

**Silvercrest Elementary PTA
General Meeting Minutes
September 22, 2022**

The General Meeting of the Silvercrest PTA was called to order on September 22, 2022 at 6:35 PM in the cafeteria at Silvercrest Elementary by President Melissa Henry.

Stephanie Boehm, Secretary, was present to record minutes. A quorum was established.

Dhara Mistry, 1st Vice President, led the members in the Pledge of Allegiance.

President Henry started off by welcoming everyone to the first General Meeting and directing attention to the handouts and flyers on the entry table. President Henry introduced herself and then introduced the other Executive Officers this year: Dhara Mistry as 1st Vice President Fundraising, Annette Wolff as 2nd Vice President Programs, Kelsey Tarpinian as Treasurer, and Stephanie Boehm as Secretary.

The minutes of the PTA General Meeting held on May 19, 2022 were approved by the committee consisting of Monica Rasmussen, Candy Edeker, and Annette Wolff. The minutes stand approved as submitted.

Officer Reports

Treasurer's Report, Kelsey Tarpinian (financial report in attachments):

The Treasurer's report from 07/01/2022 to 09/20/2022 showed:

Beginning Balance	(07/01/2022)	\$	34,182.32
Deposits		\$	8,196.64
Expenditures		\$	4,449.20
Escrow		\$	765.00
Ending Balance	(09/20/2022)	\$	37,929.76

The report was filed for financial reconciliation.

President's Report, Melissa Henry (agenda in attachments):

President Henry acknowledged and thanked the Executive Board members present for their commitment and time in serving the PTA.

Ms. Henry noted that volunteers worked over the summer and beginning of the school year with financial reconciliation, organizing school supply orders, weeding the gardens, designing spirit wear for purchase, attending the LAUNCH PTA conference and taking online training.

Ms. Henry thanked everyone who was able to come out and help Chalk the Walk before the first day of school to welcome the teachers, staff, and students back to school.

Ms. Henry also thanked the Hospitality committee for their work in providing two meals to teachers and staff, with another planned next month.

Year in Review 2021-2022

President Henry referenced the Year in Review 2021-2022 handout (attached). Accomplishments of the PTA for last year included the Fall Fundraiser Boosterthon Dance-a-thon, Field Day, Spirit Days, PTA in the Park, and 4th grade recognition.

End of Year Donations for 2021-2022 School Year

Ms. Henry reported that donations last year were made to the Pearland ISD Education Foundation, funding to Silvercrest for the 3rd phase of the playground shade structure, and money for teacher wish list items.

Join PTA

President Henry encouraged all present to join the PTA and to help recruit other parents, family members, and community members into the PTA membership.

PISD Background Checks

President Henry reminded everyone to complete the background check through PISD in order to be able to volunteer on campus for any PTA activities or events.

Calendar and Communication

Ms. Henry brought attention to the QR code on the back of the agenda which links to the Silvercrest PTA website. The website lists all current events including a Google calendar, and the meeting dates for the year are listed on the back of the agenda handout as well (attached). Ms. Henry added that the Facebook page is also updated continuously, flyers are sent home in Thursday folders, and informational emails are sent to the entire school through Skyward.

PTA Policies and Procedures

Ms. Henry then brought attention to the PTA policies and procedures. Annette Wolff presented the guidelines for the Roberts Rules of Order that the PTA follows for meeting protocols. Ms. Wolff addressed how to bring forward business via motions and how to vote on motions.

Approved Budget for 2022-2023

Kesley Tarpinian, Treasurer, reviewed the approved Budget Report handout for the 2022-2023 school year (attached).

Records Retention Policy

Ms. Henry brought attention to the Records Retention Policy (attached); the document states the description of records to be retained, the leader responsible for the record, and the location and duration of the records.

Stephanie Boehm moved that the Silvercrest PTA Records and Retention Policy be adopted for the 2022-2023 school year. The motion was seconded and carried.

Social Media Policy

Ms. Henry brought attention to the Social Media Policy handout (attached), which are Texas PTA guidelines for appropriate social media content.

Annette Wolff moved that the Social Media Policy be adopted for the 2022-2023 school year. The motion was seconded and carried.

Financial Reconciliation Report

Stephanie Boehm reported that the Financial Reconciliation Committee met in July 2022; the records of the Treasurer and Secretary for the Silvercrest PTA were examined for the period of July 1, 2021 to July 31, 2022. Ms. Boehm reported that the records were found to be substantially correct with only a few minor recommendations made and adopted.

Ms. Boehm moved that the Silvercrest PTA 2021-2022 Financial Reconciliation Report be adopted. The motion was seconded and carried.

