

**Donation to Austin Montessori  
Elementary Agreement**

Agreement between Austin Montessori PTA and Austin Montessori Elementary.

*[Agreement to donate a specific sum of money to the school/school district for a specific purpose.]*

The Austin Montessori PTA is donating \$ 25,154.33 to the school for the following purpose/purchase(s) of: twenty cafeteria tables. If this purchase is not made by December 31, 2021, this amount will be returned to the PTA. The PTA will be provided with a copy of the purchase order or requisition and a copy of the paid invoice.

*[Agreement to donate equipment purchased by the PTA to the school/school district.]*

The \_\_\_\_\_ PTA has purchased the following and is donating it/them to the \_\_\_\_\_ School/School District) for the following use(s)/purpose(s): \_\_\_\_\_.

Signed: Ann Probst Date: 6-15-21  
(PTA President)

Janina Reed Date: 6-15-21  
(Principal/Administrator)

---- In the case of equipment purchase, also complete the following ----

The Austin Montessori PTA is donating money for purchase of the following or has purchased the following and is donating it to the school/school district:

The/these item(s) will become the property of the school/school district. It is to be used for the following purpose(s): for use in the cafeteria at Austin Montessori Elementary.

The PTA may use the item(s) under the following conditions: during PTA events/meetings.

The school/school district will be responsible for maintenance of the item and for providing supplies. In case of loss or theft, the school/school district will be responsible for replacement and agrees to replace the item with a like kind. Any gift given by the PTA is without any future liability protection or guarantees by the PTA.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(PTA President)

\_\_\_\_\_ Date: \_\_\_\_\_  
(Principal/Administrator)

\* The PTA membership must provide for any expenditure through a budget adoption/ amendment and a specific vote at a membership meeting. This agreement is void if not ratified by the membership.

- Hi Kim,

We are donating money to our school to purchase cafeteria tables. When I was looking at the sample agreement I noticed that we need to have a membership meeting to approve the donation. If we have already received approval from membership to purchase the cafeteria tables do we need to have a meeting to donate the money to the school? If so, how do we do this since school is out?

Thank you,

Amy Prough

- +8 from  
**Kim, me, me**

- 

Kim Hadaway <[kimhadaway4@gmail.com](mailto:kimhadaway4@gmail.com)>

To: Austin Montessori PTA

Mon, Jun 7 at 12:30 PM

You are most welcome Amy. Have a great Monday.

Kim Hadaway

On Jun 5, 2021, at 7:21 PM, austinmpta <[austinmpta@yahoo.com](mailto:austinmpta@yahoo.com)> wrote:

Thank you so much!! Im looking for the minutes to attach to the form. I appreciate you answering during the weekend 🙏

Sent from my Galaxy

----- Original message -----

From: Kim Hadaway <[kimhadaway4@gmail.com](mailto:kimhadaway4@gmail.com)>

Date: 6/5/21 5:52 PM (GMT-06:00)

To: Austin Montessori PTA <[austinmpta@yahoo.com](mailto:austinmpta@yahoo.com)>

Subject: Re: donation form

No member meeting is necessary. As long as you have the minutes that show this was already approved. Sorry if I made things confusing. Have a good weekend.

Kim Hadaway

On Sat, Jun 5, 2021 at 3:36 PM Austin Montessori PTA <[austinmpta@yahoo.com](mailto:austinmpta@yahoo.com)> wrote:

I understand we need to fill out the form to donate the tables to the school. But do we need to have a member meeting to approve the form since the members have already agreed to buy the tables in two different member meetings? I wonder how we can do this before we close out the year since we want to donate the tables this year to the school, so next year's PTA can start with something new.

On Thursday, June 3, 2021, 9:41:49 AM CDT, Kim Hadaway <[kimhadaway4@gmail.com](mailto:kimhadaway4@gmail.com)> wrote:

Good morning,

You will need the form because this donation is specific for the cafeteria tables.  
Thanks so much Amy!!

