



PTO BOARD MEETING MINUTES

Monday, December 15, 2025 at noon | Bush Elementary School

Call to Order at 12:10 pm

1. Welcome
2. Approval of Minutes from October - Motion made by Breanne, 2nd by Lynsey
3. Approval of Minutes from November - Motion made by Ji, 2nd by Lynsey

I. President's Update

- **Did You Know?** Taylor shared that the recent \$1,800 fine art payment to the school was used to secure song licensing rights for the school performances, not props, costumes, or decor.
- **VP Highlight** - Recognition was given to Molly and Danielle for their outstanding work on the Jingle Bell Run, which was a great success.
- **Formation of Bylaws Committee and Parent Playground Insight Committee**
 1. Bylaws Committee
 - a) Purpose:
 - (1) Assist Tiffany and Taylor in reviewing and updating the PTO bylaws (last updated in 2020).
 - (2) Potential updates include online voting and VP role definitions.
 - (3) The committee would include non-board PTO members, who bring recommendations to the board for approval.
 - b) Action Items:
 - (1) Announcement to be included in the January newsletter to solicit committee members
 - c) Motion to form the bylaws Committee made by Taylor Parmigiano, seconded by Samantha Hoppe.
 2. Parent Playground Insight Committee
 - a) Discussion centered on gathering parent input regarding playground replacement following the removal of the spider web structure.
 - b) Key Points:
 - (1) The initial idea was a small parent focus group rather than a whole-school discussion.
 - (2) Questions and concerns raised about timeline and effectiveness.
 - (a) We are really quick to remove but not quick to replace.
 - (b) The parents want the dust and dirt addressed but what can we do to enrich the KIDS experience at the playground.
 - (c) The community wants to see something happen. The web had to go for safety but as a board we need to move quickly to get it replaced and it is essential that the community sees the PTO taking action.
 - (3) Ms. Howard suggested using a survey instead of forming a committee to avoid delays and allowing students to vote on approved replacement items.





(4) Emphasis on moving quickly to replace removed equipment and addressing community concerns.

(5) Focus should be on enriching the student experience.

c) Decisions:

(1) No committee will be formed at this time.

(2) An anonymous parent survey will be distributed before spring break.

(3) Courtney will present 2-5 proposed replacement options (including cost and timeline) at the January meeting.

(4) The board will approve options, then students will vote on the final selection.

(5) Courtney indicated confidence that the replacement of the spider web could happen quickly.

(6) The goal for other playground replacements/enhancements would be for installation over the summer of 2026 per Ms. Howard.

- **Executive Board Calendar**

1. Working Calls to be held two weeks prior to meetings.

2. Agendas to be finalized the following week.

II. **Treasurer - Ji (Ji will email me all the updates)**

- Bucks for Bush Update

- Budget Update

- CD2

- Bush Programs

- Budget Increase Request Protocol

1. Example: Movie Night (Programs) projected expenses exceed budget.

2. Discussion:

a) The current PTO budget is conservative.

b) Committees should provide post-event expense breakdowns (including donations and borrowed items) to better inform future budgets.

(1) Ji requested clarity on who is responsible for reporting and how reporting should be done.

c) Discussion tabled for a working call.

d) Ji emphasized involvement in all financial discussions to provide real-time guidance.