Committee Reports

Fall Fundraiser (Boosterthon), Dhara Mistry, 1st Vice President:

Ms. Mistry shared information about the Boosterthon Fall Fundraiser; the current total raised as of the meeting was approximately \$35,000, which was already over the \$30,000 goal. The Glow Run is scheduled for tomorrow, Friday, September 23. Donations are open until September 30 at 7am. 91% of the student body registered with Boosterthon and 82% have registered donations. Volunteers who signed up were cleared for completed background checks; no spectators or siblings or small children are allowed. Donations of glow sticks are requested; a bin is in the vestibule for donations. Ms. Mistry thanked all who have contributed towards and volunteered for the fundraiser. Ms. Mistry also shared that since the PTA met their fundraiser goal, Ms. Muras and Ms. Pernetter will be performing karaoke in the cafeteria next week during lunch.

Reflections, Julie Riley, Arts in Education Chair:

Ms. Riley announced that the Reflections contest is kicking off and the theme this year is, "Show Your Voice." Flyers have been sent out for this parent-led activity along with newsletter and email promotions. The due date for entries is October 20. Judging will be in mid-November and the Reflections Celebration for all advancing and placing entries will happen after the General PTA Meeting in January.

Silvercrest PTA will be resuming performances for students at the school this year:

- 2nd grade – *Cool Chemistry* presented by Houston Museum of Natural Science – scheduled for November 4, 2022
- Pre-K through 1st grade – *Rhyme, Reason, and Shadow Puppetry* presented by the Puppet Pizzazz via Young Audiences of Houston – scheduled for January 27, 2023
- 3rd-4th grade – *The Healthy Hip Hop Show* presented by the FLY Dance Company via Young Audiences of Houston – scheduled for May 15, 2023
- All Grades – *Don't Let the Pigeon Drive the Bus!* Presented by Main Street Theater – scheduled for February 8, 2023. (Fee covered by the credit from cancelled performances in 2020, with some credit remaining.)

Fall Family Fun Night, Patricia McLean, Family Fun Night Chair:

Ms. McLean shared that the Fall Family Fun Night is scheduled for October 20 in the bus circle. The school bathrooms will be accessible during the event, and Marco's Pizza and Breezy's Ice trucks will be there for food purchases. Junior High National Honor Society students will be helping with games; adult volunteers are also needed with sign-ups going out soon.

Membership Report, Jennifer Fritz, Membership Chair:

Ms. Henry reported on behalf of Ms. Fritz that the next membership goal is to reach 100% of last year's membership, which is 276 members, by September 30.

Spirit Night, Anna Rueda, Retail Partners and Spirit Nights Chair:

Ms. Rueda reported that the first Spirit Night this year at Jimmy Changas was a success and that the PTA earned the max amount possible which was \$500. The next spirit night is October 11 at the new Mod Pizza location. Ms. Rueda also encouraged all to join applicable retail partner programs that benefit the Silvercrest PTA, which include Amazon Smile, Randall's, and the Box Tops for Education app.

Spirit Shirts, Heidi Nuttall, Spirit Wear Chair:

Ms. Henry reported on behalf of Ms. Nuttall that the items ordered for spirit wear have been delivered and will be sorted and delivered to students next week.

STEP Tutoring, Shannon Farrimond, STEP Chair:

Ms. Farrimond reported that the STEP tutoring program is resuming this year. STEP tutoring volunteers are needed, which involves reading with a first grader for 30 minutes each week and supporting their burgeoning reading skills. The STEP program will start mid-October and run through April.

Council Delegate, Papar Faircloth, Council Delegate:

Ms. Henry reported on behalf of Ms. Faircloth that the Pearland Council of PTAs is made up of all 23 PTAs in the Pearland school district and meets every other month. At the last council meeting, volunteers were requested to help mentor in the RISE program if anyone is interested, which is a 30 minute once a week commitment for one student through the entire school year.

Yearbook, Kim Booth, Yearbook Chair:

Ms. Booth reported that Treering is the new yearbook company under contract. Each book comes with 2 free customizable pages. 15% of enrolled kids have already placed orders and flyers have gone out. There is a 10% pre-order discount for orders before September 30, and a 5% discount for orders placed before October 31. Photos for the Yearbook can be uploaded directly to the Treering website; an order is not required for photo uploads. Recognition ads are available for purchase as well. Orders will be taken until April, and yearbooks will be delivered to students at the end of May.

New Business

Accelerated Reader Committee Name

Ms. Henry reported that the Accelerated Reading program was discontinued by the district and will not be returning. In the PTA Executive Meeting, it was discussed and recommended to change the committee name to Reading Enrichment and use the accumulated resources towards supporting student reading via other enrichment activities and programs.

Ms. Henry made a motion to change the name of the Accelerated Reader committee to Reading Enrichment. The motion was seconded and carried.

Open PTA Positions

Ms. Henry reported that the PTA has two chair positions left to be filled: Volunteer Coordinator and Male VIP (Volunteers in Public Schools). Ms. Henry asked for anyone with interest in either role to please let her know.

Teacher Liaison

Ms. Henry announced that Danetta DeLaPortilla is the new Teacher Liaison for the Silvercrest PTA. Ms. DeLaPortilla introduced herself and said that she would keep the PTA apprised of any help needed by teachers and coordinate those volunteer opportunities.

