



Meeting Goals

1. Discuss the new fiscal year budget, get recommendations and feedback and assign actions to board members. The budget has to be approved by August 1st - it does not have to be set today.
2. Revise, agree and adopt bylaws.
3. Propose dates for PTO meetings and school fundraisers

Agenda for June 14, 2025 PTO Board Meeting

1. Treasurer's Report & Budget (30 mins, Colin and Lauren □ refer to Colin's PowerPoint slides)
 - a. Recap - FY 24-25: (Colin went over background and breakdown, 5013c, line-by-line, budget approval prior to August 1st and must be approved in order to spend money)
 - b. Budget status
 - i. 24-25 We under spent/over raised by \$75,518
 - ii. 24-25 Rollup Summary: Net Assets as planned \$40,292.12
 - iii. Fundraising Goals discussed (Revenue, expenses, and income)
 - iv. Giving: (Revenue \$7,700, Expenses \$170,00: includes major capital projects, Title 1 whole school support (may decrease projected expense to \$10,000), hourly lecturer, library/media, IB and PD support)
 - v. Student/Family/Community Support (Revenue \$30,900, Expenses \$27,200, Income \$3,700)
 - vi. Staff Support (Expenses \$18,289.59: Teacher grants, teacher appreciation, year end staff celebration, etc.)
 - vii. PTO Admin (Revenue \$131,440.71, Expenses \$9,640: Texas State Taxes, Square Store Fees, EOY grade and staff parties, etc.)
 - c. School supplies (may need to increase in unmet needs to supplement)
 - d. Science
 - e. IB support
 - f. Software support - PS, IXL, Clever (PS covered by HISD, Andrew to confirm with Ms. Lavergne that IXL is also covered)
 - g. Library support
 - h. Spanish
 - i. GT
 - j. Wraparound (no longer provided, needs to go through counselor, see action item)
 - k. Garden
 - l. Events
 - m. Capital Campaigns/Beautification/Improvements
 - i. Blacktop/PE (will be the primary location for PE)
 - ii. Scout House
 - iii. Courtyard turf
 - iv. Bathrooms (fix doors, mirrors, soap dispensers)
 - v. Painting
 2. Dates for school year (20 mins)
 - a. Summer Socials
 - b. MTT (Code Ninjas, Stephanie)
 - c. PTO General Meetings and Monthly Board Meetings
 - d. Fundraisers
 - e. Fall Fest
 - f. Book Fair/Literacy Night week of 2/23 (Cristina spoke to Ms. Martinez)
 - g. International Festival (Katherine)
 - h. GT Expo (2/27)
 - i. Field Day (3/27?)
 - j. Color Run (4/24?)
 - k. Reference List needed
 - l. School Tours (Stephanie)
 - m. Review Calendar (Andrew)
 3. Fundraisers (20 mins)
 - a. Teacher Appreciation - move to monthly events? (Cristina)
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- b. The Party Update (Maria)
 - c. Fall Fest Update
 - d. Spirit Wear Update
 - i. Need to finalize design and color (centennial based?)
 - ii. 70% at MTT, sweats shirts pre-order only at fall fest
 - e. Student-Led Fundraisers (Lauren)
 - i. Sign rotation, PTO Pictures (Halloween and winter family pictures), fundraisers
4. Other items (30 mins)
- a. Process of requesting posts on PS or Socials (Lindsey)
 - b. Centennial Preparation
 - c. Yearbook: finalize cost (Catherine)

General requests and ideas:

- Monthly Yellow Cup informal meeting with PTO members
- WhatsApp/Email announcements with PTO treasurer report
- Centenary - a) commemoration/ ceremony etc b) merch
- Discuss looping in room guardians to help disseminate information and updates through the year to keep group chats active.



