

Madden Elementary PTO – Meeting Minutes September 13, 2022

Call to order: 6:02pm

Introduction of Executive Board

- President – Kate O'Briant
- Vice President – Jennifer Morgan
- Secretary – Avion Sylvester
- Treasurer – Lauren Allaire

General process is to follow Robert's Rules

PTO is still seeking Parliamentarian

- Anyone interested can contact the PTO at maddenelementarypto@gmail.com

No previous meeting minutes to address / approve / amend

Principal – Mrs. Durham

- Welcome to staff; teacher representatives attending from each grade level; this year's Teacher Representatives to the PTO Board are Mrs. Leiker, Ms. Hammond, and Coach DeJesus
- Open House was successful
- Next Thursday is Parent Teacher Conference – ½ day
- No school on Friday the 23rd
- Picture day is Monday the 26th
- Meagan Rebler is the new Assistant Principal, replacing Dr. Foulds
- Dr. Blake was filling in as substitute Counselor; new counselor is Constance Ellison

President – Kate O'Briant

- Welcome Packet given out
- Has emails, how to sign-ups for passive fundraising

Vice President – Jennifer Morgan

- Motion to postpone Penny Wars indefinitely; carries
- Booster is full service and going forward (early November)
- EPI school supplies:
 - Dhruvit has a second supplier that has reached out to him, he will provide the information to follow up.
 - Motion to PTO continue school supplies; carries

Secretary – Avion Sylvester; provided by Kate O'Briant

- Secretary attending another meeting for the PTO. Future meetings will open with reviewing the previous meeting's minutes
- Be sure to sign-in. PTO meeting attendance counts as volunteer hours, and attendance is tracked in the Minutes.

Treasurer – Lauren Allaire; provided by Jennifer Morgan

- Treasurer is with Secretary attending another meeting for the PTO.
- Budget information will be posted with the Minutes

Media – Anne Simsuangco

- Spirit Night tomorrow (9/14/22) @ Center Court Pizza
- Yearbook sales coming soon
- Kindergarten volunteering opportunity on the FB group

- JOIN THE FB GROUP!
- Calendar on the MaddenPTO.org webpage
- FAQ link on the website

Membership – Ayesha Shoaib; provided by Kate O’Briant

- 192 memberships
- Deadline to join and get shirt is Thursday, Sept 15th
- Membership is \$30 for standard with 2 adults
- Membership is \$20 for staff
- Teacher incentive deadline is Sept 15th
- Suggestion to have a PTO table for next year at Grandparent’s Day
 - PTO will need to look at bylaws for amending the application to account for not legal guardian, but family member

Room Parent Coordinators – Renuka Sannicandro & Jennifer Voges

- Room parents missing: 3-5 grade (McClanahan, Frankie, Sanchez, Bartasis, Chessher, Hirani, Ali, Naser – may not be accurate)
- Form is on the website
- Meetings will be setup with Room Parents
- For parties: cupcakes can be DELIVERED not necessarily EATEN by every student. There is one classroom for which standard HEB cupcakes may not enter the room due to contact allergies; PTO has a bakery that can provide cupcakes permitted to cross the threshold.
- Teachers were sent list of Room Parents

Teacher Appreciation – Priyanka Sheth & Danielle McManus

- Teacher Appreciation 9/16 – Panera for breakfast
- Volunteers already on-hand for Friday
- Teacher Appreciation Volunteer sign-up form being passed around
- Danielle is moving; we need a Co-Chair for Teacher Appreciation (put * next to name on sign-up sheet if interested)

VIPS – Michelle Atanu

- VIPS Coordinator meeting held at FBISD; will update after each meeting with any notes
- Kindergarten Art & Librarian Volunteer opportunities posted
- General volunteer sign-up form being passed around
- Submit your hours by the 10th of the month
 - Hours checked in at the school already counted
 - Meeting hours where you sign-in already counted
- GET YOUR BACKGROUND CHECK