Kim Hadaway

On Jun 2, 2021, at 11:37 PM, Austin Montessori PTA <[austinmpta@yahoo.com](mailto:austinmpta@yahoo.com)> wrote:

I just want to make sure I do this right. Since the members have agreed to buy the cafeteria tables for the school in a previous member meeting, we can skip the members approving the donation form?

Thanks,

Amy

On Monday, May 31, 2021, 11:16:28 PM CDT, Austin Montessori PTA <[austinmpta@yahoo.com](mailto:austinmpta@yahoo.com)> wrote:

Yes ma'am it was agreed by the members on last year when we began fundraising and then again by the members this year when we continued to raise money for the tables.

On Monday, May 31, 2021, 8:53:28 AM CDT, Kim Hadaway <[kimhadaway4@gmail.com](mailto:kimhadaway4@gmail.com)> wrote:

Did membership agree in that meeting to donate the money for the tables or for PTA to purchase the tables?

Kim Hadaway

On Mon, May 31, 2021 at 12:41 AM Austin Montessori PTA <[austinmpta@yahoo.com](mailto:austinmpta@yahoo.com)> wrote:

Hi Kim,

We are donating money to our school to purchase cafeteria tables. When I was looking at the sample agreement I noticed that we need to have a membership meeting to approve the donation. If we have already received approval from membership to purchase the cafeteria tables do we need to have a meeting to donate the money to the school? If so, how do we do this since school is out?

Thank you,

## 2019-2020 Budget

### Income

1. PTA Dues	
\$1,350	
2. Spirit Shirt Fundraiser Sponsors	\$31,653
3. Spirit Shirt	
\$4,800	
4. Fall Festival Fundraiser	
\$4,000	
Total	\$41,422

### Expense

1. PTA Dues Paid Out	
\$1015.00	
2. Spirit shirt fees	\$2800
3. Bank charges	
\$72	
4. Cafeteria Tables	
\$30,000	
5. Fish Tank	
\$200.00	
6. PTA Meetings	\$1,500

7. Teacher Appreciation	\$750
8. Insurance/Programs	\$700
9. Dance \$600	
10. Thanksgiving Popcorn	\$60
11. STAAR grams/snack	\$75
12. Teacher of the Year	\$50
13. Awards/Talent Show	\$100
14. Teacher Supply beginning of year	\$250
15. Sno Cone machine/supplies	\$500
16. Misc. \$100	
17. Supplies for Pta \$150	
18. Rollover \$500	
19. Membership Drive	\$600
20. PTA Training (launch)	\$900

Total \$41,422

# **Austin Montessori PTA**

## **Member Meeting Minutes**

### **9/5/2019**

Pledge of Allegiance

Introduction of 2019-2020 Board

Lisa Aguilar-President

Natalie Nieto-Vice President

Amy Prough-Treasurer

Amber Thomas-Secretary

Membership

2019-2020 Goal is to have 225 Paid members

Each Month there are small awards we can win through Texas PTA and we are trying to reach each one.

For August we won the Head Start Award-which is to obtain 75% of last year's membership number by 8/31.

For September we are hoping to get the Early Bird Achievement Award-which is to obtain 100% of last year's membership number by 9/30

Update on Shirt Sales-10/11/19 will be a tax-free day, shirts will be distributed on that day. Sponsorships are still being obtained. If anyone is interested, please come by and see Amy before you leave.

## Upcoming Events

Trunk or Treat. We will be sending out a letter asking who would be interested in doing a trunk. If we have a great response, we will do this event. If not, we won't be able to.

Vote on updated Budget-All in agreement, no one was against it.

Questions or concerns?

Close Out-PTA served hot dogs and nachos at this event.

