

Madden Elementary PTO: Minutes – January 10, 2023

Call To Order

6:02pm – President

Review December Minutes

Motion to approve December meeting minutes with comments / changes as taken by Jennifer Morgan on physical copy.

Motion held; minutes approved.

Principal – Mrs. Durham

- Introduction Kelly Stavinoha: replacing Coach DeJesus as Outclass participant on the board.
- Mr. Morena is the new long-term sub for the PE coach.
- Star interim assessment for 3-5th grade started today. Online assessment; going well.
- Spelling Bee is next week; coordinated by Ms. Thibodeaux.
- 4th Grade Recycling parade is next Friday (Jan 20th)
- 100 days of school is January 30th.

President – Kate O'Briant

No updates

Vice President – Jennifer Morgan

- Carnival / Raffle Status Update
 - Committee sign-up genius will go out early this month
 - Sign-up geniuses will go out for multiple sub-committees (food sales, rides, etc.)
 - Donation letter for raffle prizes will be put on the drive for all to share.
 - Be sure to fill out the donation request spreadsheet showing where you requested.
- Booster sales were completed. We have communicated that we will not be doing a Booster event in the fall.

Secretary – Avion Sylvester

No updates

Treasurer – Lauren Allaire

- Budget Update – see attached documents
- Mrs. Rebler has gone into labor; will get sub Asst Principal: Dr. Mary Ellen Eidson. Her first day is tomorrow, January 11th.
- Penny Wars option: week before Monday May 22nd Field Day; can be paired with an incentive at Field Day.
 - Will send out a sign-up genius for committee planning for May Penny Wars.

Yearbook – Jennifer Davis, Nikki Pimentel

- Today was first deadline; lots of grey prints and corrections. Hoping for reprints of classes that are good to go. Mrs. Jackson is taking redo class photos.
- Sponsors have been emailed for ads. One received.
- Email for dedications has been sent out.
- PTO Board bought additional clipart of Huskies. Lauren will send to KD for review and approval for use.

Media Coordinator – Anne Simsuangco

- No updates
- If stuff needs to be put on website – email!

Membership – Ayesha Shoaib

- No changes to membership at this time.

- Do new families get the Welcome Packet as part of joining the school?
 - This has been confirmed since the meeting

Room Parent Coordinators – Renuka Sannicandro, Jennifer Voges

- Winter Party Review
 - Check-in process was GREAT!!!
 - Crafts were a hit; much easier than previous years.
 - Crafts for 2023 have been purchased; approximately \$120.
- Upcoming Valentine’s Parties – February 14
 - No crafts; cupcakes only. Vanilla cupcakes with white icing. Expected spend is \$1000.

Teacher Appreciation – Danielle McManus

- Next Event – January 13
 - Sandwiches, paper goods – Sponsored by Mathnasium
 - Fruit Trays – Sponsored by C&C Wellness
 - Mini Cookies from Crumble
 - Messina Hoff wine tasting for 6 people will be raffled off.

VIPS – Michelle Atanu

- Submit your Hours
- Background Checks

Fundraising – Dhruvit Shah

- Spirit Nights
 - Twisted Pizza & Curry – January 16, 4-9pm; they have halal options.
 - February 24th will be Alings.
 - March will be at Spring Creek, date TBD.
 - Breakfast from McDonald’s sometime in Feb / March

Spirit Wear – Vicky Rodriguez

- Hoodies come in this week. Will be added to the website within the next 1-2 weeks. Inventory on-hand is listed for sale on the website. Only about 20 short-sleeve t-shirts in stock.
- Check for approx. \$2000 to be received this month.

Learning Garden – Nicole Shen

- Hose froze during the December freeze. Containers were covered; plants are being assessed – no plan for replacement of plants until Spring.

