



ALYSSA FERGUSON ELEMENTARY PTO

General Board Meeting Minutes

Date: August 17, 2026

Time: 9:06 AM

Location: J201

Recorded By: Zahra Mir (Secretary)

Call to Order & Approvals

- **Call to Order:** The meeting was called to order at 9:06 AM by President Whitney Johnson.
- **Establishment of Quorum:** Quorum established.
- **Previous Minutes:** N/A (First meeting of the school year).
- **Introductions:** Executive Board members were introduced to the attendees.

Officer & School Updates

Executive Officer & Committee Reports

President: Whitney Johnson

- **Theme & Focus:** Welcomed everyone to the new school year centered around the theme "Riding the Wave of Change." August focus is "Time to Ride the Wave" with an emphasis on PTO Membership Recruitment.
- **Mission Statement:** Reaffirmed the PTO mission to foster relationships between parents and faculty to enrich our children's educational experience and enhance the school environment through volunteer and financial resources.
- **Governance & Volunteer Requirements:**
 - Bylaws and the PTO Handbook are accessible on **Konstella > More > Files & Links**.
 - All volunteers must complete FBISD background checks.
 - **Volunteer Check-In:** Volunteers must bring photo ID to check in and out at the front office and notify staff if moving between locations.
 - **PTO Lanyards:** Board and Chair members will use dedicated red PTO lanyards (available at the front desk starting next week).
 - **Communication:** Konstella (app and web) is the primary official communication channel.
- **Staff Appreciation (Chair: Stephanie Titus):**
 - First Day of School lunch was catered by Cafe Petra (grab-and-go boxes).
 - First Week of School Survival Kits distributed.
 - **National Lemonade Day (Aug 20):** Raising Cane's is sponsoring lemonade delivery for teachers; volunteer slots are filled.
- **Spirit Wear & Western Heritage Day:**
 - Spirit wear sales close **August 24**. Orders will ship within 10 days and be sent home with students. Class teacher shirts will be coordinated by staff.

- **Western Heritage Day (Sept 18):** Event requires 17 speakers and 30 volunteers. Sign-ups are available on Konstella.
- **Fall Fundraising:** Kickoff is scheduled for **September 18**. The campaign will feature a check-writing drive alongside select auctions.
- **Website:** Redesigned site is live at www.fepto.org. Feedback can be sent to feptopresident@gmail.com.

Vice President: Tiffany Booth

- **GLC / Room Rep Selection:** Application sign-ups are open. The virtual interest meeting is scheduled for **August 18**.
- **Trunk or Treat:** Scheduled for **Thursday, October 29 (6:00 PM – 7:30 PM)**. Expecting 1,200–1,500 attendees based on last year. Volunteer, trunk host, and food vendor sign-ups will be released soon.
- **District Standing:** Confirmed that the PTO is in official good standing with Fort Bend ISD.

-VIPS Coordinator: Charity Selvey

- **Room Rep Timeline:**
 - Info Session: **August 18 | 7:00 PM – 8:00 PM** (Virtual Google Meet).
 - Selection Notifications: Parents notified by **August 24**.
 - VIPS Welcome Event: **August 26 | 6:00 PM – 7:30 PM** at Sawmill Park.
 - All appointments finalized by **September 1**.
- **Recognitions:** Nomination boxes for VIPS of the Month and GLC/Room Rep of the Month (featuring rewards) will be available starting tomorrow; submissions due by the 25th of each month.

Secretary: Zahra Mir

- **Minutes & Communication:** Draft meeting minutes will be distributed by Sunday evening prior to board meetings. Submit corrections to feptosecretary1@gmail.com.

-Committee Updates (Publicity & Social Media)

- **Publicity (Chair: Abeer Nawaz):** Submit weekly newsletter items (PTO updates, sponsorships, community events) to feptopublicity@gmail.com by Thursday (hard deadline Friday EOD). Contact Publicity if you are not receiving the newsletter.
- **Social Media & Graphics (Chair: Jacquelyn Jones):** Direct all graphic creation requests to feptographics@gmail.com.

Treasurer: Bridget Kress

- **Budget:** The 2026–2027 budget was formally approved and will be published for general membership review shortly.
- **Financial SOPs:**
 - **Sales Tax Policy:** Sales tax will not be reimbursed; direct ordering through PTO tax-exempt avenues should be utilized first.

- [Reimbursement Request Form & SOP](#)
 - [Purchase Order Request Form & SOP](#)
- **School Store (Chair: Jacquelyn Jones):** Open to product suggestions.
 - **Operating Dates:** Sept 11, Nov 13, Dec 10–11 (Holiday Market), Feb 5, March 19, April 23.

Parliamentarian: Haley Makatche

- **Membership Drive:** 59 paid members registered to date.
 - **Dues:** \$15/family per year via Konstella (required to hold Chair, GLC, or Room Rep roles).
 - **Voting Deadline:** Dues must be paid by **October 9** to retain voting rights.
- **Attendance Policy:** Committee Chairs must notify the Parliamentarian via email prior to meetings if they cannot attend.
- **Member Engagement:** Upcoming Social at Sawmill Park on **August 26 at 5:30 PM** (prior to the VIPS meeting). Additional monthly member events to follow.

School Administration: Mr. Raymond Haas & Ms. Jenny Koski

- **Administration Overview:** Principal Haas (23 years in education) and Assistant Principal Koski introduced themselves as local Fort Bend administrators.
- **Academic Goals:** Shared strategies for maintaining the campus TEA Rating (transitioning from B to A status, targeting a overall score of 92 this year).
- **Enrollment:** Current student enrollment stands at 764.
- **District Visitor:** Ms. Wendy Muniz (Executive Director) attended and expressed strong optimism for the upcoming school year.

New Business & Open Discussion

- No new business raised.

Upcoming Key Dates

- **Aug 26:** Member Social (5:30 PM) & VIPS Welcome Event (6:00 PM) at Sawmill Park
- **Sept 9:** Fall Open House
- **Sept 11:** Grandparents Day Lunch & School Store
- **Sept 18:** Western Heritage Day & Fall Fundraiser Kickoff
- **Sept 21:** Next PTO Board Meeting

Adjournment

- **Motion to Adjourn:** Motioned by Tiffany Booth, Seconded by Bridget Kress.
- **Adjournment Time:** 9:51 AM.

Upcoming Events:

September 9th: Fall Open House
 September 11: Grandparents Day Lunch
 September 18th: Western Heritage Day (led by Stephanie Titas)
 September 21: PTO Meeting

PTO Emails

- **President:** feptopresident@gmail.com
- **Vice President:** feptovicepresident@gmail.com
- **Secretary:** feptosecretary1@gmail.com
- **Treasurer:** feptotreasurer@gmail.com
- **Parliamentarian:** feptoparliamentarian@gmail.com
- **VIPS:** feptovips@gmail.com
- **Publicity:** feptopublicity@gmail.com
- **Graphics:** feptographics@gmail.com
- **Yearbook:** feptoyearbook@gmail.com

PTO Board Meetings:

*****In person meetings are held at 9:00am | Virtual Meetings are held 7:00 - 8:00pm via Google Meet**

- 8/21: in person at 9:00am
- 9/21: in person at 9:00am
- 10/19: in person at 9:00am
- 11/16: virtual at 7:00pm
- 12/14: in person at 9:00am
- 1/11: in person at 9:00am
- 2/8: virtual at 7:00pm
- 3/15: in person at 9:00am
- 4/12: virtual at 7:00pm
- 5/17: in person at 9:00am