

MINUTES

Madden PTO Minutes

October 10, 2017

The meeting was called to order by Shainaaz Ibrahim at 6:05 PM.

Attendance

Amanda Taylor	Sharon Sassen	Aleesa Janssen	Shannon Wahyudi	Kate O'Briant
Avion Sylvester Lewis	Nikita Patel	Anjum Muneer	Shefali Patel	Tanya Johnson
Quincy Collins	Shainaaz Ibrahim	Gloria Olabisi	Rajesh Warriar	Victoria Rios
Jamie Kastens	Ira Domnitz	Amaira (Amy) Shah	Karika Shah	Moriam Kadiri-Isiba
Karen Vaughn	Mystie Brady	Pinda Romain	Julie Zhu	Ritu Balla
Pamela Brown				

Old Business / Minutes Approval

Minutes of September 5, 2016 Board meeting not read into the record.

President's Notes

- Shainaaz welcomed everyone to the year's first general meeting, and introduced what the PTO is, and what we do, as well as how membership votes are called
- Concerns of parents who are not on Facebook were addressed, and proposed using the *Digital PTO* website to consolidate communications for all PTO activities. Annual cost for Premium plan would be \$39/month. This route would allow e-commerce options for t-shirt sales, etc. There are less expensive plans available as well. Shainaaz has been working with several PTO volunteers to look into this option.
 - Ira raised the question if PTO Bylaws will be able to be posted.
 - Any documentation will be able to be posted.
 - Question raised as to what the \$39/mo fee would cover. Hosting fees? Labor?
 - Would be hosting, etc. Work on the site would be handled by PTO parent volunteers.
 - Question if any professional company would be willing to do the work as a tax write-off
 - If someone knows anyone, the PTO would be happy to speak to them; however, we do have parent volunteers at this time.
 - E-commerce would likely not be rolled out until 2018-2019 school year. This year would be documentation and announcements

Vice-President's Notes

- Quincy welcomed everyone and introduced himself.
- Fund raising
 - Four fundraisers per year - 2 fall, 2 spring. One large and one small each semester. Small fundraiser for Fall was Penny Wars. Next will be *Dancing Under the Stars*. We will be looking to put a committee together to make a great experience for a Father/Daughter, Mother/Son dance in the parking lot (hence the theme). The PTO will need volunteers for decoration, businesses for donations, etc.
 - A sign-up sheet is available. Committee chairs are Shainaaz and Quincy.

- Date is tentatively scheduled for Friday, Dec. 1.
- Will be a ticketed event for fundraising, as well as a percentage off food trucks, since this will be an outdoor event.
- Quincy reviewed some history from last year's Father/Daughter dance, which filled the cafeteria. A larger potential attendance lead to the outdoor event.
 - Last year was \$35/pair, plus \$10 for additional children, including flowers, boutonnieres and corsages.
 - Expectation is to be a lower cost this year, but not yet determined
- Logistics questions of temperature, noise, rain, etc. were raised. These are questions that will be addressed by the dance committee and reported back at a future meeting.
- A Think Tank committee for brainstorming fundraising options and opportunities has been created; the "Madden PTO Think Tank" A sign-up sheet is available for volunteers.
 - Question was asked what the fundraisers for Spring will be
 - The Think Tank will be addressing that. Carnival will be the big fundraiser, small TBD
 - Question was raised as to revenue of a dance vs. sales, FunRun, etc.
 - FunRuns were voted out, due to nearly 50% revenue being passed to the corporate organizers. Last year, over 400 Father/Daughter pairs/groups attended the first dance. Over 1000 attendees at Spring Carnival
 - 2018-2019 is always open for different options

Treasurer's Update – Presented by Shainaaz

- Reminder that sales tax not reimbursed if a tax-free ID is not used
- Penny Wars deposits resulted in coin machine failures. Bank provided final totals today, winners will be tabulated and announced.
- PTO Balance Sheet was presented
- Based on collected membership fees, the request was made to promote membership to anyone who may not yet have joined.
- Financial reports are available following all meetings, Board & General
- Shainaaz reviewed the approval process for PTO communications through herself or Quincy, then Mrs. Brown.