Principal Announcements, Stacie Muras

Ms. Muras thanked the PTA for all their work this year so far and said she is looking forward to working with the PTA as a team this year.

Ms. Muras noted that the district is looking for substitutes, and there is a new program for PTA Campus Substitutes to volunteer at only your child's school. Ms. Muras asked anyone interested to sign up and fill out the online substitute application.

Ms. Muras also reminded all that Superintendent Berger has set up four District Talk Parent Forums for the month of October. The first is at Berry Miller Junior High on October 6 from 6:30pm to 7:30pm.

Adjournment

The meeting was adjourned at 7:19 PM.

Stephanie Boehm, Secretary
Approved as submitted, September 30, 2022



September 22, 2022

GENERAL MEMBERSHIP MEETING

AGENDA

Call to Order / Quorum Confirmation with Stephanie Boehm	Melissa Henry
Pledge of Allegiance	Dhara Mistry
Welcome and Introductions	Melissa Henry
Approval of Minutes	Stephanie Boehm
Treasurer's Report	Kelsey Tarpinian
President's Report <ul style="list-style-type: none"> • Accomplishments 2021-2022 • Join PTA, Background Checks • How we communicate 	Melissa Henry
Introduction to PTA Policies and Procedures <ul style="list-style-type: none"> • How to make a motion • Adopt Records Retention Policy • Adopt Social Media Policy 	Annette Wolff Stephanie Boehm Annette Wolff
Financial Reconciliation Report 2021-2022	Stephanie Boehm
Committee Reports <ul style="list-style-type: none"> • Fundraising/Boosterthon • Arts in Education and Reflections Competition • Family Fun Nights • Membership • Spirit Nights, Retail Partners / Consumer Loyalty • Spirit Wear • STEP Tutor • Council Delegate • Yearbook 	Dhara Mistry Julie Riley Patricia McLean Jennifer Fritz Anna Rueda Heidi Nuttall Shannon Farrimond Papat Faircloth Kimberly Booth
New Business <ul style="list-style-type: none"> • Vote: Accelerated Reader name change 'Reading Enrichment' • Open Positions: Volunteer Coordinator and MVIP (Male Very Important Person) • Teacher Liaison • Volunteer Opportunities (on sign in table) 	Melissa Henry
Principal Announcements	Stacie Muras
Adjourn	Melissa Henry

Calendar of Events

Upcoming Meetings / Events	
Thurs, Sept. 22, 2022, 6:30-7:30pm	1 st PTA General Membership Meeting & Ice Cream Social
Fri, Sept. 23, 2022, All Day!	Boosterthon Glow Run! Bring a sack lunch
Fri, Sept. 30, 2022	LAST DAY to purchase 2022-23 Yearbook at a 10% Discount LAST DAY to contribute to Boosterthon Fundraiser
Thurs, Oct. 6, 2022, 6:30-7:30pm	District Talk Parent Forum with Superintendent Berger (Berry Miller Junior High); submit questions on PISD website
Tues, Oct. 11, 2022, All Day	MOD Pizza Spirit Night
Oct. 11-14, 2022	National School Lunch Week
Fri, Oct. 14, 2022	Spirit Day # 1 (End of 9-weeks celebration)
Tues, Oct. 18, 2022, at 9:00am	Principal / President Monthly Meeting
Wed, Oct. 19, 2022, at 9:00-10:00am	PTA Executive Board Meeting (VIP Room)
Thurs, Oct. 20, 2022	Reflections: <i>Show Your Voice</i> Entries Due
Thurs, Oct. 20, 2022, 5:30-7:30pm	Fall Family Fun Night (Bus Circle)
Oct. 24-27, 2022	Book Fair
Oct. 24-28, 2022	Book Drive (new and gently used books)
Oct. 24-28, 2022	Red Ribbon Week
Thurs, Oct. 27, 2022	Read for the Record shared reading experience
Fri, Oct. 28, 2022	Favorite Storybook Character Dress Up Day
Thurs, Nov. 17, 2022, 6:30-7:30pm	2 nd PTA General Membership Meeting & Program (Cafeteria)
Thurs, Jan. 26, 2023, 6:30-7:30pm	3 rd PTA General Membership Meeting & Program (Cafeteria)
Thurs, March 23, 2023, 6:30-7:30pm	4 th PTA General Membership Meeting & Program (Cafeteria)
Thurs, May 18, 2023, 6:30-7:30pm	5 th PTA General Membership Meeting & Program (Cafeteria)

Scan Here →



Website

What **you'll** find on at SilvercrestPTA.org:

- Google Calendar you can sync with your device
 - Volunteer signup opportunities
- More information on what PTA does and how you can get involved!

Thank you for joining the PTA!

