

## **Madden Elementary PTO: AGENDA – 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 new long-term sub for the PE coach.
- Star interim assessment for 3-5<sup>th</sup> grade started today. Online assessment; going well.
- Spelling Bee is next week; coordinated by Ms. Thibodeaux.
- 4<sup>th</sup> Grade Recycling parade is next Friday (Jan 20<sup>th</sup>)
- 100 days of school is January 30<sup>th</sup>.

### **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 Eadson. Her first day is tomorrow, January 11<sup>th</sup>.
- Penny Wars option: week before Monday May 22<sup>nd</sup> 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 24<sup>th</sup> 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 17<sup>th</sup>. 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 27<sup>th</sup>.
- Art show is day before Carnival, March 23<sup>rd</sup>.
  - 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

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

**Madden Elementary PTO**  
**Statement of Financial Income and Expense**  
**December 2022**

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

**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>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
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%
<b>Total 43400 · Donations</b>	<b>13,621.43</b>	<b>11,750.00</b>	<b>115.9%</b>
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%
<b>Total 47300 · Fundraising Income</b>	<b>14,644.01</b>	<b>15,000.00</b>	<b>97.6%</b>
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%
<b>Total 47400 · Carnival Income</b>	<b>0.00</b>	<b>15,250.00</b>	<b>0.0%</b>
47600 · Year Book Income	0.00	250.00	0.0%
<b>Total 47000 · Program Income</b>	<b>20,294.51</b>	<b>38,250.00</b>	<b>53.1%</b>
47700 · School Supply Sales Income	1,103.00	0.00	100.0%
<b>Total Income</b>	<b>34,918.94</b>	<b>50,000.00</b>	<b>69.8%</b>
<b>Gross Profit</b>	<b>34,918.94</b>	<b>50,000.00</b>	<b>69.8%</b>
<b>Expense</b>			
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%
<b>Total 60700 · Spirit Merchandise Expense</b>	<b>4,465.64</b>	<b>2,500.00</b>	<b>178.6%</b>
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%
<b>Total 60800 · Fundraising Expense</b>	<b>249.87</b>	<b>2,625.00</b>	<b>9.5%</b>
<b>Total 60000 · Program Expenses</b>	<b>18,666.65</b>	<b>31,875.00</b>	<b>58.6%</b>
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%
<b>Total 65000 · Operations</b>	<b>1,331.79</b>	<b>2,630.00</b>	<b>50.6%</b>
<b>Total Expense</b>	<b>31,254.13</b>	<b>62,405.00</b>	<b>50.1%</b>
<b>Net Ordinary Income</b>	<b>3,664.81</b>	<b>-12,405.00</b>	<b>-29.5%</b>
<b>Net Income</b>	<b><u>3,664.81</u></b>	<b><u>-12,405.00</u></b>	<b><u>-29.5%</u></b>

## Madden Elementary PTO Transaction Detail By Account July 1, 2022 through January 8, 2023

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>60450 · Classroom Enhancement Program</b>									
Bill	08/14/2022	target	Hannah Hammond				20000 · Accou...	0.00	0.00
Check	08/22/2022	139	Hannah Hammond				10010 · Texas ...	250.00	250.00
Check	08/22/2022	140	Lindsey Leiker				10010 · Texas ...	250.00	500.00
Check	08/22/2022	141	Kara Bergerson				10010 · Texas ...	235.73	735.73
Check	08/22/2022	142	Barbara McClanahan				10010 · Texas ...	205.70	941.43
Check	08/22/2022	143	Katherine Rogge				10010 · Texas ...	232.11	1,173.54
Check	08/22/2022	144	Xiomara Polk				10010 · Texas ...	250.00	1,423.54
Check	09/05/2022	146	Mahrin Maredia				10010 · Texas ...	250.00	1,673.54
Check	09/05/2022	147	Joy Onwuemelie				10010 · Texas ...	250.00	1,923.54
Check	09/05/2022	148	Nicole Jackson	classroom en...			10010 · Texas ...	203.34	2,126.88
Check	09/07/2022	150	Rebecca Goodeaux				10010 · Texas ...	147.88	2,274.76
Check	09/07/2022	151	Limaris Swailes				10010 · Texas ...	94.76	2,369.52
Check	10/05/2022	156	Alexandra Sanchez				10010 · Texas ...	231.40	2,600.92
Check	10/05/2022	158	Hailey Thibodeaux				10010 · Texas ...	164.57	2,765.49
Check	10/05/2022	159	Theresa Grahmann				10010 · Texas ...	250.00	3,015.49
Check	11/08/2022	175	Kristin Simmons				10010 · Texas ...	250.00	3,265.49
Check	11/08/2022	176	Rebecca Goodeaux				10010 · Texas ...	102.12	3,367.61
Check	11/08/2022	177	Sara Stuva	Sara Allberry			10010 · Texas ...	250.00	3,617.61
Check	11/08/2022	178	Amanda Smith				10010 · Texas ...	87.81	3,705.42
Check	12/11/2022	183	Limaris Swailes				10010 · Texas ...	143.80	3,849.22
Check	12/11/2022	184	Khatriina Debarros				10010 · Texas ...	206.76	4,055.98
Check	12/11/2022	185	Daniela Morales				10010 · Texas ...	250.00	4,305.98
Check	12/11/2022	186	Ellen Wong				10010 · Texas ...	123.90	4,429.88
Check	12/11/2022	187	Laura DeJesus	classroom en...			10010 · Texas ...	250.00	4,679.88
Check	01/06/2023	189	Johnny DeJesus				10010 · Texas ...	235.87	4,915.75
Check	01/06/2023	190	Ashley Osborn				10010 · Texas ...	250.00	5,165.75
Check	01/08/2023	191	Cassandra Martinez				10010 · Texas ...	247.61	5,413.36
Total 60450 · Classroom Enhancement Program								5,413.36	5,413.36
<b>TOTAL</b>								<b>5,413.36</b>	<b>5,413.36</b>