Agenda Item	Discussion Points
New Fiscal year budget	- Request to add \$1300 in expenses for Name That Book event. Will fall under Student Support. No revenue.(Sally) - Supplies for Spanish (Stephanie)
School Year Event Dates	- First - Second
Fundraisers	- First - Second
Other	- First - Second

Actions	Responsible	Due Date	Date Complete
By-laws to be updated and circulated	AnM/SC	Aug 1	
Spiritwear - Need to finalize design and color	Lauren		
Teacher list is needed to budget for 25/26 Grants	AnM/SC	?	
Fiscal year dates on bylaws are incorrect. To be changed.	AnM/SC	?	
Budget to be presented to board prior to adoption on August 1st (per bylaws)	CD	?	
Librarian to confirm budget for next year	CD	?	
Confirm scout house budget	AnM	?	
Giving: budget (may decrease projected expense to \$10,000)	Lauren		
Confirm science grant rollover and new budget for science support	CD	?	
Confirm art grant rollover and new budget for arts support			
Confirm Back to School Social/MTT budget/fundraising budget line item			
School supplies (may need to increase in unmet needs to supplement)	Lauren and Colin		
Confirm with Ms. Lavergne that IXL is covered by school	Andrew		
Review new budget and provide feedback	Voting Members	25JUL25	
Meeting to review responses for survey	Andrew		
Confirm with Ms. Lavergne Title one budget	Andrew		



Actions	Responsible	Due Date	Date Complete
Speak with counselor (food drive, Angel tree, clothing, birthday signs)	Catherine		
Review Budget	All	ASAP	
Add yearbook sales start at MTT	Catherine		
Birthday signs offered to disadvantaged children?	Keith, Lauren, Andrew, Colin		
International Festival: PTO or Admin?	Andrew?		
Confirm with Ms. Lavergne that Friday is spirit wear day	Andrew	ASAP	
Bingo or another game night with kids in cafeteria	Maria & Katherine		
Submit design ideas for spirit wear	All	July 1	
Committees (need sign ups for Open House)		August 12	
Play dates (June 28th, July 19th, & August 9th)	All		
Balloon Schedule	Andrew	August 12	
Birthday Cards/Gift Cards/Add Appreciation Dates	Andrew	August 12	
Adrew to teach Catherine how to work flag	Andrew and Catherine		

Attendee	Initials	Role	Contact	Present?
Cristina Etchells	CE	Book Fair Co-Chair & Marquee Manager	bookfair@memorialpto.com	Y
Lindsey Anderson	LA	Communications Co-Chair	communications@memorialpto.com	Y
Misty Lanza	MSL	Communications Co-Chair	communications@memorialpto.com	Y / N
Maria Payne	MP	Signature Fundraising Co-Chair	community@memorialpto.com	Y
Morgan Munoz	MM	Fall Festival Co-Chair	fallfest@memorialpto.com	Y
Sarah Gilbreath	SG	Spirit Nights Chair & Fall Festival Co-Chair	fallfest@memorialpto.com	Y
Keith Maguire	KM	Signature Fundraising Co-Chair & Book Fair Co-Chair	community2@memorialpto.com	Y
Lauren Schmied	LS	Student-Centered Fundraising	fundraising@memorialpto.com	Y
Sarah Allen	SA	Garden Co-Chair	garden@memorialpto.com	Y / Y



Attendee	Initials	Role	Contact	Present?
Shirley Pelache	SP	Garden Co-Chair and Grants	garden@memorialpto.com	N
Michael Lanza	McL	Marquee Co-Manager	marquee@memorialpto.com	N
Andrew Munoz	AnM	President-Elect	president-elect@memorialpto.com	Y
Sally Doleski	SD	Outgoing President	president@memorialpto.com	N
Stephanie Ceviker	SC	President	president@memorialpto.com	N
Catherine Powers James	CPJ	Recording Secretary	secretary@memorialpto.com	Y
Colin Duffett	CD	Treasurer	treasurer@memorialpto.com	Y
Agnes Matyas	AgM	Treasurer-Elect	treasurerelect@memorialpto.com	Y
Katherine Hurst	KH	Volunteer, Upper Grades	volunteers@memorialpto.com	Y
Sofia Silvagni	MP	Volunteer, Lower Grades	volunteers2@memorialpto.com	Y

Next Board Meeting: TBD