Silvercrest Elementary PTA FY 2022

Treasurer's Report

07/01/2022 - 09/20/2022

Treasurer's Report

07/01/2022 - 09/20/2022

Income and Expenses	Income	Expenses	Year to Date	Net Budget	More/-Less
Ability Awareness	-	-	-	-\$150.00	\$150.00
Accelerated Reader	-	-	-	-\$3,500.00	\$3,500.00
Arts in Education	-	-	-	-\$4,500.00	\$4,500.00
Bank Fee	-	\$7.00	-\$7.00	-\$100.00	\$93.00
Building & Grounds	-	-	-	-\$3,800.00	\$3,800.00
Bulletin Boards	-	-	-	-\$250.00	\$250.00
Carryover from Previous Year	-	-	-	\$34,182.32	-\$34,182.32
Carryover to Next Year	-	-	-	-\$15,000.00	\$15,000.00
Communications/Public Relations	-	-	-	-\$600.00	\$600.00
Community Outreach	-	-	-	-\$250.00	\$250.00
Council Dues	-	-	-	-\$75.00	\$75.00
Donations	\$2.00	-	\$2.00	-	\$2.00
Executive - Administrative	-	-	-	-\$750.00	\$750.00
Executive - Historian	-	-	-	-\$100.00	\$100.00
Executive - Insurance	-	-	-	-\$845.00	\$845.00
Executive - Secretary	-	\$10.95	-\$10.95	-\$100.00	\$89.05
Executive - Training	-	\$3,223.32	-\$3,223.32	-\$4,000.00	\$776.68
Executive - Treasurer	-	\$74.98	-\$74.98	-\$300.00	\$225.02
Fall Fundraiser	\$5,418.45	-	\$5,418.45	\$42,000.00	-\$36,581.55
Family Fun Nights	-	-	-	-\$4,000.00	\$4,000.00
Field Day	-	-	-	-\$8,000.00	\$8,000.00
Fourth Grade Recognition	-	-	-	-\$4,000.00	\$4,000.00
Grants	-	-	-	-\$20.00	\$20.00
Health & Safety/Healthy Lifestyle	-	-	-	-\$1,750.00	\$1,750.00
Hospitality	-	\$1,069.18	-\$1,069.18	-\$5,500.00	\$4,430.82
Library	-	-	-	-\$3,000.00	\$3,000.00
Membership Dues	\$1,088.00	-	\$1,088.00	\$2,558.00	-\$1,470.00
Membership/CIP	-	\$47.79	-\$47.79	-\$1,600.00	\$1,552.21
NSF Check	-	-	-	-	-
NSF Check Reimbursement	-	-	-	-	-
PISD Education Foundation Donation	-	-	-	-\$1,000.00	\$1,000.00
Programs	-	-	-	-\$900.00	\$900.00
Project Graduation Donation	-	-	-	-\$500.00	\$500.00
Retail Partner - Box Tops, Grocery & Share Cards	\$77.56	-	\$77.56	\$2,850.00	-\$2,772.44
Retail Partner - Spirit Nights	\$845.63	-	\$845.63	\$5,900.00	-\$5,054.37
School Supplies	-	-	-	-	-

Income and Expenses	Income	Expenses	Year to Date	Net Budget	More/-Less
Spirit Day	-	-	-	-\$800.00	\$800.00
Spirit Wear	-	-	-	\$500.00	-\$500.00
Spring Fundraiser	-	-	-	-	-
Square/Paypal Processing Fees	-	-	-	-\$150.00	\$150.00
STEP Reading Enrichment	-	-	-	-\$1,000.00	\$1,000.00
Storage Fees	-	-	-	-\$2,450.00	\$2,450.00
Student Directory	-	-	-	-\$500.00	\$500.00
Technology	-	-	-	-	-
VIP Room	-	\$15.98	-\$15.98	-\$1,500.00	\$1,484.02
Volunteer Coordinator	-	-	-	-\$400.00	\$400.00
Year End Gift to School 2022-2023	-	-	-	-\$10,000.00	\$10,000.00
Yearbook	-	-	-	-\$150.00	\$150.00
Income and Expenses Totals	\$7,431.64	-\$4,449.20	\$2,982.44	\$6,450.32	-\$3,467.88

Off Budget	Income	Expenses	Year to Date	Net Budget	More/-Less
Escrow - State & National Dues	\$765.00	-	\$765.00	-	\$765.00
Escrow - State Sales Tax	-	-	-	-	-
Carryover from Previous Year - Escrow	-	-	-	-	-
Carryover to Next Year - Escrow	-	-	-	-	-
Off Budget Totals	\$765.00	-	\$765.00	-	\$765.00

Grand Totals	Income	Expenses	Year to Date	Net Budget	More/-Less
	\$8,196.64	-\$4,449.20	\$3,747.44	\$6,450.32	-\$2,702.88

Bank Account Balances	07/01/2022	09/20/2022	Last reconciled	Summary for the Period	
Wells Fargo Checking Account	\$34,182.32	\$37,929.76	Never	Starting Total	\$34,182.32
Totals	\$34,182.32	\$37,929.76		Income	\$8,196.64
<i>Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.</i>				Expenses	-\$4,449.20
				Ending Total	\$37,929.76

Submitted by:

Name: _____ Signature: _____ Date: _____

Silvercrest Elementary PTA FY 2022

Budget Report

Funds available at beginning of financial year (07/01/2022)	\$0.00		
Income and Expenses	Budgeted Income	Budgeted Expenses	Budget Net
Ability Awareness	-	-\$150.00	-\$150.00
Accelerated Reader	-	-\$3,500.00	-\$3,500.00
Arts in Education	-	-\$4,500.00	-\$4,500.00
Bank Fee	-	-\$100.00	-\$100.00
Building & Grounds	-	-\$3,800.00	-\$3,800.00
Bulletin Boards	-	-\$250.00	-\$250.00
Carryover from Previous Year	\$34,182.32	-	\$34,182.32
Carryover to Next Year	-	-\$15,000.00	-\$15,000.00
Communications/Public Relations	-	-\$600.00	-\$600.00
Community Outreach	-	-\$250.00	-\$250.00
Council Dues	-	-\$75.00	-\$75.00
Donations	-	-	-
Executive - Administrative	-	-\$750.00	-\$750.00
Executive - Historian	-	-\$100.00	-\$100.00
Executive - Insurance	-	-\$845.00	-\$845.00
Executive - Secretary	-	-\$100.00	-\$100.00
Executive - Training	-	-\$4,000.00	-\$4,000.00
Executive - Treasurer	-	-\$300.00	-\$300.00
Fall Fundraiser	\$42,000.00	-	\$42,000.00
Family Fun Nights	-	-\$4,000.00	-\$4,000.00
Field Day	-	-\$8,000.00	-\$8,000.00
Fourth Grade Recognition	-	-\$4,000.00	-\$4,000.00
Grants	-	-\$20.00	-\$20.00
Health & Safety/Healthy Lifestyle	-	-\$1,750.00	-\$1,750.00
Hospitality	-	-\$5,500.00	-\$5,500.00
Library	-	-\$3,000.00	-\$3,000.00
Membership Dues	\$2,558.00	-	\$2,558.00
Membership/CIP	-	-\$1,600.00	-\$1,600.00
NSF Check	-	-	-
NSF Check Reimbursement	-	-	-
PISD Education Foundation Donation	-	-\$1,000.00	-\$1,000.00
Programs	-	-\$900.00	-\$900.00
Project Graduation Donation	-	-\$500.00	-\$500.00
Retail Partner - Box Tops, Grocery & Share Cards	\$3,000.00	-\$150.00	\$2,850.00
Retail Partner -Spirit Nights	\$6,000.00	-\$100.00	\$5,900.00
School Supplies	-	-	-
Spirit Day	-	-\$800.00	-\$800.00
Spirit Wear	\$1,000.00	-\$500.00	\$500.00

Income and Expenses	Budgeted Income	Budgeted Expenses	Budget Net
Spring Fundraiser	-	-	-
Square/Paypal Processing Fees	-	-\$150.00	-\$150.00
STEP Reading Enrichment	-	-\$1,000.00	-\$1,000.00
Storage Fees	-	-\$2,450.00	-\$2,450.00
Student Directory	\$1,000.00	-\$1,500.00	-\$500.00
Technology	-	-	-
VIP Room	-	-\$1,500.00	-\$1,500.00
Volunteer Coordinator	-	-\$400.00	-\$400.00
Year End Gift to School 2021-2022	-	-\$10,000.00	-\$10,000.00
Yearbook	-	-\$150.00	-\$150.00
Income and Expenses Totals	\$89,740.32	-\$83,290.00	\$6,450.32
Off Budget	Budgeted Income	Budgeted Expenses	Budget Net
Escrow - State & National Dues	-	-	-
Escrow - State Sales Tax	-	-	-
Carryover from Previous Year - Escrow	-	-	-
Carryover to Next Year - Escrow	-	-	-
Off Budget Totals	-	-	-
Grand Totals	\$89,740.32	-\$83,290.00	\$6,450.32
Projected bank balance if on budget			\$6,450.32



Records Retention Policy for Local and Council PTAs

The Silvercrest Elementary PTA/PTSA adopted this policy regarding records retention on 09/21/2022 (date). This policy shall be reviewed by the executive board annually and only the Storage Location (e.g., Google Drive, binder in PTA closet) may be changed by a majority vote of membership present and voting at a regular meeting. This document shall be maintained by the Secretary of this PTA.