Committee Chair Updates

- VIPS - Sharon Sassen
 - What is VIPS? Volunteers In Public Schools.
 - Reminder that anyone coming into the school must pass the FBISD background check, which is located on the FBISD website.
 - This includes field trip chaperones
 - When you arrive at the school for any volunteer opportunity, you must check in at the front office and sign in as a volunteer. The tracking does affect such things as funding and grants
 - Kick the Flu campaign coming up in November – Date TBD
 - Winter Parties in December
 - April – FBISD *Shared Dreams* program. Details to follow
 - VIPS of the month- Hajra Siddiqui
 - Off campus volunteer hours must also be turned in to be counted. A

- Membership – Jaime Kastens
 - Approximately 150 members now entered into Membership database
 - MailChimp email communications are being tested
 - Email address for contacting the PTO is MaddenElementaryPTO@Gmail.com. Board members should be checking at least once a week
 - Question was raised as to school population. 980 per Mrs. Brown

- Room Parents – Hajra Siddiqui & Gloria Olabisi
 - Homeroom parent requests were sent out last week, request at least 2 per class. Homeroom parents help with parties, field trips, extra projects, etc.
 - 2 Major parties – Dec. 20 Winter Party; Valentine's Party in February
 - Chairs coordinate food, drinks, papergoods, etc. Homeroom parents assist in logistics getting these to the classes.
 - Very few signups (15) were returned to PTO; Request all forms that may still be with teachers by Oct. 19. A parent meeting will be arranged when all forms have been returned. Teachers who do and do not have parents signed up are being tracked.
 - Forms that come in may be turned into the PTO box.
 - Ms. Johnson highlighted the paucity of parent response, not just forms not returning to the PTO. Teachers may send the request again home, since most requests were distributed during Open House.

- Parliamentarian – Ira Domnitz
 - Ira informed the PTO that he was regretfully resigning his position as Parliamentarian, due to time constraints. He reiterated his enthusiasm for the organization and Madden Elementary as a whole, and stressed his history with the PTO since its inception, and highlighted that he would remain a member at large. Ira went on to encourage the parent body as a whole to continue to support the school and PTO.
 - Kate O'Briant requested a written note to enter into the record.

- Box Tops – Shannon Wahyudi
 - Four (4) fliers have been submitted for approval; hopefully, they will be able to go out in this week's Friday folder, allowing collection kickoff on Oct. 16 for 2 weeks. Submission target Nov. 1.
 - Sample fliers passed around
 - Small prizes may be awarded for returns
 - Ms. Johnson asked about uncollected BoxTops.
 - Collection sheets aren't required. Sheets are intended to be a rewardable incentive for kids
 - Kate reminded the membership to be mindful of expiration dates
 - The question was raised regarding the short date of Oct. 10 to a collection Nov. 1. There was concern about getting parental participation.
 - Kate reminded the membership that BoxTops are counted throughout the year
 - Several of the teachers spoke to getting parents excited via their kids, also that Conferences are coming up. If a small Save The Date with important dates can be provided before Conferences, that community involvement can be reiterated at that

time.

- Shannon will create a Save the Date notice

- Teacher Appreciation – Shannon Wahyudi
 - Trick-or-Treat bags for October
 - Volunteers for the Teacher Appreciation Committee were requested to speak to Shannon; a sign-up sheet was passed around
 - Shannon will be asking HEB for donations
- Spirit Merchandise – Pinda Romain
 - T-Shirts have been ordered and should be in by 10/18. Volunteers will be needed to sort and organize.
 - A backup plan for an evening work party has been set in the event that sufficient daytime volunteers aren't available
 - Question was raised regarding Room Parent Budget
 - \$3000 currently in the budget

Principal's Update

- Mrs. Brown welcomed the PTO membership.
- Reviewed Grandparents' Day, which was postponed due to Hurricane Harvey, but a great time was had by all
- Donuts with Dads & Penny Wars was a success
 - Mrs. Brown reminded everyone that while "Grandparents' Day" and "Donuts with Dads" have "designated" honorees, everyone is welcome
 - Fundraising goes toward field trips. With greater success of activities like Penny Wars, the options for fieldtrips can open significantly.
- Parent conferences in the Fall – not just updates on academics, but about building relationships
- Car Riders – Load & unload about 300 cars per day, in about 25 minutes.
- 98% or better attendance rate. 99.4% last 6 weeks.
- Red Ribbon Week is coming up. Teachers and students are getting very excited. CHAMP bucks are awarded for attendance, BoxTops, behavior, etc. These can then be turned in for Class/Teacher rewards.
- First Responders' Program will be Friday, Oct. 13
- Veteran's Day Program – Nov. 10
- 50th day of school – Nov. 27
- Reiterated appreciation of parent volunteers. Valuation can be placed at \$27/hr, but time is priceless.
- Teachers do one fundraiser a year – chocolate and popcorn in the Fall.
 - Use of funds will be voted on by teachers. Technology is highly valued; playground update following current playground renovation is another potential option.

New Business/Upcoming Events

- New Business
 - Ms. Johnson moved to nominate Avion Sylvester as Parliamentarian; Seconded by Pinda
 - Motion passed by show-of-hands

Meeting Adjourned 7:38 PM