



# Friendswood Junior High PTO Meeting

Date June 28, 2023 | Time 6:45 pm | Location Zoom

## Agenda Items

### I. Call to Order

### II. Board Introduction

- President – Trisha Bailey
- Vice President – Valerie Smith
- Co-Treasurer – Charis Pollard
- Co-Treasurer – Alicia Wilson
- Secretary – Holly Chari

### III. Review New Budget

### IV. Reimbursement Policy

- Fill out the expense reimbursement form located under Forms on [www.fjhpto.com](http://www.fjhpto.com)
  - Sam’s card available (non tax) if needed
  - Amazon Account (non tax) – contact Charis to order.

### V. Communication/Flyers

- Please use the group me for PTO communication
- All committee emails must CC a Board Member
- All flyers must be sent to Trisha/Valerie for approval by Mr. Drew prior to anything being posted or printed.

### VI. Volunteers

- Sign ups must be approved before distribution.
- Email the membership volunteer list first, then send to Trisha/Kim (Website) to post on FJH Facebook page and website before sharing to other sites/groups.
- All Volunteer Sign Ups must also include the background check information.
  - In an effort to maintain the safety of our students, FISD requires all Volunteers/Chaperones to complete an annual criminal history background check. New Volunteers seeking approval will need to create a Volunteer Tracker Profile and submit an application. Existing volunteers that already have a profile will be asked to renew annually via email. \*\*Volunteer approval can take up to 72 hours, please plan accordingly\*\*
  - <https://www.myfisd.com/community/volunteers>

### VII. Committees

- Review Calendar and discuss roles/responsibilities/planning for each committee
- Has everyone met with previous year committee and received binders/info?

<i>Committee</i>	<i>Chair/Co-Chair</i>	<i>Date of Event</i>	<i>Notes</i>
Membership/Volunteers	Kim Carter / Trisha Bailey		Website – distribute list to each committee chair as needed.
Website	Kim Carter / Trisha Bailey		
Registration	Board Members	August 9th	Include handouts for packets – stuffing takes place about a week before.

<u>Committee</u>	<u>Chair/Co-Chair</u>	<u>Date of Event</u>	<u>Notes</u>
School Supplies	Erin Smith (Need CoChair)	August 9th	Delivery / Packet Pick up
Mustang Cares	Heather Janish		As Needed
Birthday Shout Outs	Lesley Briggs		Website / Distribute to School
Spirit Store	Kelley Brege Laura Malone	August 9th August 10 <sup>th</sup> TBD September TBD (March / April)	Packet/Chromebook Pickup Under the Oaks Open House Dodgeball
Hospitality	Kristen DeLeon Valerie Smith	TBD (August 25th) December 15th TBD December May 10th	Back to School Luncheon Christmas Teacher Luncheon Custodial Dinner Teacher Appreciation Luncheon
Teacher Birthdays	Kristin Robinson Erica Hunter	See Calendar	Combine November/December Combine May/June/July
7 <sup>th</sup> Grade Social	Beth Stanfield Sarah Paulk Lia Nguyen	October 6th	
6 <sup>th</sup> Grade Social	Caroline Reed (Lead) Kelley Brege Kristen Westerfield	October 7th	**Same night as FHS Homecoming
Candy Grams	Maegan Taylor Rebecca Clark Janel Bakk	October 25-27 December 13-15 TBD April	Boo Grams Holiday Grams Spring Gram? (After Dodgeball)
Science Fair	Alix Attaway	TBD (January)	
Pi Day	Eliza Skinner	March 8	
Dodgeball	Alexis DiFruscio Diane Freeman	March 22 or April 5	
8 <sup>th</sup> Grade Dance	Holly Chari Charis Pollard	May 11 or May 18	**Discuss location / student lead
Spirit Nights	TBD		

