

Memorial PTO Board Meeting Agenda – Wednesday, June 12, 2024

1. Intro to PTO Board, bylaws and normal operating procedures. Confirm everyone has access to PTO email (confirmed), create necessary Canva accounts (Stephanie and Steph need access), access to Google Calendar (everyone okay with emails directly provided on PTO website).
 - a. Vote to change fiscal year to July 1 - June 30 to better align with school year dates (unanimously approved)
2. Treasurer's Report & Budget
 - a. Review 24-25 Budget
 - i. Lauren provided documents and reviewed, will make changes as discussed
 - ii. Percent of grade levels' funds allocated towards future 5th grade celebration, also suggested that 3rd and 4th grade parents begin to assist 5th grade parents with 5th grade celebrations in preparation of their own future celebration
 - b. Gala/Party
 - i. Begin with a silent auction social first part of December and build to potentially doing a centennial Gala
 - ii. Four (two kid and two adult) major socials per semester and additional minor socials as needed
 - iii. Renee to lead class art projects for auction at onset of school year
 - c. Spirit wear
 - i. One design in different colors next year - Circle M with IB Attributes
 - d. Vote on 24-25 Budget (unanimously approved)
3. Dates
 - a. Summer Play Dates:
 - i. 6/29 - 8-10 am at Spark Park
 - ii. 7/20 - 9-11am at Jaycee Splash Pad.
 - b. School Work Days – Supplies (August 5, 6, and 7 helping pack supplies and all assistance is encouraged) & Garden (Shirley is working on)
 - c. Meet the Teacher – 8/8 either 1pm – 3 pm or 3 pm – 5 pm, Lavergne will finalize
 - i. QR codes for WhatsApp, clubs, and PTO membership
 - ii. Sell school supplies
 - iii. Buddies
 - iv. Calendar of major events
 - d. General PTO Meetings: Fall (after Open House and order pizza) & Spring
 - e. Gala - Will be a Silent Auction Social, 12/7/24.

- f. Volunteer Orientation (8/23 if you do VIPS and PTO membership by September 30 you get a t-shirt))
- 4. Results from End of Year Survey
- 5. After School Clubs
 - a. Orchestra (after school program with Mercury. Sally will email and confirm availability.)
 - b. Name That Book is discontinued (HISD Library Services announced that the program will not be available for 24-25.)
 - c. Soccer? (Inquiring about potentially Panther Soccer and Soccer Shots)
 - d. Science/Stem?
 - e. Garden?
 - f. Art?
 - g. After3 offerings (All sports, theatre, cooking, etc., perhaps we need to request a room or two for Memorial afterschool clubs)
 - h. Chess Club - (Chassmaster of Houston with Coach Daniel will return)
- 6. How can PTO support the lack of WrapAround? (This will go back under the Counselor's job and Memorial should have access to a "region" wraparound. We need to share the information to ensure families are aware of it. Used uniform collection will be handed off to Nurse and/or Counselor upon start of school.)
- 7. PTO Cart
 - a. Once a month
 - i. September 20th – 5th grade
 - ii. October 18th - 4th grade
 - iii. November 15th – 3rd grade
 - iv. January 17th – 2nd grade
 - v. February 21st – 1st grade
 - vi. March 21st – Kindergarten
 - vii. April 17th (Thursday) – Pre-K and SPED
- 8. Birthday Signs
 - a. \$20 for marquee,
 - b. \$25 with picture,
 - c. \$30 for physical signs,
 - d. \$20 late fee within 48 hours for Lawn Sign. After 3:00 pm the day before for Marquee
- 9. Misc. Business
 - a. Bylaws reviewed and edits will be sent out (Sally?)
 - b. August 16th at 2:00 next board meeting
 - c. Boo Hoo Woo Hoo at Yellow Cup on the first day of school
 - d. Deliver Shipleys to teachers first Friday