



MEETING MINUTES

BARBARA JORDAN PTO GENERAL MEETING

DATE OF MEETING: 8/17/23 AT 5:30PM

- Meeting started at 5:30pm
- Jessica Singleton – President
 - Welcomed attendees to BJE PTO Meeting and called meeting to order.
 - Treasurer’s Report included screenshot of financials of BJE PTO account included:
 - Beginning Balance on 7/1/23: \$2,881.33
 - Ending Balance on 7/31/23: \$2,647.01
 - Total Deposits: \$0
 - Total Expenses in July 2023: *See attached screenshot from meeting presentation.*
 - About BJE PTO – Statement of organization was read.
- Casey Davis – Membership Committee Chair
 - Explained overview of BJE PTO and how to join.
 - Explained BJE PTO provides Financial support, volunteer support and fun events for the school and students.
 - BJE PTO would like to purchase a large laminator, poster machine for the school. PTO would also like to fund special needs requests for BJE and provide funding for Teacher Appreciation events throughout the school year.
 - BJE PTO plans to fund these items/events through PTO membership dues, sponsorships from parents and community partners, Spirit Nights at area restaurants, Give Back programs like Kroger, Box Tops for Education and Amazon Smile.

- BJE PTO will also work with VIPS Coordinator to provide volunteers for the school needs.
- We are currently seeking members for various board positions on the PTO. *Please see the attachment with listed open positions.*
- BJE PTO is also looking for volunteers for various areas of need such as DJ's, event planning, photographers, etc.
- QR Code and handouts were provided with information on how to join BJE PTO.
- Pam Douglas – VIPS Coordinator
 - Explained that ALL volunteers must complete a background check application through Fort Bend ISD. Discussed process and turnaround time.
 - VIPS Report was explained and the need for volunteers was discussed. Also explained the importance of volunteers and tracking the time spent volunteering at BJE.
- Q&A and Open Floor
 - Jessica Singleton (President) announced that she would be resigning from her current position due to work demands and time commitment.
- Meeting Adjourned at 6:30pm.

Next Meeting: 9/21/23 at 5:30pm – Barbara Jordan Elementary