Silvercrest Elementary PTA General Membership Meeting Minutes September 21, 2023

The General Membership Meeting of the Silvercrest PTA was called to order on September 21, 2023 at 6:39 PM in the cafeteria at Silvercrest Elementary by PTA President, Melissa Henry.

Nicole Perillo, Secretary, was present to record minutes. A quorum was established with 39 in attendance.

Julie Riley, 1st Vice President, led the members in the Pledge of Allegiance.

Welcome and Introductions, Melissa Henry

Melissa Henry welcomed all those in attendance to the first general meeting of the Silvercrest PTA for the 23-24 school year. Officers in attendance introduced themselves, including Melissa Henry, President; Julie Riley, 1st Vice President; Dhara Mistry, 2nd Vice President; Kelsey Tarpinian, Treasurer; and Nicole Perillo, Secretary. All other executive board members were asked to stand and be recognized.

Approval of Minutes, Nicole Perillo

The minutes of the Silvercrest PTA General Membership Meeting held on May 17, 2023 were approved as submitted by the review committee made up of Monica Rasmussen, Shannon Farimond, and Melissa Henry on July 11, 2023.

Officer Reports

Treasurer's Report, Kelsey Tarpinian (please se	ee attachments):	
The Treasurer's report from 07/01/2023 to 09/20/2	2023 showed:	
Beginning Balance (07/01/2023)	\$38,744.81	
Deposits	\$1,864.00	
Expenditures	\$2,615.99	
Ending Balance (09/20/2023)	\$37,992.82	
Escrow	(\$4.50)	

The report was filed for financial reconciliation.

President's Report, Melissa Henry (please see attachments):

Melissa Henry opened discussion on the activities of the SC PTA. General Membership Meetings are held every other month. Attending PTA meetings give you inside information on what is occurring at the school and offers opportunities to ask questions about events and programs.

Accomplishments: The following accomplishments were highlighted:

• The 22-23 school year was successful, and included two fundraisers, several spirit nights, three family fun nights, field day, and several other events.

• 22-23 Year-End Gift to School: \$32,177 was gifted to the school by providing landscape project and rock garden supplies for an art structure, a pellet ice machine for the lounge, digital subscriptions, teacher wish list items, and a 10% fundraiser kickback to the teachers. Funds were made possible through donations during 22-23 fundraising campaigns, good stewardship of funds, and volunteer support.

<u>Join PTA/Background Checks</u>: A QR code to join the PTA was provided on the back of the meeting agenda. Please continue to recruit others. Anyone can join, including parents, grandparents, family members, and students. Dues are \$10, \$5.50 of which go back to the SC PTA; \$4.50 goes to TX PTA. A QR code for the district's volunteer application / background check was also provided on the back of the agenda. Please complete background checks prior to volunteering.

How we Communicate:

Melissa Henry provided details on the way the PTA communicates with students, parents, and teachers, including:

- Stallion Stampede, sent weekly via Skyward. Go-to source for school-wide communication and PTA events
- Flyers sent home in Thursday folders for events, special topics, volunteer needs, etc.
- Silvercrest PTA website, <u>www.silvercrestpta.org</u>
- Silvercrest PTA Facebook Page
- Silvercrest Facebook Page
- Silvercrest Grade Level Facebook Groups for community and conversation within grade-levels

Introductions to PTA Policies and Procedures:

Roberts Rule of Order / How to Make a Motion

Nicole Perillo opened discussion on the protocols, policies, and procedures used within Silvercrest PTA, including Roberts Rule of Order.

Dhara Mistry described the methods for using the Roberts Rule of Order protocol, as follows: All business brought before the PTA should be brought in the form of a motion. You obtain the floor by standing and addressing the presiding officer as Ms. President or Ms. Chairman. The presiding officer will recognize you and assign you the floor. After, being recognized, you state your motion by stating "I move". Any member who wants the motion to be considered states "I second the motion". The presiding officer will then ask if there is any discussion. The motion is now before the assembly to be debated. Debate continues until someone moves to close the debate. The presiding officer will then restate the motion and ask for a vote. Those in favor to say "aye" and those opposed to say "No" The presiding officer will announce the results of the vote.

Records Retention Policy, Nicole Perillo (see attachments)

The Records Retention Policy is reviewed annually and approved by the association membership. The Records Retention Policy is a document that states the description of the records to be retained, the leader responsible for the record, and the location and duration of the records. This policy was circulated around the room for review.

Nicole Perillo made a motion that the Silvercrest PTA Records and Retention Policy as provided via handout during the meeting be adopted for the 2023-2024 school year. This motion was seconded by Dhara Mistry. All were in favor, none opposed. The motion carries.

Financial Reconciliation Report, Sarah Hawks

The Financial Reconciliation Committee met over the summer. The records of the treasurer for Silvercrest PTA were examined for the period of July 1, 2022 to July 31, 2023. The records were found to be substantially correct. Only a few minor recommendations were made and adopted.

A motion was made by Sarah Hawks to adopt the 2022-2023 Financial Reconciliation Report. This motion was seconded by Julie Riley. All were in favor, none opposed. The motion carries.

