EHS Hospitality Donations	55.00
EHS Pizza Sales	7,308.00
TOTAL INCOME	7,981.13
EXPENSES	
EHS Pizza Sales Expense	4,099.88
EHS Pizza Sales Expense - Bank F...	5.75
TOTAL EHS Pizza Sales Expense	4,105.63
EHS Teacher Gifting Expense	1,365.00
EHS VIPS Expense	75.00
TOTAL EXPENSES	5,545.63
OVERALL TOTAL	2,435.50

Building Modification Process Q & A

By Damian Viltz, District's Chief Operating Officer

Building Modification Process:

Damian Viltz, Chief Operating Officer, presented on the District's building modification process and helped answer a number of questions. The questions/answers are provided below.

Question: How do we know what items do and do not require building modification approval?

Answer: Any updates to the building (both inside and outside) require District approval. Examples include, painting murals inside of the building, painting on the gravel, adding/removing benches from a playground, planting gardens, etc. Campuses may be receiving updates/enhancements via the District bond; therefore, it is vital to obtain District approval before making any type of modification to a building.

Question: The American Dermatology Association provides grants for shade structures. Would you recommend applying for a building modification before applying for a grant?

Answer: Yes. Please work with your campus administration for a building modification submission prior to submitting for a grant.

Question: Who do I contact if I have questions regarding the building modification process?

Answer: Please contact Carol Fletcher at carol.fletcher@fortbendisd.com.

Question: Are campus administrators aware that building modifications should be submitted before booster clubs do fundraising?

Answer: Yes. Campus administrators are aware. There have been presentations to District and campus leaders to ensure they are aware of the process and understand the necessary steps.

Other:

Additional questions were asked regarding requests and District point of contacts. The questions/answers are provided below.

Question: Do parent organizations need to put in requests into [Facilitron](#) even though it is a school event?

Answer: Yes, parent organizations need to put in any and all requests to use the campus into [Facilitron](#). This signals the District to ensure that the space is secured and allow for any planning of extra services including custodial and/or police support (as needed).

Question: Where can I obtain an updated list of food truck vendors?

Answer: An updated list will be posted on the [district website \(Community Tab / Business / Food Trucks\)](#) by the end of the day 2/21/24. To inquire about a specific food truck or a food truck that is not on the list, or is in pending status, please reach out to Genyne Vinson at genyne.vinson@fortbendisd.com. If there is at least a week's lead time she will work with you to get the food truck properly registered in time for your event.

Question: How do I make requests for donations to HEB?

Answer: If you are a Booster or Parent Organization the following link is to be used requesting support from HEB <https://www.heb.com/static-page/Community-Involvement>. HEB requests a minimum of eight weeks prior to the event to consider the request. If you are a VIPS representative, contact the campus representative that completes HEB requests. Each campus is allotted 3 requests per school year so there is a streamlined process based on each campus and their needs.

Question: Wi-Fi is a huge concern at our campus—we are concerned because we have a silent auction coming up. How do I notify the District about these concerns?

Answer: Please have a designated campus personnel and/or administration put in a ticket request to 4-1300 or email support@fortbendisd.com.

Volunteer Hours

We request that you track OFF-CAMPUS volunteer hours, as Raptor does not calculate these hours. You will report tracked off-campus hours using this [form](https://forms.office.com/r/yfy9eeRNWh) at <https://forms.office.com/r/yfy9eeRNWh> which will be collected by the Department of Collaborative Communities by the 10th of each month.

Next VIPS Meeting