

Madden Elementary PTO: AGENDA – August 15, 2023

Call To Order

6:02pm

Secretary – Lauren Allaire

- Sign-in sheet (names/emails)
- Review May meeting minutes. Motion held, minutes approved with 2 corrections: typo on returning teacher budget (\$175 instead of \$125); remove Farooq as not present.

Principal – Mrs. Durham

- Great start to school year.
- Hired music teacher Zachary Mionis as of 8/15/23.
- Grandparents day – Sept 8th
- Book Fair – Sept 5th – 8th
- Open House – Sept 7th, 5:30-6pm and 6-6:30pm
- Coach Watkins – Jan 16-26 – Jump Rope for Heart

President – Jennifer Morgan

- Nothing to report

Vice President – Vicky Rodriguez

- Spirit Wear theme shirt “presale” update – sale closes Aug 28th
- Spirit Wear “New Classic” shirt purchase update – 100 purchased 8/15/23; delivery prior to Open House
- Fall Donation Drive – See changes on draft
 - Flyer to go home should be more infographic vs wordy
 - Suggestion was waterfalling the individual prizes for visibility of cumulative prizes
 - Top Class In School gets Trophy – to be created by PTO

Treasurer – Kate O’Briant

- Budget Update – See attached
- Audit Outcome
 - 4 findings including one missing receipt and duplicate reimbursement requests
 - Two actions:
 - Investigate using a google form online for reimbursement requests
 - Moving forward - 60-day limit from date of purchase will be strongly enforced for reimbursement requests to eliminate erroneous duplication of reimbursement requests
- Field Trip Payments - \$10 max per student. Form is online (same place). Can pay by check or credit card.
 - No combining from other cheaper grades.
- Reimbursement Rules (Members at Large & Teachers/Nurse/Counselor):
 - Classroom enhancements value reminders: Veterans, \$125; First Year teaching, \$250. Due by the end of February, cannot reimburse tax. Form is online (maddenpto.org - Forms)
 - PTO Membership required
 - Counselor & Nurse use same form, \$100.
 - Planned processing will be the last weekend of each month, with checks delivered to school the following Monday.

- PTO reimbursements - Paper forms delivered to PTO room (Vicky can describe), or submit PDF SCANS of form & receipts by email. No picture formats, please!
- Cannot reimburse tax! Before shopping, check with the Board if we have a tax-free account somewhere helpful (Target, etc.). President/VP/Treasurer have PTO debit cards to facilitate shopping when possible.

Media Coordinator – Nicole Shen

- PTO meetings & Spirit Nights posted within the week
- Will post sponsor Thank yous next week
- Post for School things will be after flyers come out

Membership – Avion Sylvester

- Membership to date: 45 Teachers, 99 families, 15 board members = 159
- Teacher incentives Deadline – September 15

Room Parent Coordinators – Ayesha Sahigara, Melissa Krueger

- Room Parent Status (missing room parents) – emailed teachers about lack of room parents
 - Selection will be by the 25th
- Room Parent Activities
 - Room Parent Meetings – early September
 - Winter Party – cupcake notice of 1 week
 - Wreath

Teacher Appreciation – Danielle McManus, Erika Hernandez

- First Day of School – Lunch from Sandy McGees
- Next event – September 15th (early release half-day) Jeremiah's – full size Italian gelato
 - Flavors and options to be sent ahead of time
- Teacher Favorites Forms – please fill them out!

VIPS – Ayesha Shoab

- Background Checks
- Submit your hours – 82 hours
- Volunteers have been noted w/o background check – reminded to complete!
- Volunteers

Fundraising – Renuka Sannicandro

- Sponsorship Update – See financials! We are about \$2700 away from goal!
- Spirit Nights – MUST MENTION MADDEN
 - Jeremiah's – Complete! Earned \$48.85 over the summer.
 - Aloha Poke – Complete!
 - Urban Air – August 24, 4-9pm
 - Chipotle – September 9, 4-8pm
 - Baloch Grill & Desserts – September 21, All Day, 3-11:30pm
 - Kendra Scott – October 14, 2-4pm
 - Spring Creek – October 26, 4-8pm
 - Texas Roadhouse – Nov 16, 3-9pm
 - Code Ninjas – Dec 2, 6-8pm

- Box Tops (www.boxtops4education.com)
- Kroger Rewards (Link your Kroger account)

Yearbook – Nikki Pimentel, Rebecca Ward Miller

- Dates for Presale: September 18 to November 16; Presale cost: \$40; First 2-weeks of presale \$35; \$45 until print; \$50 post print
- Flyers for 5th Grade baby pictures coming to the school next week.
- Start taking pictures!
- Committee Signup Sheet
- Meeting with Balfour on Aug 23rd to finalize due dates
- Working with Mrs. Jackson for endcap pictures