### VIII. Upcoming Important Dates (August)

<u>Date</u>	<u>Event</u>	<u>Committee/Chair</u>	<u>Notes</u>
TBD August	Packet Stuffing		Will have sign up for both days. Kids can get service hours.
TBD August	School Supply Delivery	School Supplies/Erin Smith	School supplies will be delivered and sorted.
August 9th	Chromebook/Package Pickup	Volunteers/Spirit Store	Volunteers Needed on both days.
August 10th	Under the Oaks 7pm	Spirit Store	

### IX. Next PTO Meeting September 8th – Trailblazer Room – 10:30am

<b>2023-2024 BUDGET</b>	<b>BUDGET INCOME</b>		<b>BUDGET EXPENSE</b>		<b>BUDGET PROFIT</b>
6th Grade Socials	\$	7,000.00	\$	3,000.00	\$ 4,000.00
7/8th Grade Socials	\$	8,500.00	\$	3,500.00	\$ 5,000.00
Amazon Smile	\$	-	\$	-	\$ -
Birthday Shout Out	\$	2,200.00	\$	-	\$ 2,200.00
Candy Grams	\$	10,500.00	\$	6,000.00	\$ 4,500.00
Membership Dues	\$	2,500.00	\$	100.00	\$ 2,400.00
Dodgeball Tournament	\$	18,000.00	\$	7,000.00	\$ 11,000.00
Pi Day *(see Grant below)	\$	350.00	\$	500.00	\$ (150.00)
School Supplies	\$	1,250.00	\$	-	\$ 1,250.00
Spirit Nights	\$	-	\$	-	\$ -
Spirit Store	\$	15,000.00	\$	9,000.00	\$ 6,000.00
FJH Teacher Grants			\$	2,500.00	\$ (2,500.00)
Pi Day Grant			\$	400.00	\$ (400.00)
Gifts Given FJH			\$	16,750.00	\$ (16,750.00)
Schlitterbahn Grants			\$	2,000.00	\$ (2,000.00)
Accounting Fees			\$	800.00	\$ (800.00)
Admin / Office Supplies			\$	1,500.00	\$ (1,500.00)
Cash Box			\$	-	\$ -
District-Wide Hospitality			\$	1,500.00	\$ (1,500.00)
FISD Support			\$	250.00	\$ (250.00)
Fundraising Expense			\$	-	\$ -
Hospitality			\$	5,500.00	\$ (5,500.00)
Teacher Birthdays			\$	400.00	\$ (400.00)
Liability Insurance			\$	700.00	\$ (700.00)
Mustang Care Committee			\$	250.00	\$ (250.00)
Payment Processing Fees			\$	2,000.00	\$ (2,000.00)
PTO Lunch			\$	300.00	\$ (300.00)
Sales Tax			\$	1,000.00	\$ (1,000.00)
Science Fair			\$	350.00	\$ (350.00)
<b>TOTALS</b>	\$	65,300.00	\$	65,300.00	\$ -