Fundraising – Dhruvit Shah

- Spirit night:
 - Center Court Pizza – September 14th, 11am to close
 - Jeremiah’s – September 29th
 - Spring Creek – October 11th, 4-8pm
 - BBQ sauce sale will start next week
- Torchy’s raised \$265
- Kroger: \$39
 - Sign-up for the Community Donation
- Box Tops: \$35

- Go to BoxTops4Education.com to sign-up
- Use the app and scan receipt
- Example purchases are Annie's, General Mills

Spirit Wear – Vicky Rodriguez

- Sold 81 LS & SS shirts, 15 Hoodies, 3 bags
- Sales ends Sunday, Sept 18th; link is on the website
- Suggestions for other non-clothing items are welcome for future consideration

Yearbook – Jennifer Davis & Nikki Pimentel

- Presale begins Sept 16 – Nov 16
- Presale price is \$35
- Flyers will go out Friday
- We ordered 375 books
- Submit your photos:
 - Grandparents Day
 - Turn it Gold
- Committee Sign-up Sheet was passed around

Learning Garden – Nicole Shen; presented by Jennifer Morgan

- Garden shade has been installed
- Quotes are being solicited for expanding the seating and adding the podium ("Phase 2")
 - PTO representatives have meet with 2 contractors, but received no follow-up contact or quote. These contractors are currently not returning messages. A third contractor on the District "approved" list did not show up to the scheduled meeting.
 - FBISD has provided the name of another contractor, not specifically a landscaping contractor, that may be of assistance for outdoor construction.

Teacher Representatives – Mrs. Leiker, Ms. Hammond, Coach DeJesus

- Thank you for 1st Day Lunch! Thanks for upcoming Panera!
- Thanks for increased incentive!
- Thanks for supplies!

New Business

- Proposal to move Nov meeting from Nov 8 (Election Day) to Nov 15, motion carries
- Noted Oct 11th meeting coincides with Spring Creek Spirit Night
- Librarian : Mrs. Bergerson; Hello and Welcome!
 - Library sign-up sheet for book return: morning after 9am
 - Book Fair: Nov 7-11
 - Will need volunteers for crowd control
- School Website (Leiker): anything we need to post, email her
- Admin has asked PTO to consider purchasing the Cricut (die-cutter)
 - Librarian has taken over this one
- Admin has asked PTO to consider funding a Poster Machine (large format printer)
 - District Print Shop requires 2-weeks in advance, and limited to 2 per order
 - Estimated as approx. \$7k
 - Requested info from the Administration for quotes
- Teacher Appreciation Co-Chair position open
- Parliamentarian position open
 - No board vote per bylaws
 - Member vote

- R&R is to keep maintain discipline and keep meetings on track
- Not a financial handling position – open to teachers
- Speak with, email, or website for to Kate at president.maddenpto@gmail.com
- Fall Festival
 - Lauren & Avion at planning meeting tonight
 - Have been approached by Aliana Community Council (ACC) to participate
 - Awaiting clarification on the event
 - If attending, will be Oct 15 from 11am to 2pm
 - Will need volunteers to man a table, if PTO participates
 - ***Per information provided by Lauren and Avion after the ACC meeting, PTO will not be participating*
- Fort Bend Education Foundation is having reception for campus news & parents on Sept 20th at 5pm
 - If interested, get with Kate
- Sugar Shindig!
 - Tickets on FBISD website
- Platinum Sponsors
 - Create a logo book of what their ad looks like in the Yearbook
 - New sponsor plaque

Adjourn at 7:18pm

Attendance

Khatrina Debarros
 Gabriela Pruneda
 Guna Adhikari
 Aditi Sahu
 Rabia Ahmed
 Chaessa Stubblefield
 Michelle Atanu
 Nikki Pimentel
 Danielle McManus
 Melissa Krueger
 Dhruvit Shah
 Hannah Hammond
 Johnny DeJesus
 Kara Bergerson
 Katherine Rogge
 Mahrin Maredia
 L. Paige Leiker
 Asma Ali
 Jennifer Voges
 Meagan Rebler
 Kristi Durham
 Amanda Smith
 Angel Nguyen
 Anne Marie Simsuangco
 Arshia Khan
 Renuka Sannicandro
 Vicky Rodriguez
 Janet Potts
 Ayesha Sanigara