Description of Record(s)	PTA Leader Responsible	Storage Location & Record Type (Electronic/Printed)	Disposition
Bylaws and Standing Rules	PTA Secretary	Secretary Binder	Permanent
Confidentiality, Ethics and Conflict of Interest Agreement	PTA Secretary	Secretary Binder	Permanent
Contracts and Leases	PTA Secretary	Secretary Binder President Binder	7 Years After Expiration
Correspondence – Customers and Vendors	PTA Secretary	President Binder	2 Years
Correspondence – General	PTA Secretary	President Binder	2 Years
Correspondence – Legal	PTA Secretary	President Binder	Permanent
Financial Records – Account Statement Reviews by Non-Signer (bank, credit card and e-commerce; attached to minutes)	PTA Secretary	Treasurer Binder/Audit Binder	Permanent
Financial Records – Account Statements & Reconciliations (bank, credit card and e-commerce)	PTA Treasurer	Treasurer Binder/Audit Binder	3 Years
Financial Records – Canceled Check Images (Incidental)	PTA Treasurer	Treasurer Binder/Audit Binder	3 Years
Financial Records – Canceled Check Images (Legal/Contractual)	PTA Treasurer	Treasurer Binder/Audit Binder	Permanent
Financial Records – Deposit Forms	PTA Treasurer	Treasurer Binder/Audit Binder	3 Years
Financial Records – Duplicate or Image of Deposit Forms	Funds Counter	Treasurer Binder/Audit Binder	1 Year After Fiscal Year End
Financial Records - Budgets (adopted at membership/delegate meeting; attached to minutes)	PTA Secretary	Treasurer Binder/Audit Binder/Secretary Binder	7 Years
Financial Records – Financial Reports	PTA Secretary	Treasurer/Secretary Binder	7 Years
Financial Records - Financial Reconciliation Reports (adopted at membership/delegate meeting; attached to minutes)	PTA Secretary	Treasurer/Secretary Binder	Permanent
Financial Records – Funds Request Forms (including associated invoices/receipts)	PTA Treasurer	Treasurer Binder	3 Years

Financial Records – General Ledger(s)	PTA Treasurer	Treasurer Binder	Permanent
Financial Records – Tax-Exempt Documents (EIN Notification, Accepted IRS Form 990, IRS Correspondence, Sales and Use Tax Permit and Sales Tax Returns)	PTA Treasurer	Treasurer Binder	Permanent
Grant Agreements	PTA Secretary	Secretary Binder	7 Years
Insurance Records – Policies, Claims and Certificates	PTA Secretary	President Binder	Permanent
Inventory List – Equipment and Property	PTA Secretary	President Binder	Permanent
Inventory List – Products and Materials	PTA Secretary	President Binder	3 Years
Meeting Minutes – Membership/Delegate and Executive Board (and attached reports)	PTA Secretary	Secretary Binder	Permanent
Policies (adopted annually)	PTA Secretary	Secretary Binder	Permanent
PTA Charter	PTA Secretary	Secretary Binder	Permanent
Records Retention Policy	PTA Secretary	Secretary Binder	Permanent
Scholarship Records and Case Histories	PTA Secretary	Secretary Binder	Permanent



everychild.one voice.®

SOCIAL MEDIA POLICY

The purpose of social media is to:

- Promote PTA, membership or PTA events
- Direct traffic to the PTA website for more information, encouraging participation and membership
- Promote best practices
- Provide accurate, relevant and up-to-date information

Content

The PTA executive board shall approve the site and assign the responsibility for monitoring content. Content on all social media outlets used by the PTA shall:

- Be civil, cordial and relevant
- Be inclusive for all groups
 - Avoid making sites exclusive vehicles for board information behind passwords.
 - Avoid "PTA-speak" by not using words or acronyms the average parent would not understand.
- Not include documents intended for members only, such as bylaws, minutes and financials, unless access is protected and available only to members of that PTA
- Not endorse, promote or solicit on behalf of a business, product or service
- Not include comments and posts used as advertising space (explicit or implied)
- Not endorse a candidate or political party
- Be verified for access
 - Obtain permission from individuals prior to posting photographs and videos.
 - Check with the school district's communications administrator for guidelines on the photo release policy, or obtain a signed photo release thorough the PTA before publishing any photo or video.

Notice

Texas PTA and its constituents associations are encouraged to post the following information on their social media site so visitors are aware of the expectations.

Silvercrest Elementary PTA is a noncommercial, nonsectarian, nonpartisan association that does not endorse any candidate or political party. This PTA does not endorse non-PTA products or services.

Solicitation, or anything that resembles solicitation, shall not be posted on this site. If complaints are received about content or if the PTA deems content to be advertising, that content will be removed regardless of whether the content is relevant to our members.

Offensive or inappropriate content shall not be tolerated. Any such content will be removed and the author banned from the site. Offensive or inappropriate content includes anything that isn't child friendly, personal attacks, spam, copyrighted material, or bullying of any kind.

Posts endorsing a candidate for office or any political party shall be removed immediately.

This site is not the appropriate place to express complaints and grievances. If you have a concern, please contact a member of the PTA executive board.



Commyouunity



BE A PART OF THE SILVERCREST PARENT TEACHER ASSOCIATION (PTA)

What does the Silvercrest Elementary PTA do?

- Provide enrichment opportunities for students (STEP Tutoring)
- Organize social & fundraising events (PTA in the Park, etc.)
- Provide support for teachers, staff, and administrators
- Give back to the school by funding school equipment (playground sun shade, security cameras, outside marquee sign, teacher-workroom upgrades, etc.)

Join or Renew Annual Membership Online:



Everyone is welcome!!

Parents, grandparents, teachers, and community members are encouraged to join or renew their membership today.