<b>2022-2023 BUDGET/ACTUALS</b>	<b>BUDGET INCOME</b>	<b>BUDGET EXPENSE</b>	<b>BUDGET PROFIT</b>	<b>ACTUAL INCOME</b>	<b>ACTUAL EXPENSE</b>	<b>ACTUAL PROFIT</b>
6th Grade Socials	\$ 7,850.00	\$ 3,500.00	\$ 4,350.00	\$ 6,795.00	\$ 2,676.69	\$ 4,118.31
7/8th Grade Socials	\$ 9,000.00	\$ 4,000.00	\$ 5,000.00	\$ 8,709.00	\$ 2,979.33	\$ 5,729.67
Amazon Smile	\$ 300.00		\$ 300.00	\$ 231.03		\$ 231.03
Birthday Shout Out	\$ 2,500.00		\$ 2,500.00	\$ 2,200.00		\$ 2,200.00
Candy Grams	\$ 17,000.00	\$ 12,500.00	\$ 4,500.00	\$ 9,217.00	\$ 3,550.00	\$ 5,667.00
Membership Dues	\$ 2,500.00	\$ 100.00	\$ 2,400.00	\$ 2,470.00	\$ 100.00	\$ 2,370.00
Dodgeball Tournament	\$ 15,000.00	\$ 6,000.00	\$ 9,000.00	\$ 29,337.05	\$ 8,308.66	\$ 21,028.39
Pi Day	\$ -	\$ 300.00	\$ (300.00)	\$ 350.00	\$ 526.57	\$ (176.57)
School Supplies	\$ 1,750.00	\$ 150.00	\$ 1,600.00	\$ 1,408.88		\$ 1,408.88
Spirit Nights	\$ 750.00		\$ 750.00	\$ 74.62		\$ 74.62
Spirit Store	\$ 15,000.00	\$ 9,000.00	\$ 6,000.00	\$ 13,062.82	\$ 10,471.21	\$ 2,591.61
FJH Teacher Grants		\$ 2,500.00	\$ (2,500.00)		\$ 2,479.00	\$ (2,479.00)
Pi Day Grant		\$ 400.00	\$ (400.00)		\$ 359.94	\$ (359.94)
Gifts Given FJH		\$ 18,500.00	\$ (18,500.00)		\$ 30,000.00	\$ (30,000.00)
Schlitterbahn Grants		\$ 2,000.00	\$ (2,000.00)	\$ 458.00	\$ 1,504.00	\$ (1,046.00)
Accounting Fees		\$ 600.00	\$ (600.00)		\$ 764.40	\$ (764.40)
Admin / Office Supplies		\$ 1,800.00	\$ (1,800.00)		\$ 752.60	\$ (752.60)
Cash Box					\$ -	\$ -
District-Wide Hospitality		\$ 1,500.00	\$ (1,500.00)		\$ 574.42	\$ (574.42)
FISD Support		\$ 250.00	\$ (250.00)		\$ -	\$ -
Fundraising Expense		\$ 100.00	\$ (100.00)			
Hospitality	\$ 500.00	\$ 5,500.00	\$ (5,000.00)	\$ 629.60	\$ 4,969.95	\$ (4,340.35)
Teacher Birthdays						
Liability Insurance					\$ 664.00	\$ (664.00)
Mustang Care Committee		\$ 250.00	\$ (250.00)		\$ -	\$ -
Payment Processing Fees		\$ 1,500.00	\$ (1,500.00)		\$ 1,747.67	\$ (1,747.67)
PTO Lunch		\$ 350.00	\$ (350.00)		\$ 146.28	\$ (146.28)
Sales Tax		\$ 1,000.00	\$ (1,000.00)		\$ 832.38	\$ (832.38)
Science Fair		\$ 350.00	\$ (350.00)		\$ 290.84	\$ (290.84)
<b>TOTALS</b>	\$ 72,150.00	\$ 72,150.00	\$ -	\$ 74,943.00	\$ 73,697.94	\$ <b>1,245.06</b>

# FJH PTO Expense Form

(See bottom of page for directions/notes on submitting reimbursement requests)

Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_

Make Check Payable To: \_\_\_\_\_ Amount \$ \_\_\_\_\_

Would you like the check mailed? \_\_\_\_ Yes \_\_\_\_ No If no, contact the treasurer to pick up.

Committee incurring expense: \_\_\_\_\_

Is this expense a reimbursement \_\_\_\_\_ or a payment to a vendor \_\_\_\_\_ ?

Purpose of expenditure?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of the items purchased:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach all supporting documentation, such as a price quote, contract, email, invoices, etc.

Were there any discounts or donations given in conjunction with this expense? (If so, please note amount here. \$ \_\_\_\_\_)

## **Expense Directions/Notes:**

- 1) Staple receipts to this form (receipts should total the amount of reimbursement request).
- 2) Staple expense preapproval to this request (emails, contracts, or other directives).
- 3) Place this form (with receipts and copy of preapproval form) in an envelope and deliver to the treasurer as soon as possible.
- 4) PTO **will not** reimburse or pay sales tax.