Proposed Budget Amendments

The following budget amendments were proposed:

- Decrease library expense budget by \$500 to \$2,500
- Decrease reading enrichment expense budget by \$500 to be \$2,500
- Add a budget line for MVIP to support our standing committee
- Add \$1,000 expense budget to MVIP to fund the new Watch DOGS program.

A motion was made by Kelsey Tarpinian that the Silvercrest PTA accept the proposed budget amendments as outlined to fund the Watch DOGS program for the 23-24 school year. This motion was seconded by Nicole Perillo. All were in favor, none opposed. The motion carries.

Committee Reports

Programs, Dhara Mistry

During every program there is a treat or a guest speaker. For the first general membership meeting there is an ice cream social. Dhara Mistry asked all to stay after the meeting for ice cream and fellowship.

Fundraising, Julie Riley

Gallop & Glow Run: Friday, Sept. 22, 2023

- Julie Riley indicated that the fundraising goal is \$35,000 and just prior to the meeting the total was just over \$32,000. As of 9/20 at 5PM, 89% of students were registered for the boosterthon, and 69% of students had received pledges.
- Volunteer Signup has a two open volunteer spots for kindergarten. All volunteers should be ready to come and work (mark laps, help teachers, keep energy level high for students). Background checks are required.
- Glow Sticks were donated (900 items), and the Booster Team will be in charge of separating and distributing to all classes.
- School-Wide Challenge: Top 3 Students from each class will get opportunity to dunk Mrs. Muras in the Dunk Tank on Friday at 2:15pm. These student names will be pulled Friday AM so teachers can plan appropriately.

• All teachers who participate get 10% of our proceeds back for classroom needs / classroom related items

Membership, Anna Rueda

Current member count as of 9/20 is 232. August goal was achieved, and we received the Head Start Award for achieving 75% of last year's membership from TX PTA. September goal is 251. Anna Rueda reminded the membership that there was a QR code available on the back of the agenda, or you can join in person after the meeting to avoid online fees.

Arts in Education and Reflections, Melissa Leach*

*Melissa Henry provided the following report on behalf of Melissa Leach in her absence.

A flyer was sent home regarding Reflections. Submissions are due 10/19. Theme is "I am hopeful because.."

Family Fun Nights, Patricia McClean*

*Melissa Henry provided the following report on behalf of Patricia McClean in her absence.

A Family Fun Night is scheduled for 10/26 at 5:30PM. Halloween theme, food for purchase, and activities. School appropriate costumes welcome. A flyer with details will be coming soon.

Healthy Lifestyles, Stephanie Adams*

*Melissa Henry provided the following report on behalf of Stephanie Adams in her absence.

Health week is coming in October. Different fruits and veggies will be provided to all students, as well as recipes / ideas on how to eat healthy at home.

Library/Book Fair, Jessica Lewis*

*Melissa Henry provided the following report on behalf of Jessica Lewis in her absence.

First book fair is coming up on October $18 - 26^{th}$. Students will get to visit book fair during their specials time. Volunteers will be needed, please be on the lookout for sign-ups. More info to come.

Step Tutoring, Meghan Kress

Step tutoring is a program for first grade students needing help with reading. Volunteers meet weekly for 30 min. with their student. Training is provided. A flyer with details on how to sign up as a volunteer will be sent home soon.

Spirit Wear, Jessica Smith

*Melissa Henry provided the following report on behalf of Jessica Smith in her absence.

House shirts for the students are being provided free of cost. These shirts are expected by Oct. 20. The house designs are trademarked, and approval from Ron Clark Academy is required for use on products and t-shirts.

In the meantime, the SC spirit shop will be opening soon to with a few items that are not housebranded, but give a nod to the house system colors, including a tumbler similar in style to the Stanley tumblers and a tie-dye blanket. General Silvercrest t-shirts, sweatshirts, etc. will also be available.

Yearbook, Kimberley Booth

If you plan to purchase, it is best to purchase early, as after October 31st the yearbook price will increase. Yearbook purchase includes two free pages that you can design/customize that only print in your student's book. Name forms will be sent home soon if your student goes by a nickname.

Please submit any pictures you have through the Treering app. You can register for a free account. If you have an account already, please be sure to update your teacher. In the app there are folders showing "open" and "closed" pages. Open pages are pages that are not yet completed. Closed pages are pages that have already been designed and are complete. Pages that are currently under edit include the first day of school, house sorting day, and glow run.

The back cover will consist of 4th grade artwork with the theme, "What does my house mean to me." The art competition is being coordinated with the SC art teacher. Additional grade-level art may be included inside the book.

Ads are also available for \$7 for an 1/8 page ad.

Kim indicated she will be putting together a photography committee for those who are interested in helping take pictures. Details to come. When you are at events, please take pictures of all students if you can. Some group, some individuals, etc.

Watch D.O.G.S., Jeff Perillo

The Watch DOGS program is a new program for Silvercrest. It offers an opportunity for fathers/fatherfigures to volunteer at the school for a full day. The Watch DOG gest to visit every grade level – including their student(s). A sign-up genius will be created for volunteers to sign up. First Watch DOG will be on campus on October 2.