Teacher Representatives

- Winter party was great!!! Craft was spot-on. (Both Hammond and Leiker)
- Looking forward to Friday and TA event.
- Teachers are happy to help with anything we do and plan and looking forward to helping with Carnival!
- Thibodeaux: Honor Society is doing a blood drive on Feb 17th. Goal is 14 donors!
- Mr. S: Happy to be here and looking forward to helping!

New Business

- Next month is February; nominations begin. Need a nominations committee (1 board member, 1 admin member, 2 non-board members of PTO). Nominations will go out to the Madden community (get about 20 responses). Nominations committee is responsible to vet the nominees (compare to PTO membership list) and to contact nominees to see if they accept. Big part of it is to weigh the nominees against the positions. Ideally

we get nominees for all PTO board and committee chair positions; but minimum is voting board (President, Vice President, Secretary, Treasurer, Membership, VIPS, Learning Garden, Media).

- Spring Book Fair is week of March 27th.
- Art show is day before Carnival, March 23rd.
 - We will set up a table to sell Carnival tickets at STREAM night. To be coordinated.
- Coach DeJesus to be duct taped to the flagpole. Timing to be set-up.

Adjourn

Motion to adjourn at 6:50pm. Approved.

Attendance

Anne Marie Simsuangco	Lauren Allaire	Hailey Thibodeaux	Paige Leiker
Kaye Chessher	Kelly Stavinoha	Barbara McClanahan	Erika Hernandez
Kara Bergerson	Hanna Hammond	Amanda Smith	Karen Lazcano
Ellen Wong	Charessa Stubblefield	Dhruvit Shah	Zoey Fuqua
Jennifer Voges	Aditi Sahu	Nikki Pimentel	Danielle McManus
Kristi Durham	Aneela Farooq	Jennifer Morgan	Kate O'Briant

Madden Elementary PTO

Balance Sheet

As of January 8, 2023

	<u>Jan 8, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
10010 · Texas Bay Checking Acct	60,973.47
10020 · Texas Bay Savings Acct	30.00
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Total Checking/Savings	61,003.47
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Total Current Assets	61,003.47
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TOTAL ASSETS	<u>61,003.47</u>
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LIABILITIES & EQUITY	
Equity	
32000 · Unrestricted Net Assets	57,338.66
Net Income	3,664.81
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Total Equity	61,003.47
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TOTAL LIABILITIES & EQUITY	<u>61,003.47</u>

Madden Elementary PTO
Statement of Financial Income and Expense
December 2022

	TOTAL
Ordinary Income/Expense	
Income	
33000 · Petty Cash	-100.00
43400 · Donations	
43440 · Donations - Spirit Night	940.44
Total 43400 · Donations	940.44
47000 · Program Income	
47120 · Madden PTO Donation Income	135.00
47300 · Fundraising Income	
47310 · Boosterthon Income	14,644.01
Total 47300 · Fundraising Income	14,644.01
Total 47000 · Program Income	14,779.01
Total Income	15,619.45
Gross Profit	15,619.45
Expense	
60000 · Program Expenses	
60015 · Boosterthon	2,000.00
60025 · Room Parents	1,015.93
60800 · Fundraising Expense	
60815 · Membership Incentive Expense	9.87
Total 60800 · Fundraising Expense	9.87
Total 60000 · Program Expenses	3,025.80
60450 · Classroom Enhancement Program	974.46
65000 · Operations	
65050 · Media	21.17
Total 65000 · Operations	21.17
Total Expense	4,021.43
Net Ordinary Income	11,598.02
Net Income	11,598.02

Madden Elementary PTO
Profit & Loss Budget vs. Actual
 July 1, 2022 through January 8, 2023