**Austin Montessori PTA  
2020-2021 Budget**

**Income**

1. PTA Dues	
\$720.00	
2. Sweater Fundraiser	\$ 3746.00
3. Extra Sweaters	\$ 900.00
4. Poppin Popcorn Fundraiser	\$ 5,000.00
5. Rollover from '19-'20	\$ 20,259.01

**Total \$30,625.01**

**Expense**

1. PTA Dues Paid Out	\$540.00
2. Sweater fees	\$2841.87
3. Bank charges	\$72.00
4. Cafeteria Tables	\$15,761.14
5. Fish Tank	\$750.00
6. Teacher Appreciation	\$1400.00
7. Insurance/Programs	\$700.00
8. Thanksgiving Popcorn	\$500.00
9. Garden	\$350.00
10. Teacher Supply beginning of year	\$250.00
11. Supplies for PTA	\$700.00
12. Rollover	\$500.00
13. PTA Training (launch)	\$200.00
14. Membership Drive	\$350.00
15. Barriers	\$4200.00
16. Staff Luncheons	\$500.00
17. Materials for spring fundraiser	\$500.00
18. Totes for EC	\$510.00

**Total \$30,625.01**



# BOARD MEETING

## Austin Montessori PTA Member Meeting

Date: October 29, 2020 | 6:00 P.M. |

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### Board members

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Amy Prough, President; Kristin Coats, Treasurer; Megan Martin, Secretary and Ms. Hagood, Principal

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Time	Item
6:00 PM	Ms. Hagood welcomed the members and gave them Zoom instructions for the meeting.
6:05 PM	A video of Ms. Stava's class saying the Pledge of Allegiance and the Pledge of Allegiance to the Texas flag. The board thanked Ms. Stava for sending the video.
6:06 PM	Ms. Hagood updated the members with the Title 1 information. She gave the ECISD website to view the information.
6:11 PM	Amy Prough presented the '20-'21 PTA board to the members. The members unanimously approved the board.
6:12 PM	Kristin coats presented the '20-'21 PTA budget. The members unanimously approved the budget.
6:15 PM	Megan Martin asked the members to vote on 11-2-2020 as our first tax free day. The board will deliver the sweaters on this day. The members unanimously approved the tax day.
6:16 PM	Kristin Coats updated the members about the Poppin Popcorn fundraiser. As of 10-28-20 we have raised 1048.00. Our profit is \$524.00 We currently have 39 sellers selling. 80 bags have sold. The kids will get 1 bag of popcorn for every 3 they sell. The fundraiser is virtual only and will end 11-13-2020. Ms. Hagood said she can send an email on 11-9-20 to remind parents the end of the fundraiser will be November 13, 2020.
6:20 PM	Amy Prough advised the members the next staff luncheon will be held in November. For December's luncheon we are going to send out a letter asking for parents with or without businesses to contribute so we can have a special luncheon for the staff in December. Kristin will ask her boss if he would like to donate for one of the luncheons. Lori Stava suggested maybe playing a video from the businesses on the TV in the lounge as an incentive for the businesses to donate.
6:22 PM	Amy Prough advised the members that as of October 21, 2020 the PTA has 90 total members, 16 from <a href="http://joinpta.org">joinpta.org</a> .

Time	Item	
	<p>Kristin Coats updated the members about the PTA's financial statements. The bank statement balance \$14,693.86.</p> <p>The sweater fundraiser raised \$3,746.00. We have the potential to raise \$900.00 more if we sell all 50 of the extra sweaters. Which will put us at \$4646.00 raised. We spent about (not sure what the total is for Basin) \$2841.87. Total profit from sweaters already sold is about \$904.13.</p>	
6:30 PM	<p>Amy Prough announced that the PTA will be providing popcorn for the students on 11-20-2020. We will be in front of the school November 10<sup>th</sup> and November 12<sup>th</sup> from 3:10 PM-3:45 PM if you need to exchange sweater for a different size. Or to buy a sweater. It is first come first serve. The sweatshirts are \$18 for kids only. We have them in blue and red. Our next member meeting will be next semester.</p>	Amy Prough
6:31 PM	<p>Megan Martin drew a name from all the members who attended the member meeting. Larissa Andis won the monkey.</p>	Amy Prough
6:32 PM	<p>Amy Prough drew a name from everyone that has signed up for the PTA membership. Cathy Bonifay won the fall wreath.</p>	
6:35 PM	<p>Amy Prough adjourned the meeting.</p>	
	<p>Minutes by: Amy Prough</p>	