New Business

- Prior to the PTA meeting Kelly Holt provided a presentation on the VATRE. (see handout) VATRE is the Voter-Approval Tax Rate Election and is coming up on Nov. 7th. More information about the VATRE can be found on the main Pearland ISD webpage. Please be informed about how this will impact not only your taxes, but how it could benefit the school district and our school directly.
- Mrs. DeLaPortilla, the Teacher liaison for the 23-24 school year was introduced. Her role is to serve as a coordinator between the PTA and teachers.
- Mrs. Ball indicated that there is a need for a light up "on air" sign for the 4th grade students to
 use in their 4th grade program. This program is a vintage 40s/50s radio theme. The students will
 be on stage performing as if they are putting on a radio show.

Announcements

Watch for volunteer opportunities in the weekly Sunday email.

If you'd like to join the PTA today for \$10 and not pay the online fee via TX PTA, come today.

The floor was opened for questions. There wer none.

Principal Announcements, Melynda Wood

Appreciation was expressed for all the PTA does for the teachers and staff.

Please join PTA. For the 23-24 school year, 100% of the staff have joined PTA. This is a first for Silvercrest.

Stallion stampede goes out on Sundays. Please lookout for these emails.

Please be aware that a new law in Texas requires police officers to complete 2.5 hours per day on campus at local schools. As such, there will be school resource officers on campus more frequently. Do not be alarmed, they are here to support the safety of our students.

Adjournment

The meeting was adjourned at 7:19PM.





September 21, 2203

GENERAL MEMBERSHIP MEETING

AGENDA



	and the second second
Call to Order / Quorum Confirmation with Nicole Perillo	Melissa Henry
Pledge of Allegiance	Julie Riley
Welcome and Introductions	Melissa Henry
Approval of Minutes	Nicole Perillo
Treasurer's Report	Kelsey Tarpinian
President's Report	Melissa Henry
Accomplishments 2022-2023	
 Join PTA and Volunteer Application (QR Codes below) 	
How we communicate	
Introduction to PTA Policies and Procedures	
How to make a motion	Real and a grade
Records Retention Policy	A STATE SAL
Financial Reconciliation Report 2022-2023	Nicole Perillo
Proposed Budget Amendments	Kelsey Tarpinian
Committee Reports	
Programs – Ice Cream Social	Dhara Mistry
Fundraising – Boosterthon Status and Give Back	Julie Riley
Membership	Anna Rueda
 Arts in Education – Reflections Competition due Oct. 19th 	Melissa Leach
 Family Fun Night – Oct. 26th at 5:30pm 	Patricia McLean
 Healthy Lifestyles – Oct. 10-13 	Stephanie Adam
Library/Book Fair – Oct. 19-26	Jessica Lewis
 STEP Tutoring – training coming soon! 	Meghan Kress
Spirit Wear – coming soon!	Jessica Smith
Yearbook – early bird discount Oct. 31 st	Kimberly Booth Jeff Perillo
Watch D.O.G.S.	Jen Permo
Anyone else?	
New Business	
 VATRE (Voter-Approval Tax Rate Election) – November 7th 	Melissa Henry
Announcements	Melissa Henry
Watch for volunteer opportunities in the weekly Sunday email	
Questions or Comments?	
Principal Announcements	Melynda Wood
Adjourn	Melissa Henry

Join PTA

Please join the Silvercrest Elementary PTA if you have not already. 55% of your dues come back to our PTA to help us fund our programs for the year. The other 45% goes to the Texas PTA which provides training, resources, and inforamtion our PTA uses throughout the year.



Pearland ISD Volunteer Application

A background check is required by all potential volunteers prior to volunteering on campus. It takes about 3 days to process your information once it is fully submitted. Please don't delay in submitting your Volunteer Application because we do not like to turn away volunteers the day of an event!

Here are a few helpful tips: Once you scan the QR code, you will be taken to a Volunteer Application screen. Select External Candidate. It will appear that you are applying for a job with Pearland ISD. Select "Volunteer" from the list of jobs. You will receive a green check mark once all portions of the application are completed. You must click on "Submit" at the bottom of the page to send your application. You will receive an automated email from mailbot@applitrack.com to notify you that your application was received. Finally, you will receive an official email after you are cleared to volunteer.



Upcoming Volunteer Opportunities

- Healthy Lifestyles lunch volunteers
- Book Fair
- Family Fun Night
- STEP Tutoring
- Yearbook Photographers
- ...and many more!

Mark Your Calendar:

Our next General Membership Meeting is Thursday, November 16th at 6:30pm.

Thank you for attending the meeting and for joining the PTA!