<https://forms.gle/3hSHCxaxst6rgPQZ7>



We encourage you to attend our general meetings to get more information and stay involved!

Location: Silvercrest's cafeteria

Day and Time: Thursdays at 6:30 PM

Dates: Sept 22, Nov 17, Jan 26, Mar 23, and May 18

For more information, please visit our website:



www.silvercrestpta.org



Photos from the PTA's Chalk the Walk 2022



Student Directory Instructions:

Welcome Silvercrest Families!

We are excited to announce that we will continue to use Membership Toolkit for our Student Directory for the 2022-2023 school year. It is the BEST resource to contact your child's classmates throughout the year!

- We invite you to visit <https://silvercrestpta.membershiptoolkit.com/home> to gain access to the Directory or scan the QR code.



Here's what you need to do:

- Go to <https://silvercrestpta.membershiptoolkit.com/home>
 - Click on the Register/Login button.
 - If you already have an account with another organization that uses Membership Toolkit you can use the same email and password to log in. You can then proceed to the numbered steps below.
 - Select "Create Account" and fill in the name, email, and password information.
 - Click "verify my email" and then check your email for a link to complete the process. The link expires in 2 hours. If you do not receive the email, check your spam or junk folders.
 - Once you have verified your email address, log back in, and finish the registration process.
1. Complete the Parent/Family and Student Information.
 2. Complete the Directory/Publish Preferences.

Once the Primary Account is set up, the Primary User can "invite" other email addresses to access his/her account. This allows the Secondary User to have their own login information but still have access to the family account.

Questions? – Please do not hesitate to contact Jaelyn Rios at StudentDirectory@gmail.com

FUNDRAISING



What are Retail Partner Programs?

Retail Partner Programs are an easy way to help with Silvercrest PTA fundraising efforts. These programs promote a variety of ways that you can help raise money for our school through activities that you are likely already doing, such as shopping or eating. With your participation, we can have a very successful year!

1. Box Tops for Education

We earn cash for every Box Top. The box tops are now collected electronically by taking photos of your receipts. See backside of flyer for details.

2. Randall's Good Neighbor Program

This program donates 1% of your purchase at Randall's back to our school. Please make sure that all adults in the family who have a Randall's card have linked their card to the school's information. Use code 10157 when signing up at the store.

3. Amazon Smiles

This program will donate 0.5% of your eligible purchases on Amazon to the Silvercrest PTA to raise money for our school. Just go to smile.amazon.com to link your account to Silvercrest. See backside of flyer for details.

4. Restaurant Spirit Nights

Spirit Nights are where we receive most of our revenue from retail partners. Dine-in, carry-out, even drive through some of your favorite local restaurants on scheduled nights, and Silvercrest will receive anywhere from 10-50 % of your purchase. Flyers with information will be sent home throughout the year announcing these events.



Teams
PTA

UNLEASH YOUR CREATIVE POTENTIAL

DANCE CHOREOGRAPHY . LITERATURE . FILM PRODUCTION
PHOTOGRAPHY . VISUAL ARTS . MUSIC COMPOSITION

Unleash your creative potential with National PTA's Annual Reflections Contest! This year's theme, *Show Your Voice!*, allows for a wide creative interpretation of how YOU shine. Everyone has unique value. How do you express this unique-ness with others and world around you?



If you are interested in entering any or all of the mediums noted above, please download an official Student Entry Form & Student Program Rules Packet from the PTA Website (SilvercrestPTA.org), or click/scan the QR Code.

Parents: Please have your student bring in their entry(s) and completed entry form(s) to their teacher anytime on or before Thursday, October 20th.

ENTRY DEADLINE: THURSDAY, OCTOBER 20th

All entries will be judged by an outside panel of local professionals in November. Those advancing to the next level will be notified via email. All artwork will be returned.

Questions? Contact PTA Arts in Education Chair, Julie Riley at julie.riley@panesofglass.org.

YEARBOOK INFORMATION

REGISTER & PURCHASE

www.treering.com/validate

Enter the passcode:
101661886746440

Original Price: \$38.75 + sales tax



CUSTOMIZE

Each yearbook comes with **2 FREE** pages to customize and print only in your book! Want more pages? Each additional 2 pages is just \$0.99.

Deadline to customize is April 7, 2023

SHARE PHOTOS

After you create an account you can begin sharing photos into the grade-level and school event folders. New folders will be added throughout the year!

Please upload good quality resolution photos



DISCOUNTS

- *Order by September 30th for a 10% Discount
- *Order by October 31st for a 5% Discount



Steps to becoming a PTA Campus Substitute

- 1 Complete the substitute online application via Frontline. You must attach transcripts and teaching certifications, if applicable, to determine rate of pay.
- 2 If fingerprinting is needed, you will receive an email with your Fast Pass information from Identgo. You must click the link in the email to set up an appointment. The fingerprint fee is \$49.26.
- 3 Complete your 10 New Hire electronic forms that will be sent from our Substitute Office.
- 4 Reach out to our Substitute Office to schedule a time to bring in your I-9 documents and fingerprint receipt. The I-9 is required by law and forms of ID must be presented in person. When you come in to present your documents we will take a picture for your badge.
- 5 Attend the Substitute Orientation on Friday, October 14 from 9 am to 11 am at the ESC building. We will review district/campus expectations, safety procedures, etc.
- 6 Ready to start subbing at your campus!