	<u>Jul 1, '22 - J...</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
33000 · Petty Cash	-100.00	0.00	100.0%
43400 · Donations			
43406 · Donations - Box Tops	84.30	250.00	33.7%
43411 · Donations - Kroger Rewards	69.54	250.00	27.8%
43412 · Donation Amazon Smile	120.00	250.00	48.0%
43440 · Donations - Spirit Night	1,647.59	1,000.00	164.8%
43450 · Individ, Business Contributions	11,700.00	10,000.00	117.0%
Total 43400 · Donations	13,621.43	11,750.00	115.9%
47000 · Program Income			
47100 · Membership Dues	3,736.50	2,500.00	149.5%
47120 · Madden PTO Donation Income	235.00	250.00	94.0%
47200 · Spirit Merchandise Income	1,679.00	5,000.00	33.6%
47300 · Fundraising Income			
47310 · Boosterthon Income	14,644.01	15,000.00	97.6%
Total 47300 · Fundraising Income	14,644.01	15,000.00	97.6%
47400 · Carnival Income			
47401 · Carnival Income - Donations	0.00	5,000.00	0.0%
47402 · Carnival Income - Ticket Sales	0.00	10,000.00	0.0%
47403 · Carnival Income - Auction	0.00	250.00	0.0%
Total 47400 · Carnival Income	0.00	15,250.00	0.0%
47600 · Year Book Income	0.00	250.00	0.0%
Total 47000 · Program Income	20,294.51	38,250.00	53.1%
47700 · School Supply Sales Income	1,103.00	0.00	100.0%
Total Income	34,918.94	50,000.00	69.8%
Gross Profit	34,918.94	50,000.00	69.8%
Expense			
60000 · Program Expenses			
60005 · Unplanned/Contingency	0.00	1,000.00	0.0%
60015 · Boosterthon	2,000.00	2,500.00	80.0%
60020 · Field Trips	7,168.50	10,000.00	71.7%
60025 · Room Parents	1,713.60	4,000.00	42.8%
60030 · 5th Grade Party	0.00	350.00	0.0%
60110 · Year Book Expense	142.98	3,000.00	4.8%
60300 · VIPS - Volunteer Support	233.96	350.00	66.8%
60400 · Teacher Appreciation Expenses	1,593.14	4,000.00	39.8%
60500 · School Beautification	675.86	750.00	90.1%
60551 · Kindness Rocks Project	423.10	800.00	52.9%

4:51 PM

01/08/23

Accrual Basis

Madden Elementary PTO
Profit & Loss Budget vs. Actual
July 1, 2022 through January 8, 2023

	<u>Jul 1, '22 - J...</u>	<u>Budget</u>	<u>% of Budget</u>
60700 · Spirit Merchandise Expense			
60701 · School Supplies	451.39	500.00	90.3%
60702 · Spirit Wear	4,014.25	2,000.00	200.7%
Total 60700 · Spirit Merchandise Expense	4,465.64	2,500.00	178.6%
60800 · Fundraising Expense			
60815 · Membership Incentive Expense	169.87	250.00	67.9%
60816 · Booster Winning Party Expense	80.00	375.00	21.3%
60820 · Carnival Expense	0.00	2,000.00	0.0%
Total 60800 · Fundraising Expense	249.87	2,625.00	9.5%
Total 60000 · Program Expenses	18,666.65	31,875.00	58.6%
60450 · Classroom Enhancement Program	5,413.36	17,500.00	30.9%
62110 · Accounting Fees	75.00	400.00	18.8%
64100 · Learning Garden Renovation	5,767.33	10,000.00	57.7%
65000 · Operations			
65010 · Bank Charges	0.00	250.00	0.0%
65015 · Square Transaction Fees	264.25	100.00	264.3%
65020 · Postage, Mailing Service	180.00	180.00	100.0%
65040 · PTO Supplies	457.97	500.00	91.6%
65050 · Media	21.17	800.00	2.6%
65120 · Insurance	240.00	300.00	80.0%
65125 · Sales Tax	168.40	500.00	33.7%
Total 65000 · Operations	1,331.79	2,630.00	50.6%
Total Expense	31,254.13	62,405.00	50.1%
Net Ordinary Income	3,664.81	-12,405.00	-29.5%
Net Income	<u>3,664.81</u>	<u>-12,405.00</u>	<u>-29.5%</u>