Silvercrest Elementary PTA FY 2023 Treasurer's Report 07/01/2023 - 09/18/2023

General Member Meeting September 21, 2023

Interior							
Name Nation - <th< td=""><td>Income and Expenses</td><td>Income</td><td>Expenses</td><td>Year to Date</td><td>Net Budget</td><td>More/-Less</td><td></td></th<>	Income and Expenses	Income	Expenses	Year to Date	Net Budget	More/-Less	
Bank Kee .<	Ability Awareness			-	-\$150.00	\$150.00	
Building & Groundis 5 307 41 4.5307.41 4.5307.00 53.44 Building & Groundis 5 90.49 4.50.00 53.33 Carryover from Previous Year - 5 33.744.81 453.87.00 Carryover from Previous Year - - 5 33.744.81 453.87.00 Carryover to Next Year - - 5 500.00 555.00 Communications/Public Relations - - 4 5500.00 555.00 Community Outreach - - - 4 5500.00 557.00 Donations - - - - - - Executive - Administrative 5 336.52 - - - - Executive - Insurance - - - - - - Executive - Insurance -	Arts in Education			-	-\$4,500.00	\$4,500.00	
Bulletin Boards S90.49 S90.49 S490.40 S33 Carryover from Previous Year - S38,744.81 S38,74 Carryover to Next Year - S38,744.81 S38,74 Carryover to Next Year - S50.00 S55.00 Communications/Public Relations - S50.00 S52 Community Outreach - S36,52 S36,52 S75.00 S77 Executive - Administrative S36,52 S36,52 S750.00 S77 Executive - Administrative S36,52 S36,50 S84 S86.00 S86 Executive - Insurance - - S845.00 S84 S86.00 S37.00 Executive - Training S626,48 -562,648 -562,648 -54,000.00 54,000.00 S40.00 Faill Fundraiser - S243,75 S36,800.00 S37.04 Faill Fundraiser - S43,000.00 S40.00 S40.00 Fourth Grade Recognition - - S50.00.00 S40.00 Gr	Bank Fee				-\$100.00	\$100.00	
Carryover to Next Year - \$38,744.81 \$38,744.81 \$38,744.81 \$38,744.81 Carryover to Next Year - - \$515,000.00 \$510.00 \$500.00 \$	Building & Grounds	-	\$307.41	-\$307.41	-\$3,800.00	\$3,492.59	
Carryover to Next Year . .	Bulletin Boards		\$90.49	-\$90.49	-\$450.00	\$359.51	
Communications/Public Relations - - - - - 5500.00 5500.00 5500.00 5500.00 5500.00 5500.00 5500.00 5500.00 5500.00 5500.00 5500.00 5500.00 5500.00 5500.00 5500.00 5500.00 5770.00 5500.00 5770.00 5770.00 5770.00 5770.00 5770.00 5770.00 5770.00 5770.00 5770.00 5770.00 5770.00 5770.00 5770.00 5500	Carryover from Previous Year	-			\$38,744.81	-\$38,744.81	
Community Outreach .	Carryover to Next Year	C		-	-\$15,000.00	\$15,000.00	
Council Dues - - - - 575.00 577.00 Donations - <td< td=""><td>Communications/Public Relations</td><td></td><td></td><td></td><td>-\$500.00</td><td>\$500.00</td><td></td></td<>	Communications/Public Relations				-\$500.00	\$500.00	
Donations . . Executive - Administrative \$36.52 \$36.52 \$36.52 \$3750.00 \$771 Executive - Historian .	Community Outreach			-	-\$250.00	\$250.00	
Executive - Administrative - \$36.52 - - 570.00 \$77 Executive - Historian - - - - - - 510.00 510 Executive - Insurance - - - - - - 5845.00 584 Executive - Secretary -	Council Dues				-\$75.00	\$75.00	
Executive - Historian - - - - 5100.00 5100.00 Executive - Insurance - - - - 5445.00 5445.00 5445.00 5445.00 5400.00 543.37 Executive - Training - 5526.48 - - - - - 330.00 530.00 533.70 Executive - Treasurer -	Donations						
Executive - Insurance - - - - - - - 5845.00 5846.00 5846.00 5846.00 5846.00 5846.00 5	Executive - Administrative		\$36.52	-\$36.52	-\$750.00	\$713.48	
Executive - Secretary - - - - - 5100.00 5100.00 5100.00 5100.00 5100.00 5100.00 5100.00 5100.00 5100.00 5300.00 5300.00 5300.00 5300.00 5300.00 5300.00 5300.00 5300.00 5300.00 5300.00 5300.00 5300.00 5400.00	Executive - Historian				-\$100.00	\$100.00	
Executive - Training \$626.48 -\$626.48 -\$626.48 -\$6400.00 \$3.37 Executive - Treasurer - - - -\$300.00 \$300 Fall Fundraiser - \$243.75 -\$243.75 \$36,800.00 \$400 Family Fun Nights - - - -\$4,000.00 \$4,00 Fleid Day - - -\$4,000.00 \$4,00 \$4,00 Fourth Grade Recognition - - -\$4,000.00 \$8,00 Grants - - -\$4,000.00 \$1,700.00 \$1,700.00 Health & Safety/Healthy Lifestyle - - -\$1,700.00 \$1,700.00 \$1,000.00 \$300.00 Health & Safety/Healthy Lifestyle - - -\$1,000.00 \$1,000.00 <td< td=""><td>Executive - Insurance</td><td></td><td></td><td></td><td>-\$845.00</td><td>\$845.00</td><td></td></td<>	Executive - Insurance				-\$845.00	\$845.00	
Executive - Treasurer - - - - - - 530,00 530,00 537,04 Fall Fundraiser - - - - - - 54,000,00 \$4,000 <	Executive - Secretary			41	-\$100.00	\$100.00	
Fall Fundraiser - \$243.75 \$36,800.00 -\$37,04 Family Fun Nights - - -54,000.00 \$40,00 Field Day - - -54,000.00 \$80,00 Fourth Grade Recognition - - - -54,000.00 \$80,00 Grants -	Executive - Training		\$626.48	-\$626.48	-\$4,000.00	\$3,373.52	