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date Received

\_\_\_\_\_  
Treasurer Signature

\_\_\_\_\_  
Check Number

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date of Check

Check Amount \_\_\_\_\_

# FJH PTO BOARD AND COMMITTEE CHAIRS



## 2023-2024 BOARD MEMBERS

POSITION	OFFICER	EMAIL	PHONE
President	Trisha Bailey	trishad@cajunusa.com	(225) 571-3779
Vice President	Valerie Smith	valerie.scott.smith@gmail.com	
Treasurer	Charis Pollard	cpollard@acutx.org	
	Alicia Wilson	alicia4919@icloud.com	
Secretary	Holly Chari	hollyscaffter@hotmail.com	

## 2023-2024 COMMITTEE CHAIRS

POSITION	COMMITTEE CHAIR	EMAIL	PHONE
6th Grade Social	Caroline Reed	carolinereednation@gmail.com	(832) 661-3394
	Kelley Brege	kmacoog04@gmail.com	(832) 875-8450
	Kristen Westerfield	kristenwesterfield5@yahoo.com	
7th Grade Social	Beth Stanfield	beth@stanfieldproperties.com	
	Sarah Paulk	spaulk@fisdk12.net	
	Lia Nguyen	liabnguyen@gmail.com	
Candy Grams	Maegan Taylor	maegan.taylor35@gmail.com	(832) 580-9054
	Rebecca Clark	rebecca.clark14@gmail.com	(832) 493-0804
	Janel Bakk	janelbakk@gmail.com	(713) 452-5995
Birthday Shout Out	Lesley Briggs	lkcbiggs@me.com	
Membership/Volunteers	Website to handle		
School Supplies			
	Erin Smith	tculadybug@yahoo.com	
Spirit Store	Kelley Brege	kmacoog04@gmail.com	(832) 875-8450
	Laura Malone	laura.malone2012@gmail.com	
Hospitality	Kristen DeLeon	mrs.kdeleon@gmail.com	
	Valerie Smith	valerie.scott.smith@gmail.com	
Pi Day	Eliza Skinner	lskinner69@sbcglobal.net	
Science Fair	Alix Attaway	alixednajane@gmail.com	
Spirit Nights	Board to Handle		
Teacher Birthdays	Kristin Robinson	krob1824@gmail.com	
	Erica Hunter	emh571@gmail.com	
Mustang Cares	Heather Janish	hjanish@fisdk12.net	
Website	Kim Carter	kimlee_6@hotmail.com	(832) 443-2385
	Trisha Bailey	trishad@cajunusa.com	(225) 571-3779
Registration	Board to Print		
Dodgeball Chair	Alexis DiFruscio	Alexis.difruscio@gmail.com	
	Diane Freeman	dianefreeman@me.com	
8th Grade Dance	Holly Chari	hollyscaffter@hotmail.com	
	Charis Pollard	cpollard@acutx.org	
	Sharon Martin	smartin@fisdk12.net	



# Friendswood Junior High PTO Calendar 2023-2024



Date	Meeting/Event	Committee
August 9	Packet Pick UP	Volunteers, Spirit Store
August 10	Under the Oaks	Spirit Store
TBD - FJH (Aug 25th)	Back to School Luncheon	Hospitality
October 6	7th/8th Grade Social	Social
October 7	6th Grade Social	Social
October 25-27	Boo Grams	Candy Grams
December 13-15	Holiday Grams	Candy Grams
December 15	Christmas Teacher Luncheon	Hospitality
TBD - District (December)	Custodial Dinner	Hospitality
TBD (January)	Science Fair	Science Fair (Alix Attaway)
March 8	Pi Day	Pi (Eliza)
March 22 or April 5	Dodgeball Tournament	Dodgeball (Alexis, Diane)
May 10	Teacher Appreciation Luncheon	Hospitality
???? (May 11 or 18)	8th Grade Dance	Dance Committee

PTO Meetings/Teacher B-Days: 9/8, 10/6, 11/10, 12/8, 2/2, 3/1, 4/12 (10:30 AM)