III. **Programs - Samantha Hoppe**

- Movie Night

1. Revised projected budget: \$500 (budgeted budget \$400)

2. Request for \$108 in additional funds.

3. Engagement ideas were discussed: interactive/sing-along movie and glow sticks.

4. Venue and Logistics:

a) Location: TWHS gym is secured

b) AV Club is assisting with equipment





- c) TWHS Students are volunteering to dress up as movie characters
- d) Three Food Trucks Confirmed
- e) Layout Logistics due by January 5, 2026.
- 5. Timing: Movie Night is scheduled approximately three weeks before Bonanza fundraising.
- 6. Discussion Highlights:
 - a) Concerns about continued use of Movie Night versus alternative programs; example given was a kid's market
 - b) Ji stressed the importance of not under-reporting expenses.
 - c) Ms. Howard reminded volunteers not to spend personal funds.
 - d) Services have a \$600 surplus; possibility of reallocation funds discussed.
 - e) \$280 approved to be reallocated from Services to offset additional Movie Night costs.
- 7. Sponsorship Clarification
 - a) Sponsorships support the entire PTO year, not individual events.
 - b) Concern raised that sponsors may misunderstand this.
 - c) Ji confirmed formal sponsorship letters are sent over the summer by the VP of fundraising with clear explanations of what to expect with each level of sponsorship.
 - d) A request was made to follow up with Molly to ensure the Move Night sponsor understood fund usage.

IV. Fundraising - Molly

- Formation of Spring Committees (Silent Auction/Bonanza)
- Exploration of online spirit wear sales through NHA:
 - 1. Valentine's Day shirts (two designs)
 - 2. Resale of embroidered sweatshirts (forest green and navy blue)
 - 3. Ordering, Payment, and Sorting all through NHA; PTO responsible for on campus distribution only.
 - 4. Designs to be sent to Ms. Howard for approval.

V. Communications - Sarah

- Bush Banner Requests - Due early in the week to streamline approvals.
- Newsletter Requests - Due by the end of each month.
- Spring Meet-Up date to be clarified at the next meeting.

VI. Services - Lynsey

- Yearbooks: We need to market the yearbooks to drive sales.
- Academic Outreach:
 - 1. January 23, 2026 - Crocodile Encounter
 - 2. Awaiting vendor confirmation of times
 - 3. Check request submitted to Ji.





VII. School Relations - Danielle

- Watch DOGs Sign up reminders ongoing.
- Continued efforts to increase dad participation.
- Paws for Applause: Kate Rentsch

Meeting Adjourned at 1:54pm

Motion to close by Samantha Hoppe; Second by Sarah Dague

Attendees: Taylor Parmigiano, Ji Terracina, Sarah Dague, Samantha Hoppe, Breanne Jovanovic, Lynsey Irvine, Sarah Howard, Holly Elledge, Martha Ceron, Katey Defreitas



November 2025 Budget vs Actuals

	Actual	Budgeted
Revenue		25-26
Communications Income	-	
Total Communications Income	\$0.00	\$0.00
Fundraising Income		
Fall Fundraiser (B4B)	\$52,327.55	\$42,000.00
Share Cards and BoxTops	\$304.39	\$500.00
Sponsorships	\$25,500.00	\$15,000.00
Spirit Nights	\$933.02	\$2,000.00
Spirit Wear & Bush Basics	\$20,370.92	\$15,000.00
Spring Fundraiser	-	\$30,000.00
Total Fundraising Income	\$99,435.88	\$104,500.00
PTO Programs Income		
Teddy Bear Tea Sponsor	\$800.00	\$800.00
Bush Bash income	\$192.60	\$200.00
Movie Night	-	\$300.00
Trunk or Treat Sponsor	\$500.00	\$500.00
Total Programs Income	\$1,492.60	\$1,800.00
Services Income		
Staff Appreciation	-	\$2,000.00
PTO Membership	\$2,420.00	\$1,800.00
School Supplies	\$1,894.00	\$2,500.00
Yearbooks	\$656.58	\$2,500.00
Total Services Income	\$4,970.58	\$8,800.00
Tx Sales Tax	\$208.88	\$200.00
Total Revenue	\$106,107.94	\$115,300.00
Gross Profit	\$106,107.94	\$115,300.00