Family Fun Nights - - -54,000.00 \$4.00 Field Day - - -58,000.00 \$80.00 Fourth Grade Recognition - - - \$4,000.00 \$4.00 Grants - - - - \$4,000.00 \$4.00 Health & Safety/Healthy Lifestyle - - - - - Health & Safety/Healthy Lifestyle -<	Executive - Treasurer			and the second	-\$300.00	\$300.00	
Field Day - - -\$\$8,000,00 \$\$8,00 Fourth Grade Recognition - - -\$\$4,000,00 \$\$4,00 Grants - - - - Health & Safety/Healthy Lifestyle - - - - Hospitality - \$628.34 -\$5,500,00 \$4,87 Library - - - -\$3,000,00 \$3,00 Membership Dues \$1,177,00 \$1,700,00 \$52 Membership/CIP - - - - NSF Check - - - - PISD Education Foundation Donation - - - - Project Graduation Donation - - - - - Reading Enrichment - - - - - - - Retail Partner - Box Tops, Grocery & Share Cards \$448.50 \$448.50 \$1,350,00 \$3,90	Fall Fundraiser	1 1 4	\$243.75	-\$243.75	\$36,800.00	-\$37,043.75	
Fourth Grade Recognition - - - - - - - 54,000,00 \$4,00 Grants -	Family Fun Nights			-	-\$4,000.00	\$4,000.00	
Grants - - - - Health & Safety/Healthy Lifestyle - - - - \$1,700,000 \$1,700,000 Hospitality - \$628.34 -\$628.34 -\$628.34 -\$55,500,000 \$4,870 Library - - - -\$3,000,000 \$3,000 Membership Dues \$1,177,000 \$1,700,000 \$522 Membership/CIP - - - \$1,600,000 \$1,600 NSF Check - - - - - 1,600,000 \$1,600,000 \$1,600,000 \$1,600,000 \$1,600,000 \$1,600,000 \$1,600,000 \$1,600,000 \$1,600,000 \$1,600,000 \$1,600,000 \$1,600,000 \$1,600,000 \$1,000,000 <td< td=""><td>Field Day</td><td></td><td>-</td><td></td><td>-\$8,000.00</td><td>\$8,000.00</td><td></td></td<>	Field Day		-		-\$8,000.00	\$8,000.00	
Health & Safety/Healthy Lifestyle - - - - \$1,700.00 \$1,700 Hospitality - \$628.34 - \$628.34 - \$5,500.00 \$4,873 Library - - - \$3,000.00 \$3,000 \$3,000 Membership Dues \$1,177.00 \$1,700.00 \$3,000 \$52 Membership/CIP - - - \$1,600.00 \$1,600 NSF Check - - - - \$1,600.00 \$1,000 NSF Check Reimbursement -	Fourth Grade Recognition	1			-\$4,000.00	\$4,000.00	
Hospitality \$628.34 \$628.34 \$55,500.00 \$4,87 Library - - -\$3,000.00 \$3,00 Membership Dues \$1,177.00 - \$1,700.00 \$52 Membership/CIP - - -\$1,600.00 \$1,60 NSF Check - - - - NSF Check Reimbursement - - - - PISD Education Foundation Donation - - - - - Programs -	Grants	-					
Library - - - - - - - - - - 53,000.00 \$3,000 Membership Dues \$1,177.00 - \$1,770.00 \$1,700.00 -	Health & Safety/Healthy Lifestyle	-		-	-\$1,700.00	\$1,700.00	
Membership Dues \$1,177.00 \$1,700.00 \$52 Membership/CIP - - \$1,600.00 \$1,60 NSF Check - - - \$1,600.00 \$1,60 NSF Check - - - - - - NSF Check Reimbursement -	Hospitality		\$628.34	-\$628.34	-\$5,500.00	\$4,871.66	
Membership/CIP<	Library				-\$3,000.00	\$3,000.00	
NSF CheckNSF Check ReimbursementPISD Education Foundation Donation\$1,000.00\$1,000Programs\$900.00\$900Project Graduation DonationReading Enrichment\$3,000.00\$3,000Retail Partner - Box Tops, Grocery & Share Cards\$448.50-\$448.50\$1,350.00-\$900.00Retail Partner - Spirit Nights\$3,900.00-\$3,900.00	Membership Dues	\$1,177.00		\$1,177.00	\$1,700.00	-\$523.00	
NSF Check ReimbursementPISD Education Foundation Donation\$1,000.00\$1,00Programs\$900.00\$90Project Graduation Donation\$900.00\$90Reading Enrichment\$3,000.00\$3,00Retail Partner - Box Tops, Grocery & Share Cards\$448.50-\$448.50\$1,350.00-\$90Retail Partner - Spirit Nights\$3,900.00-\$3,90	Membership/CIP	-			-\$1,600.00	\$1,600.00	
PISD Education Foundation Donation\$1,000.00\$1,00Programs\$900.00\$90Project Graduation DonationReading Enrichment\$3,000.00\$3,00Retail Partner - Box Tops, Grocery & Share Cards\$448.50-\$448.50\$1,350.00-\$90Retail Partner - Spirit Nights\$3,900.00-\$3,90	NSF Check					-	
Programs\$900.00\$900Project Graduation Donation <td< td=""><td>NSF Check Reimbursement</td><td></td><td></td><td></td><td></td><td>-</td><td></td></td<>	NSF Check Reimbursement					-	
Project Graduation Donation -	PISD Education Foundation Donation				-\$1,000.00	\$1,000.00	
Reading Enrichment - - \$3,000.00 \$3,00 Retail Partner - Box Tops, Grocery & Share Cards \$448.50 - \$448.50 \$1,350.00 -\$90 Retail Partner - Spirit Nights - - \$3,900.00 -\$3,900.00 -\$3,900.00	Programs				-\$900.00	\$900.00	
Retail Partner - Box Tops, Grocery & Share Cards \$448.50 - \$448.50 \$1,350.00 - \$90 Retail Partner - Spirit Nights - - - \$3,900.00 -	Project Graduation Donation						
Retail Partner -Spirit Nights \$3,900.00 -\$3,90	Reading Enrichment	1			-\$3,000.00	\$3,000.00	
	Retail Partner - Box Tops, Grocery & Share Cards	\$448.50		\$448.50	\$1,350.00	-\$901.50	
School Supplies \$1,000.00 -\$1,00	Retail Partner -Spirit Nights	-		× 1	\$3,900.00	-\$3,900.00	
	School Supplies				\$1,000.00	-\$1,000.00	

