



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
 - (2) 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) TWH 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 Movie 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