Learning Garden – Nikki Pimentel

- Will remove broken storage bench; no replacement to be purchased.
 - Will be emptied this weekend
- Hose and nozzle being replaced
- No new planting until temps cool a bit

Teacher Representatives

- Hammond: Thank you for Sandy McGees! Looking forward to Jeremiah's! Sponsorship is incredible! Non-creepily watching you all come and visit. Thank you for coming and helping!
- Leiker: Thank you for Sandy McGees! Thanks for school supply delivery!
- Stavinoha: Book Fair & Grandparents Day overlap. Bergerson has sent out a sign-up genius for Book Fair! We need all the help we can get with Open House and Grandparents Day!
- KD will be out of town for parents' 50th anniversary. "Good Luck!"
- Pruneda: Alzheimer's Association contact wants to increase awareness within FB; walkathon coming up in November. Will put in contact with President (Jennifer).

New Business

- Cub Scouts flyers arrived at school, and will go out once the date is confirmed with Velma in Facilitron.

Adjourn

- 7:03pm

ATTENDEES

Name	Name
Vicky Rodriguez	Jennifer Morgan
Renuka Sanniandro	Charessa Stubblefield
Nicole Shen	Brent McRoberts
Johnny DeJesus	Kristi Durham
Aneela Farooq	Meagan Rebler
Ayesha Ali	Arshia Khan
Erika Hernandez	Samuel Adeseye
Alyce Adeseye	Melissa Krueger
Danielle McManus	Kay Chessher
Rebacca Miller	Nikki Pimentel
Gabriela Pruneda	Nicole Arthurs
Aena Drone	Krupa Upadhyay
Melissa Nesslage	Katherine Rogge
Amanda Smith	Khatriina Debarros
Rachel Clark	Kelly Stavinoha
Hannah Hammond	Laura DeJesus
L Paige Leiker	Avion Sylvester

Madden Elementary PTO Profit & Loss Budget vs. Actual July 2023 through June 2024

	Jul '23 - Jun...	Budget	% of Budget
Ordinary Income/Expense			
Income			
33000 · Petty Cash	-100.00		
43400 · Donations			
43406 · Donations - Box Tops	0.00	100.00	0.0%
43411 · Donations - Kroger Rewards	27.45	100.00	27.5%
43440 · Donations - Spirit Night	451.11	2,500.00	18.0%
43450 · Sponsorships	15,036.00	20,000.00	75.2%
43460 · Donations - Grants	0.00		
Total 43400 · Donations	18,514.56	22,700.00	81.6%
47000 · Program Income			
47100 · Membership Dues	3,468.88	3,250.00	106.7%
47120 · Madden PTO Donation Income	0.00	200.00	0.0%
47200 · Spirit Merchandise Income			
47201 · Spirit Wear - Tax Free Days	2,329.00		
47200 · Spirit Merchandise Income - Other	2,246.12	3,500.00	64.2%
Total 47200 · Spirit Merchandise Income	4,575.12	3,500.00	130.7%
47300 · Fundraising Income			
47320 · Donation Drive	0.00	15,000.00	0.0%
Total 47300 · Fundraising Income	0.00	15,000.00	0.0%
47400 · Carnival Income			
47401 · Carnival Income - Booth sales	0.00	1,000.00	0.0%
47402 · Carnival Income - Ticket Sales	0.00	17,500.00	0.0%
47403 · Carnival Income - Raffle	0.00	1,500.00	0.0%
47404 · Carnival Income - Other	0.00	3,000.00	0.0%
Total 47400 · Carnival Income	0.00	23,000.00	0.0%
47600 · Year Book Income	0.00	750.00	0.0%
Total 47000 · Program Income	8,044.00	45,700.00	17.6%
47700 · School Supply Sales Income			
47701 · School Supply Sales - Tax Free	1,425.00		
47700 · School Supply Sales - Other	105.00	400.00	26.3%
Total 47700 · School Supply Sales Income	1,530.00	400.00	382.5%
Total Income	27,988.56	68,800.00	40.7%
Gross Profit	27,988.56	68,800.00	40.7%
Expense			
60000 · Program Expenses			
60005 · Unplanned/Contingency	0.00	150.00	0.0%
60020 · Field Trips	0.00	10,000.00	0.0%
60025 · Room Parents	0.00	2,500.00	0.0%
60110 · Year Book Expense	2,106.16	250.00	842.5%
60120 · Donation Drive Expense	950.00	1,500.00	63.3%
60300 · VIPS - Volunteer Support	13.66	500.00	2.7%
60400 · Teacher Appreciation Expenses	1,116.00	4,000.00	27.9%
60460 · Teacher of the Month Expense	0.00	100.00	0.0%
60470 · Sponsorship Expenses	89.47	250.00	35.8%
60500 · School Beautification	0.00	1,000.00	0.0%
60551 · Kindness Rocks Project	0.00	800.00	0.0%
60700 · Spirit Merchandise Expense			
60701 · School Supplies	0.00	1,500.00	0.0%
60702 · Spirit Wear	3,120.25	5,000.00	62.4%
Total 60700 · Spirit Merchandise Expense	3,120.25	6,500.00	48.0%