Income and Expenses			Income	Expen	ses	Year to Date	Net Budget	More/-Less
Spirit Day				\$44	0.00	-\$440.00	-\$2,500.00	\$2,060.00
Spirit Wear							-\$2,000.00	\$2,000.00
Spring Fundraiser							\$17,000.00	-\$17,000.00
Square/Paypal Processing F	ees				-		-\$150.00	\$150.00
STEP Tutoring							-\$1,000.00	\$1,000.00
Storage Fees			-		-	-	-\$2,450.00	\$2,450.00
Student Directory							-	
Technology							-\$75.00	\$75.00
VIP Room					-		-\$1,500.00	\$1,500.00
Volunteer Coordinator			-		-		-\$400.00	\$400.00
Year End Gifts to School 202	23-2024				-		-\$25,000.00	\$25,000.00
Yearbook					-	-	-\$150.00	\$150.00
ncome and Expenses Total	s		\$1,625.50	-\$2,372	2.99	-\$747.49	\$1,649.81	-\$2,397.30
Off Budget			Income	Expen	ses	Year to Date	Net Budget	More/-Less
Escrow - State & National D	ues		\$238.50	\$243	3.00	-\$4.50		-\$4.50
Escrow - State Sales Tax			-			-	-	
Carryover from Previous Ye	ar - Escrow				-			a starter
Carryover to Next Year - Eso	row				-		1.	the states
Off Budget Totals			\$238.50	-\$243	3.00	-\$4.50		-\$4.50
Grand Totals								an anna
			\$1,864.00	-\$2,615	5.99	-\$751.99	\$1,649.81	-\$2,401.80
Bank Account Balances	07/01/2023	09/18/2023	Last re	conciled	Sum	mary for the Per	iod	
Wells Fargo Checking	\$38,744.81	\$37,992.82		Never	Star	ting Total		\$38,744.81
Account					Inco	me	\$1,864.00	
Totals	\$38,744.81	\$37,992.82			Expe	enses	-\$2,615.99	-\$751.99
Review Reconciled Bank State	ment Reports along u accuracy.	with this Treasure	er's Repo <mark>rt to e</mark> n:	sure its	Endi	ng Total		\$37,992.82
Submitted by:								
Name:		Signature				Date		