Priyanka Sheth
 Tiffany Tran
 Carmen Cortes
 Jennifer Morgan
 Kate O'Briant

Madden Elementary PTO
Balance Sheet
As of September 5, 2022

	<u>Sep 5, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
10010 · Texas Bay Checking Acct	65,119.80
10020 · Texas Bay Savings Acct	30.00
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Total Checking/Savings	65,149.80
	<hr/>
Total Current Assets	65,149.80
	<hr/>
TOTAL ASSETS	65,149.80
	<hr/> <hr/>
LIABILITIES & EQUITY	
Equity	
32000 · Unrestricted Net Assets	57,338.66
Net Income	7,811.14
	<hr/>
Total Equity	65,149.80
	<hr/>
TOTAL LIABILITIES & EQUITY	65,149.80
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Madden Elementary PTO
Profit & Loss Budget vs. Actual
July 1 through September 5, 2022

	Jul 1 - Sep 5, 22	Budget	% of Budget
Ordinary Income/Expense			
Income			
33000 · Petty Cash	-200.00	0.00	100.0%
43400 · Donations			
43405 · Pumpkin Penny Wars	0.00	3,000.00	0.0%
43406 · Donations - Box Tops	0.00	250.00	0.0%
43411 · Donations - Kroger Rewards	0.00	250.00	0.0%
43450 · Individ, Business Contributions	11,700.00	10,000.00	117.0%
Total 43400 · Donations	11,700.00	13,500.00	86.7%
43412 · Donation Amazon Smile	0.00	250.00	0.0%
43413 · Donation - School Supplies	0.00	500.00	0.0%
43440 · Donations - Spirit Night	0.00	1,000.00	0.0%
47000 · Program Income			
47100 · Membership Dues	4,193.00	3,500.00	119.8%
47120 · Madden PTO Donation Income	0.00	250.00	0.0%
47200 · Spirit Merchandise Income	1,204.00	5,000.00	24.1%
47300 · Fundraising Income			
47310 · Boosterthon Income	0.00	15,000.00	0.0%
Total 47300 · Fundraising Income	0.00	15,000.00	0.0%
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	5,397.00	39,250.00	13.8%
47700 · School Supply Sales Income	1,103.00	0.00	100.0%
Total Income	18,000.00	54,500.00	33.0%
Gross Profit	18,000.00	54,500.00	33.0%
Expense			
60000 · Program Expenses			
60005 · Unplanned/Contingency	0.00	3,000.00	0.0%
60015 · Boosterthon	0.00	2,500.00	0.0%
60020 · Field Trips	0.00	10,000.00	0.0%
60025 · Room Parents	0.00	4,500.00	0.0%
60030 · 5th Grade Party	0.00	350.00	0.0%
60110 · Year Book Expense	0.00	3,000.00	0.0%
60300 · VIPs - Volunteer Support	0.00	350.00	0.0%
60400 · Teacher Appreciation Expenses	41.40	4,000.00	1.0%
60500 · School Beautification	985.21	750.00	131.4%
60551 · Kindness Rocks Project	0.00	800.00	0.0%
60600 · Teacher's School Supplies	0.00	2,500.00	0.0%
60700 · Spirit Merchandise Expense			
60701 · School Supplies	652.16	500.00	130.4%
60702 · Spirit Wear	0.00	2,000.00	0.0%
Total 60700 · Spirit Merchandise Expense	652.16	2,500.00	26.1%
60800 · Fundraising Expense			
60815 · Spirit Week Fundraiser-Expense	0.00	250.00	0.0%
60816 · Winning Party Expense	0.00	200.00	0.0%
60820 · Carnival Expense	0.00	2,000.00	0.0%
Total 60800 · Fundraising Expense	0.00	2,450.00	0.0%
Total 60000 · Program Expenses	1,678.77	36,700.00	4.6%

