

MINUTES

Madden PTO Minutes

July 20, 2018

The meeting was called to order by Ira Domnitz at 6:40 PM.

Attendance

Gloria Olabisi	Pinda Romain	Ritu Balla	Ira Domnitz	Lauren Allaire
Laura Lyle	Umamah Siddiqui	Kate O'Briant	Jamie Kastens	Deepa Seetepalli
Avion Sylvester	Karina Magalong			

Old Business / Minutes Approval

- Reading of May minutes will be deferred until the next meeting; May minutes will be provided to all Board members and chairs in the meantime by email.

President's Notes (Ira Domnitz)

- Welcome
- Learning Garden Warden is the only chair position remaining open
- By-laws Update
 - Vote to pass new by-laws tabled until the next meeting
- Junior Achievement
 - zero cost program
 - Coordinate with Counselor at school (Courtney)
 - Volunteers / Corporate sponsors / corporate volunteers
 - Dr. Dupre on the board of the program
 - Motion to approve – voice vote – PTO will sponsor
- Board / Chair Roles
 - Some fairly self-explanatory, not all (Secretary/Treasurer fairly clear; Teacher appreciation, etc. not as clear)
 - Invite everyone to address how they feel their position should be handled, what it entails
 - Board constituency
 - No faculty at this meeting tonight, but they have been invited
- Tree Issue (raised by concerned citizen via Facebook)
 - FBISD issue
 - Bushes & overgrown trees on Binion
 - Leaning trees
 - FBISD will be addressing it

Membership (Lauren Allaire)

- Meet the Teacher is a big night
 - Will capitalize on Ira not having a student in the school
 - Everybody else will be requested to take a shift at the table
 - Any way we can split up the table for logistics?
 - Square does not work well inside the building
 - Will need to configure Square for everyone's phone who's working the tables(s)

- Booboo breakfast for Kindergarten breakfast
 - Need to get Mrs. Brown's approval
 - Don't know where in the building it will be held (no background checks for all parents, etc.)
 - Will be doing a grab 'n' go offering
- Open House
 - Will plan on 2 tables, will revisit logistics following Meet the Teacher
 - Looking for volunteers, Mr. Taylor handles most of the volunteers; Sharon coordinates for VIPs
- Las Mananitas Spirit Night
 - Got 10-15 member signups
 - Very large turnout, considering summer and mid-week
 - We raised \$150 (outside of membership fees)
- Membership tables will have a welcome packet, similar to, but not necessarily as long as Neill example
- Need to look into copying costs/process for Membership materials

Treasurer (Jamie Kastens)

- Closing balance at end of May – (bank) \$42k, Quickbooks \$40k
- Provided budget as approved May 2018 moving
- There are 3 Square units
 - Typically when we are accepting monies, we split lines for cash/check and credit

Teacher Appreciation (Deepa Seetepalli)

- First Day – Teacher lunch
 - Typically provided by Which Wich
 - Lauren raised the question if we have sufficient funds budgeted
 - Mrs. Brown has specifically requested Which Wich
 - Need to coordinate with Mrs. Brown to organize
 - Email / Call / Text : Text is most reliable for getting a response, particularly for summer
 - Do want to be aware of amount of communication
 - For multiple contacts: Most efficient would be for President to contact
 - For single items: Committee chairs

Vice President (Avion Sylvester)

- Laptop Purchase
 - Laptop used for Treasurer, Membership, also possibility of storing documents to Cloud (Google Drive, etc.)
 - Motion to explore a laptop purchase under \$500 (after tax) - passed by voice vote
- Kendra Scott
 - September 27
- Team building / Subcommittees
 - Jamie suggested a teambuilding event
 - Self-pay event
 - Suggestions include paintball, escape room

- Survey
 - Karina is working on surveys
 - Final draft needs to go through Mrs. Brown
 - Surveys will be electronic

- Safety patrol
 - We have been requested to sponsor new vests for the Safety Patrol
 - Suggested that we get it done before Meet the Teacher
 - Rough Quote - \$300
 - Motion to approve and purchase, based on that quote – passed on voice vote