Records Retention Policy for Local and Council PTAs

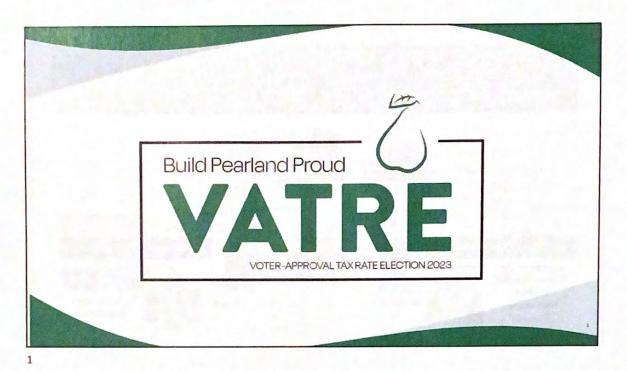
The <u>Silvercrest Elementary</u> PTA/PTSA adopted this policy regarding records retention on <u>09/20/2023</u> (*date*). This policy shall be reviewed by the executive board annually and only the Storage Location (e.g., Google Drive, binder in PTA closet) may be changed by a majority vote of membership 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		Permanent
Financial Records – Account Statement Reviews by Non-Signer (bank, credit card and e-	PTA Secretary		Permanent
commerce; attached to minutes)			
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)		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)		Treasurer/Secretary Binder	Permanent
Financial Records – Funds Request Forms (including associated invoices/receipts)	PTA Treasurer	Treasurer Binder	3 Years

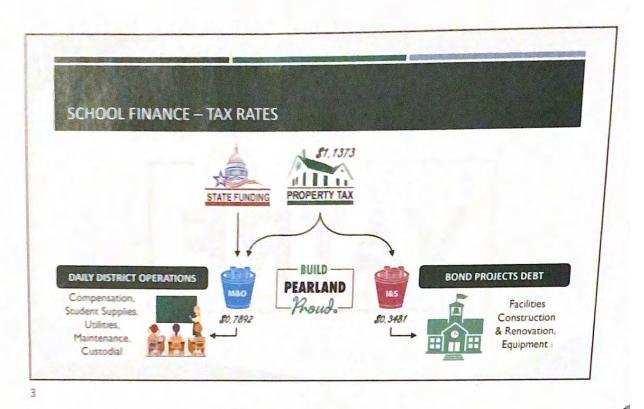
Financial Records – General Ledger(s)	PTA Treasurer	Treasurer Binder	Permanent
Financial Records – Tax- Exempt Documents (EIN Notification, Accepted IRS Form 990, IRS Correspondence, Sales and Use Tax Permit and Sales Tax Returns)	PTA Treasurer	Treasurer Binder	Permanent
Grant Agreements	PTA Secretary	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

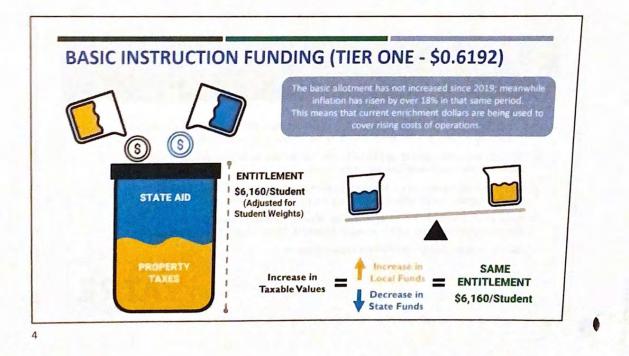




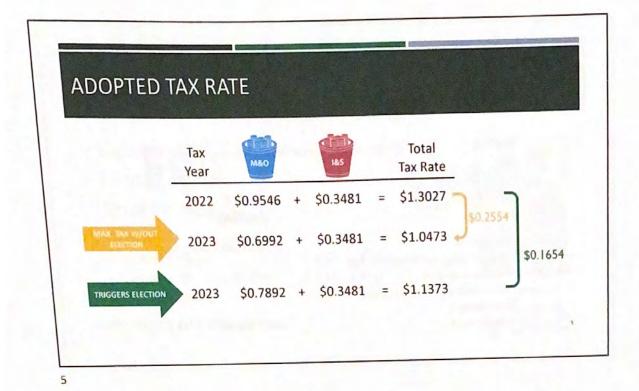


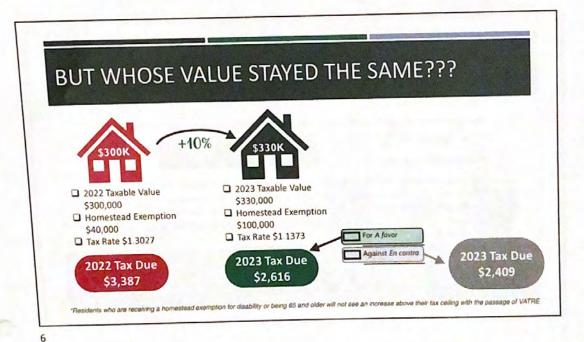
<section-header><section-header><list-item><list-item><list-item>