Madden Elementary PTO
Profit & Loss Budget vs. Actual
 July 2023 through June 2024

	Jul '23 - Jun...	Budget	% of Budget
60800 · Fundraising Expense			
60815 · Membership Incentive Expense	0.00	100.00	0.0%
60820 · Carnival Expense	0.00	13,500.00	0.0%
60830 · Donation Drive Incentives	0.00	250.00	0.0%
Total 60800 · Fundraising Expense	0.00	13,850.00	0.0%
60910 · District Budget Offset			
60911 · School Supplies	0.00	3,500.00	0.0%
60912 · Field Trip Transportation	0.00	7,000.00	0.0%
Total 60910 · District Budget Offset	0.00	10,500.00	0.0%
Total 60000 · Program Expenses	7,395.00	51,900.00	14.2%
60450 · Classroom Enhancement Program			
60451 · Counselor & Nurse Reimbursement	0.00	200.00	0.0%
60452 · STEM Gift Card Expense	0.00	2,050.00	0.0%
60450 · Classroom Enhancement Program - Other	290.78	9,500.00	3.1%
Total 60450 · Classroom Enhancement Program	290.78	11,750.00	2.5%
62110 · Accounting Fees	0.00	400.00	0.0%
64100 · Learning Garden Upkeep	0.00	2,500.00	0.0%
65000 · Operations			
65010 · Bank Charges	0.00	50.00	0.0%
65015 · Square Transaction Fees	73.19	500.00	54.6%
65020 · Postage, Mailing Service	0.00	200.00	0.0%
65040 · PTO Supplies	18.00	500.00	3.6%
65050 · Media	0.00	100.00	0.0%
65120 · Insurance	240.00	300.00	80.0%
65125 · Sales Tax	295.50	500.00	59.1%
Total 65000 · Operations	826.69	2,150.00	38.5%
Total Expense	8,513.01	68,700.00	12.4%
Net Ordinary Income	19,475.55	100.00	19,475.6%
Net Income	19,475.55	100.00	19,475.6%

Madden Elementary Husky FALL FUNDRAISER

The Husky Donation Drive is a hassle-free fundraiser that eliminates catalogue sales and allows us to keep almost 100% of the donated funds to support the students and teachers of Madden Elementary.

A suggested tax-deductible donation of \$25 per student helps the PTO provide the following programs: STEM consumable materials, Teacher Appreciation, Classroom Enhancement, Field Trips & Transportation, Class Parties, School Supplies cut from the district budget and much more!

Help us reach our goal of \$15,000!!!

- A donation of \$10 per student will allow them to attend a DJ Dance Party with their grade level!
- Classes with 100% participation will get an extra 10 minutes of recess.
- Classes with 100% participation (any \$ amount) will get to choose a theme day!
 - The class per grade level that donates the highest \$ amount will get an extra 30min recess.
- If the Husky Donation Drive meets our goal of \$15,000, Principal Durham has a surprise for the entire school!

Madden Elementary Husky **FALL FUNDRAISER**

Pup Husky Champion

Donations

Pup Supporter (\$100-\$159 per family)

- Families will be recognized on the Madden PTO website
- Families will be recognized with one social media post (Facebook and Twitter)

Husky Supporter (\$200-\$499 per family)

- Pup +
- Families will be recognized in the yearbook

Champion Supporter (\$500+ per family)

- Husky+
- Families will be entered into a drawing for a Madden Elementary Gift Basket
- Families will have their name on the marquee for 1 week

Madden Elementary Husky FALL FUNDRAISER

Student Prizes

- \$5 – Wear Slippers or Crazy Socks (date TBD by school)
- \$10 – Bring a stuffed animal (date TBD by school)
- \$25 – Wear PJs to School (date TBD by school)
- \$50 – Choice of Flexible Seating in Library or Outclass for 1 day
- \$75 – Sit w/ Friend in the same grade level @ Lunch for 1 day
- \$100 – attend DJ Glow Dance Party with your grade level (date TBD by school)
- Every \$25 above \$100 – Additional Sit w/ Friend in same grade level @ Lunch for 1 day

NOTE: Prizes are cumulative. Raising \$100 means 1 of each of the prizes above.

Top Earning Student can choose 2 of: Librarian for the ½ Day, Principal for the ½ Day, Asst Principal for the ½ Day, & Coach for the ½ Day (dates TBD by school)