

Madden Elementary PTO: AGENDA/Minutes – July 20, 2021

Call To Order

- 6:35 PM

Secretary – Avion Sylvester

- For August 17 Meeting
 - Review & Approve Minutes of May meeting
 - Basketball Shade status?

Principal – Mrs. Durham

- 10 new classrooms, scheduled to be done with construction August 2
- Teachers returning August 6
- Meet the Teacher probably Aug 6 & 9
- Principal training with District this week, then will finalize
- Approx. 950 students
- 3 pre-K, plus an additional Special Ed program
- 4 retirements from last year, 12 new staff
- August 6 & 9 Professional Development, August 10 Teacher Workday
- Meet the Teacher invites should go out next week, PTO will advertise

President – Kate O'Briant

- Vice President Search
- Calendar Updates
 - **July 26 – EPI School Supply Delivery**
 - Delivery near Cafeteria
 - Class lists to cross reference purchases
 - Have receipts available to pick up??
 - **July 27 – Kindergarten Orientation – Cafeteria Table**
 - 10 – 12 PM
 - 1 – 3 PM
 - 4 – 5:30 PM
 - **August 6 & 9 (Probable) – Meet the Teacher** - Time TBD – Evening ~4-6:30
 - School Supplies Distribution
 - Membership / Spirit Wear Table
 - **August 11 – First Day of School**
 - BooHoo / Yahoo for Kindergarten Parents (VIPs, RPC, Membership) – Library, 7:30 - 8:30
 - Teacher Box Lunches (Teacher Appreciation)
 - **August 17 – PTO Meeting**
 - Would return to 2nd Tuesday for remainder of the year,
 - Face to Face + Zoom, if possible
 - **August 23 – Lunch Bunch Volunteers Start (VIPs)**
 - Logistics for parents visiting at lunch TBD
 - Pre-K lunch will need lunch assistants, too. Will be eating in Extended Day.
 - **September 9 – Open House – Table**
 - October 26 – November 5 – Boosterthon
 - December 16 – Winter Party – 2:30 PM
 - Room Parents / Volunteers only – Limit @ 2/classroom

- February 14 – Valentine Party – 2:30 PM
 - Room Parents / Volunteers only – Limit @ 2/classroom
- March 25 – Carnival?
- May 2 – 6 – Teacher Appreciation Week
- May 20 – Field Day PTO Room Cleanup

Treasurer – Lauren Allaire

- Budget Update
- Audit Review
- Banking Change Proposal
 - Changing from Prosperity to a closer bank
 - Prosperity doesn't have a change machine near us, nor will they accept hand-rolled coins
 - Have visited Texas Bay, will also visit Regions and Chase
 - Regions and Chase would allow Zelle for EFT
 - Debit card attached to checking to allow for direct payments of field trips, etc. vs personal payments and reimbursements
- Check Signer Transparency w/out VP
 - Amended bylaws in May require 2 signatures, can't sign own check (VP/Pres/Treasurer)
 - Only 2 signers currently
 - Checks to Kate and Lauren will be presented at PTO meetings
- Working on methods to do Field Trip Reimbursement and Classroom Enhancements requests online, via Google forms

Membership – Jamie Kastens

- What is needed for various activities?
 - Kindergarten Orientation, Meet the Teacher, Open House, Boohoo/Yahoo?
 - VOLUNTEERS!
- Membership form questions – T-shirts?
 - Sell Legacy t-shirt at tables on Kinder Orientation/Back to School/Etc
 - Membership includes new t-shirt
- Membership available online, with paper @ activities only?
- Teacher incentives – Most membership in the classroom by X date, check if Gift Card is still valid, otherwise will use budget
 - August 31 to coincide with end of t-shirt sale

Room Parent Coordinators – Nicole Shen, Sumaiya Patel

- What is needed for various activities?
 - Kindergarten Orientation, Meet the Teacher, Open House, Boohoo/Yahoo?
- Forms?

Teacher Appreciation – Sharon Sassen, Ayesha Shoab

- What is needed for various activities?
 - Kindergarten Orientation, Meet the Teacher, Open House?
- First Day of School – Lunch
 - Working with Velma – McAllister's boxed lunches, Google form for ordering
 - Plan on rotunda for setup

Spirit Merchandise – (Kate)

- Legacy and Past Designs
 - Include legacy in Family Membership?
 - Will be a new shirt; sell legacy at events
- New T-shirt Design
- Currently sale set for month of August
 - Question is what is the turnaround time once the sale completes?

VIPS – Ayesha Shoaib

- Background checks are open!
 - Start advertising / reminders now on FB?
- Monthly VIPS hours
- Early Schoolyear activities
 - Signup Genius
 - Links on FB?? – Coordination w/ Anne

Fundraising – Dhruvit Shah

- Current Sponsorship Responses – Spreadsheet
 - Reached out to all the Aliana local businesses; 2 Platinum sponsors paid up so far
 - Best in Class & EyeLevel will follow up
- Planned Spirit Nights
 - Any on the calendar yet?
 - August 24 – Torchy’s
 - Sept 7 – Symphony Cakes
 - Looking at Lopez & Spring Creek for end of September
 - Spring Creek – Status
 - Will need to coordinate with Mrs. Durham for teacher volunteers
- Future Meeting Items
 - Texas Roadhouse Roll sale – Thanksgiving timeframe??
 - Cancel Penny wars? - Donut Day possibly to coincide with Boosterthon

Yearbook – Jennifer Davis

- Contract Status?
 - Spoke with Cindy – Contract signed last year for 2 years, 350 books, 80 pages
 - Can make changes until February 1
 - Will review timeline first week of school
 - Do we want to revisit commitment number of books (is 350 too many?)
 - If we drop the number, and have a high presale, can always add more to order
 - Presale has historically ended at the end of December
 - Would like to bring back the dedications (last year had extenuating circumstances)
 - More pages? - Pre-K, dedications, more 5th grade baby pictures
- How do we leverage the school / teacher teams, and how do we leverage room parent volunteers?

Media Coordinator – Anne Simsuangco

- Facebook and Web page updates
 - Minor updates to clean up previous years’ material
 - Plans to update further
 - Archive for old news, etc.
 - Calendar

- Facebook updates
 - Scheduled updates?
- Sponsor sections/highlights
- Spirit Night advertising plan

BoxTops – Tiffany Tran

- BoxTops updates
- Coke Rewards, Kroger, Amazon Smile
- Advertise them all – Coordination with Anne

Learning Garden – Nicole Shen

- Updates and needs?
 - Working up replanting the garden so it's good for school!

New Business

- Don't forget about Trello – Will be used for building meeting agendas

Adjourn

- 7:40 PM