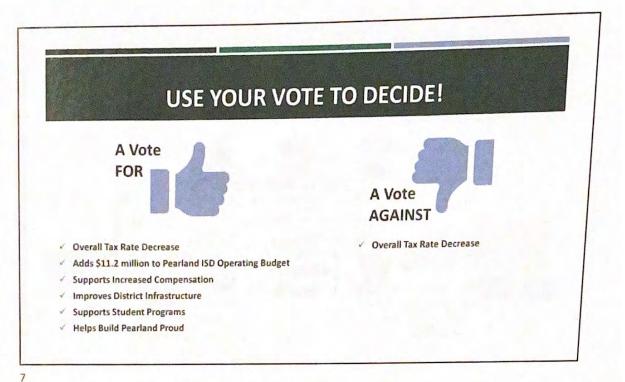


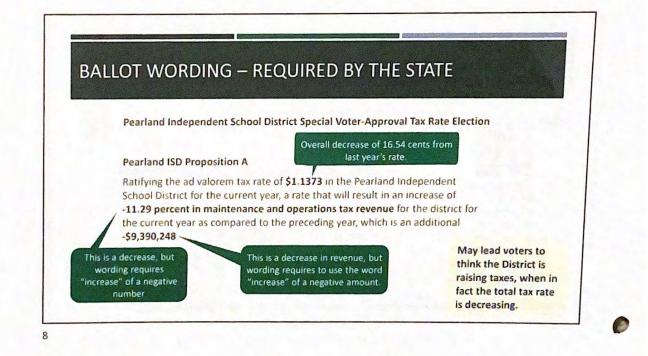


9/.







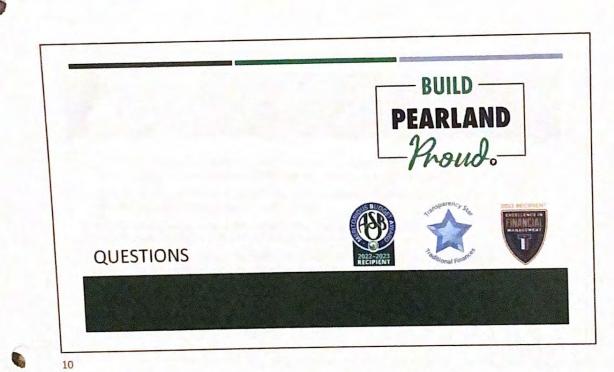


NEXT STEPS

- Register to Vote Deadline Monday, October 10
- Get Informed
- · Spread the Word
- VOTE EARLY

- October 23-28
 8 AM 5 PM
- October 30 November 1
- November 2-3
- 8 AM 5 PM 7 AM – 7 PM
- 2-3 / AIV
- ELECTION DAY November 7

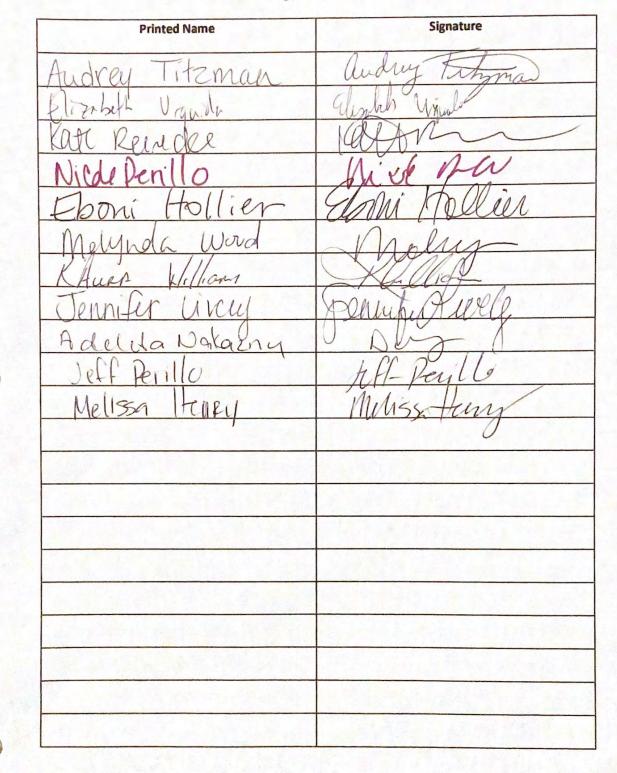




PTA General **Board** Meeting September 21, 2023 Sign-In Sheet

Printed Name	Signature
Tatiang Kosterera	John wohn
Martha Deem	m219
Danielle Pantelis	Barlon
Meredith Ball	Mu Jac
Selena Fitzgerald	X R
Kelly Anderson	KIL
Anna Rueda	al
plimberly zooth	abooth
Debeck CG Fast	K
Enda BLUM	Ale of
Garah Hauks	Jaran Faulo
Dhara mistry	
Julie Riley	THIS
Amande Drenich	Xar
Meghan KRSS	Mayan East
Julle Shaw	Julijsh
Chris Hawks	Cen
) Thosen & Freddy worke	
Tamera Plair	10.
Nicole Machado Bibbins	trights
KerbutTanpinian	44730

PTA General Board Meeting September 21, 2023 Sign-In Sheet



PTA General **Board** Meeting September 21, 2023 Sign-In Sheet

Printed Name	Signature
Danetta DelaPortilla	Sanetta P
Malinda Bickham SP Trenae Ryan	Malole Bideham
SP Trenae Ryan	AK
TORREY WALKER	2-60-1
Kathering Schlosser	Lathy I
Pedro Lozano	Pillo In Ono
FRAN FRANK	A L
0	