PTA campus substitutes will not be required to meet the 5 day a month requirement.

Reach out to the Substitute Office with any questions, 281/485-3203, ext. 66146



Silvercrest PTA Highlights

2021-22 At A Glance

August

- Arranged delivery of school supply kits from Educational Products Inc.
- Hosted Chalk the Walk
- Arranged spirit shirts and made available for purchase
- Hosted 1 Hospitality dinner

September

- Hosted Spirit Night at Chipotle
- Provided 1 Hospitality Luncheon
- Fall Fundraiser with Boosterthon/Dance Fit

October

- Hosted Spirit Nights at MOD Pizza & Jimmy Changas
- Distributed popcorn for Spirit Day #1
- Provided 1 Hospitality Luncheon
- Distributed donuts for the Membership drive
- Coordinated Red Ribbon Week & Healthy Snacks
- Fall Scholastic Book Fair
- Held Fall PTA in the Park
- Submitted Reflections Competition Art Entries

November

- Volunteered in the concession stand at the Dawson vs.. PHS football game
- Coordinated Fall Food Drive with Pearland Neighborhood Center & distributed prizes to classroom winners
- Hosted 1 Hospitality Luncheon
- Hosted Spirit Night at Marco's Pizza

December

- Provided 1 Hospitality Luncheon
- Hosted Spirit Night at Gringo's
- Held Evening with Santa
- Provided Candy Canes for Spirit Day # 2

January

- Served 1 Hospitality Luncheon
- Hosted Spirit Night at Raising Cane's

February

- Helped run PISD Swap Shop
- Provided 1 Hospitality Luncheon
- Hosted Spirit Night at Marco's Pizza

March

- Spring Fundraiser with Boon Supply & Distributed Teacher and Classroom Prizes
- Delivered gummy snacks for Spirit Day # 3
- Provided 1 Hospitality Luncheon
- Hosted Spirit Night at Panera Bread
- Spring Scholastic Book Fair
- Held Spring PTA in the Park

April

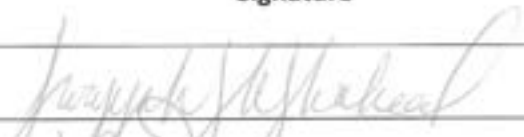
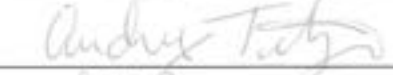

- Provided 1 Hospitality Luncheon
- Hosted Spirit Night at Rollie's Frozen Custard
- Distributed bus driver appreciation gifts
- Selected a campus PTA Volunteer of the Year

May

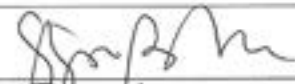
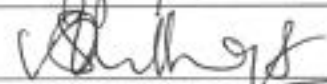
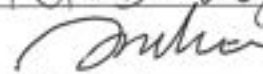


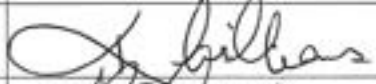


- Hospitality Teacher Appreciation Week treats
- Hosted Spirit Night at Chuck E. Cheese
- Funded end of year school gift of 3rd playground shade covering
- Provided funds for teacher wish list items
- Field Day
- Distributed Yearbooks
- 4th Grade Recognition Program & Class Parties
- Arranged School Supply Packs for next school year

Your membership makes these programs possible. Thank you!

PTA General Board Meeting
September 22, 2022
Sign-In Sheet

Printed Name	Signature
Swiyah Shabeer	
Sylvia Gonzalez Cruz	
Kelsey Tarpinian	
Shamun Ferozmand	
Audry Titzman	
Lashonda Pernetter	
Stacie Munen	
ANNA Flores	
Ying SHAN	
Dhara Mistral	
Danetta DeLaPortilla	
Ashma Ratan	
Ada Beall	
Erica Kelley	
Jennifer Greig	
Anna Rueda	
Sureshna Prayapati	
Rachel Richards	
Meghan Kress	
Felicia Kleban	
Melissa Leach	

PTA General Board Meeting
September 22, 2022
Sign-In Sheet

Printed Name	Signature
Stephanie Boehm	
Ashitha Shiaz	
Kimberly Booth	Kimberly Booth
Mandira Manandhar	
Melissa Melissa Henry	Melissa Henry
Kelly Anderson	
Megan Robinson	
Rachael Keefe	
K. Williams	
Amanda Lee	
TARAN SMILLING	

PTA General Board Meeting
September 22, 2022
Sign-In Sheet

Printed Name	Signature
Kate Reinecke	Kate Reinecke
Annette Wolff	Annette Wolff
SHU ZHANG	Shu Zhang
Patricia McLean	P. L. McLean
Tamara Platt	T Platt