- Ice machine / water machine
 - There has been a history of water issues with such things in FBISD in the past
 - The suggestion has been made in the past that if the PTO wants to sponsor a “capital improvement,” a physical unit be gifted to the school/district for them to install
 - An ice machine will be researched

- Chik-fil-a Bella Terra
 - Will contact Brenna Monday

Fundraising (Laura Lyle)

- Spirit Nights
 - Il Primo – 25%, once a month (3rd Friday), starts 9/21
 - Ramble Creek – Mondays available
 - Las Mananitas would like to do another, at 20%
 - Suggestion to try other cuisines to bring out other families
 - Halal 5, Abu Amar
 - Subcommittee for restaurant options
 - Laura, Umamah, Avion, possibly Karina
 - First responder night (fire truck, etc.) with food trucks

- Fun Run - “Get Moving!”
 - Need to coordinate with Mrs. Brown
 - \$500 Fee
 - 30-day turnaround approx.
 - Will research with Mrs. Brown

- Carnival
 - Spring

- Boon Supply Company
 - Merchandise with 50% return to PTO

- Penny Wars
 - October

- Skeeters – Ira
 - Very serious about working with us

- Ticket sales, new event, etc. Will be for next season (this season ends in September)
- Want to be involved with the Carnival
- More than just a ball park, there are other family things to do for a game
- Anything specific that PTO would like to address with President of Skeeters?
 - Fun run at Skeeters?
 - Tour of facility?
- Promotional materials for events with other schools?

Spirit Merchandise (Pinda Romain)

- Classic logo
- Blue available for field trips
- Teal as a standout color for PTO/volunteers
 - Suggestion for PTO on background
 - Costs more to print to front and back
- New style – classic Logo / big M
 - How many color shirts?
 - Teal for PTO
 - Blue
 - Also debate Pink, Gray
- Pre-orders vs. bulk orders
 - We get 2 tax-free days per year, need to be able to distribute the shirts at once
 - Bulk order less expensive
 - Separate orders would be a premium after the date
- Suggestion from Avion to make price \$10 or \$15 to make cash sales simpler
 - \$15
- Sweatshirts
- Three Buck Threads
 - Less expensive, but no online ordering, requires doing all the work
- Custom Design
 - Online, direct ship
- Can also research Honorell
- Need to consult with CPA handling sales tax
 - Jamie will follow up on this
- Voice vote to move forward with new vendor
 - Final Decision on colors
 - Blue, Teal, Purple
- Free t-shirt with membership is blue

Boxtops (Gloria Olabisi)

- Last year raised approximately \$250, would like to double that
- Will send reminders home each month, with a suggested deadline of 3rd week of month
- Bring kids in with a “sale” - popcorn for BoxTops
- Classroom competitions
 - Gift card?
- BoxTops appreciation
- Kate will share spreadsheet to Gloria if she would like to look at it if it is useful

Media Coordinator (Karina Magalong)

- Notify Karina for FB page posts
- GoDaddy business page created inadvertently, has been/will be closed
- Media Coordinator PTO FB page – will allow Media Coordinator to post rather than as their own personal name
- Scheduled posts
 - PTO Board
 - Spirit Night
 - Background Check reminders
 - Other things to add
 - Kendra Scott
 - Safety Vests
- Square Store
 - Can do things like Memberships, Donations
 - Suggested to table for next meeting

Room Parent Coordinator (Umamah Siddiqui)

- There may be an email for RPC in existence, will contact Sharon
- Kate will provide Umamah with Anastasia's information so they can coordinate
- Will contact teachers ahead of Meet the Teacher for organization
- VIPS form vs. sign up in the classroom
 - Put it in the Welcome packet?
 - Possibly also put (new) Bylaws in Packet
- Suggesting a 3rd RPC for just Kindergarten, given the large number of kindergarteners coming in this year (Jamie & Karina)
- For Committee communications with Mrs. Brown: CC President
 - In specific instance of RPC, coordinate between Umamah & Anastasia, CC each other as well, one or the other take lead with communicating with Mrs. Brown.
- Question about timelines for approvals?
 - Mrs. Brown has been addressing faculty issues, limiting availability this summer
- RPC has 2 main events (Holiday and Valentine's Party), but encouragement for parent participation is always excellent

Meeting adjourned 8:49