4:05 PM

09/05/22

Accrual Basis

Madden Elementary PTO
Profit & Loss Budget vs. Actual
July 1 through September 5, 2022

	<u>Jul 1 - Sep 5, 22</u>	<u>Budget</u>	<u>% of Budget</u>
60450 · Classroom Enhancement Program	2,126.88	7,500.00	28.4%
62110 · Accounting Fees	0.00	400.00	0.0%
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	235.91	100.00	235.9%
65020 · Postage, Mailing Service	0.00	150.00	0.0%
65040 · PTO Supplies	139.97	500.00	28.0%
65050 · Media	0.00	800.00	0.0%
65120 · Insurance	240.00	300.00	80.0%
65125 · Sales Tax	0.00	500.00	0.0%
Total 65000 · Operations	615.88	2,600.00	23.7%
66900 · Reconciliation Discrepancies	0.00	25.00	0.0%
Total Expense	10,188.86	57,225.00	17.8%
Net Ordinary Income	7,811.14	-2,725.00	-286.6%
Net Income	<u>7,811.14</u>	<u>-2,725.00</u>	<u>-286.6%</u>

Madden Elementary PTO
Statement of Financial Income and Expense
 July through August 2022

	Jul 22	Aug 22
Ordinary Income/Expense		
Income		
33000 · Petty Cash	0.00	-200.00
43400 · Donations		
43450 · Individ, Business Contributions	0.00	11,100.00
Total 43400 · Donations	0.00	11,100.00
47000 · Program Income		
47100 · Membership Dues	115.00	0.00
47200 · Spirit Merchandise Income	115.00	0.00
Total 47000 · Program Income	230.00	0.00
Total Income	230.00	10,900.00
Gross Profit	230.00	10,900.00
Expense		
60000 · Program Expenses		
60400 · Teacher Appreciation Expenses	0.00	41.40
60500 · School Beautification	0.00	609.41
60700 · Spirit Merchandise Expense		
60701 · School Supplies	0.00	652.16
Total 60700 · Spirit Merchandise Expense	0.00	652.16
Total 60000 · Program Expenses	0.00	1,302.97
60450 · Classroom Enhancement Program	0.00	1,423.54
65000 · Operations		
65040 · PTO Supplies	0.00	139.97
65120 · Insurance	0.00	240.00
Total 65000 · Operations	0.00	379.97
Total Expense	0.00	3,106.48
Net Ordinary Income	230.00	7,793.52
Net Income	230.00	7,793.52

Madden Elementary PTO
Statement of Financial Income and Expense
July through August 2022

	TOTAL
Ordinary Income/Expense	
Income	
33000 · Petty Cash	-200.00
43400 · Donations	
43450 · Individ, Business Contributions	11,100.00
Total 43400 · Donations	11,100.00
47000 · Program Income	
47100 · Membership Dues	115.00
47200 · Spirit Merchandise Income	115.00
Total 47000 · Program Income	230.00
Total Income	11,130.00
Gross Profit	11,130.00
Expense	
60000 · Program Expenses	
60400 · Teacher Appreciation Expenses	41.40
60500 · School Beautification	609.41
60700 · Spirit Merchandise Expense	
60701 · School Supplies	652.16
Total 60700 · Spirit Merchandise Expense	652.16
Total 60000 · Program Expenses	1,302.97
60450 · Classroom Enhancement Program	1,423.54
65000 · Operations	
65040 · PTO Supplies	139.97
65120 · Insurance	240.00
Total 65000 · Operations	379.97
Total Expense	3,106.48
Net Ordinary Income	8,023.52
Net Income	8,023.52