	Actual	Budgeted
Expenditures		25-26
Administrative Expense		
Accounting Fee	\$425.00	\$600.00
Copier	-	\$750.00
Hospitality	-	\$300.00
Insurance	-	\$800.00
Office Supplies	-	\$100.00
Merchant Fees - Stripe	\$2,572.47	\$5,525.00
Postage	-	\$25.00
Returned Check Fee	-	\$50.00
Sales Tax Expense	-	\$500.00
Technology	\$147.40	\$3,100.00
Total Administrative Expense	\$3,144.87	\$11,750.00
Bush Programs Expense		
Campus Enhancements	\$0.00	\$14,000.00
Teacher Activity Fund	\$0.00	\$1,000.00
Field Trip Admission	\$2,502.50	\$5,250.00
Field Day	\$0.00	\$1,200.00
Grade Level & Fine Arts Programs	\$0.00	\$1,800.00
Playground Equipment Fund	\$0.00	\$4,000.00
School Art Work Framing	\$0.00	\$500.00
Grade Level Celebrations	\$0.00	\$2,100.00
Counselor's Fund	\$236.73	\$2,000.00
Teacher Training	\$0.00	\$3,500.00
Technology Maintenance	\$0.00	\$2,000.00
Total Bush Programs Expense	\$2,739.23	\$37,350.00
Communications Expense		
Membership Outreach	\$234.41	\$500.00
Total Communications Expense	\$234.41	\$500.00

Expenditures (cont)	Actual	Budgeted
Fundraising Expense	\$380.80	
Fall Fundraiser		
Sponsor Shirts	\$4,860.00	\$5,000.00
Promotion	\$842.84	\$4,500.00
Prizes	\$838.78	\$1,000.00
Teacher Share	\$0.00	\$4,200.00
Subtotal Fall Fundraiser	\$6,541.62	\$14,700.00
Bush Basics/Spirit Wear	\$10,749.36	\$13,000.00
Spring Fundraiser	-	\$12,000.00
Silent Auction Site	-	\$300.00
Total Fundraising Expense	\$17,671.78	\$40,000.00
PTO Programs Expense		
Bush Bash	\$400.00	\$500.00
Teddy Bear Tea	-	\$600.00
Spirit Friday	-	\$200.00
Movie Night	-	\$400.00
Trunk or Treat	\$503.73	\$400.00
Expense	\$903.73	\$2,100.00
Services Expense		
Academic Outreach	-	\$1,500.00
Teacher Grants	-	\$10,000.00
Environmental	\$358.33	\$600.00
Recess Equipment	\$428.58	\$1,400.00
School Supplies	\$3,028.13	\$2,500.00
Staff Appreciation	\$1,191.15	\$4,100.00
Yearbook	-	\$3,500.00
Total Services Expense	\$5,006.19	\$23,600.00
Total Expenditures	\$29,700.21	\$115,300.00
Net Operating Revenue	\$76,407.73	\$0.00
Other Revenue		
Interest Income	\$2,265.67	\$0.00
Total Other Revenue	\$2,265.67	\$0.00
Net Revenue	\$78,673.40	\$0.00

Reconciliation		
Balance as of 10/2/2025	CD Playground 1	\$51,951.73
Balance as of 10/2/2025	CD Playground 2	\$69,127.15
Balance as of 9/30/2025	Woodforest	\$130,312.59
		\$251,391.47
Cash receipts through 10/31		\$12,254.89
Expenditures Through 10/31		\$10,438.38
Balance as of 11/1/2025	CD Playground 1	\$52,067.70
Balance as of 11/1/2025	CD Playground 2	\$69,350.35
Balance as of 10/31/2025	Woodforest	\$132,129.10
		\$253,547.15
Cash receipts through 10/31		\$39,156.76
Expenditures Through 10/31		\$81,081.32
Balance as of 11/21/2025	CD Playground 1	\$132,157.80
Balance as of 12/14/2025	CD Playground 2	\$69,806.40
Balance as of 11/30/2025	Woodforest	\$90,204.54
		\$292,168.74
Onhand		
Uncleared checks*		
Required Cash on Hand		\$8,000.00
Playground Savings		\$201,964.20
Reimbursements		\$1,167.00
Bush Elementary		\$31,013.65
Blue Bell		\$180.30
North Houston Athletics		\$4,860.00
Nothing Bundt Cakes		\$169.14
Available Cash on Hand		\$44,814.45