

OCTOBER PTO BOARD MEETING
SEPTEMBER 14, 6:30PM | SINCLAIR CAFETERIA

- Welcome (Kim L.) @ 6:30pm
- Introduce Officers/Mashburn (Individual)
 - submitted HISD request to mow grass ahead of beautification committee/garden club work day on Oct 1
- Purpose/Goals of PTO (Kim L.)
 - commented on various community/school events (e.g. Fall Fest, Movie Night, Book Fair)
 - fundraisers e.g. Silent Auction, Boosterthon
 - goals to enrich Sinclair student experience, school needs and PTO administrative costs
- Budget (Ann V.)
 - Discussion/Vote
 - Motion to approve 2022/23 budget (KY), seconded. Budget approved. no exceptions
- Tax Update (Ann V.)
 - Form 990 completed but not yet filed for 2018. Forms for 2019 and 2020 still required. Form 1023 required for reinstatement completed but not filed (must wait until all past due forms are submitted).
 - Current CPA not proactive in filing back returns rapidly (looking at a 14 month IRS filing timeline) to complete 3 years back returns and filing fees; seeking CPA alternatives.
 - Major impact of delay is loss of 501c3 status until all overdue returns and filing fees are complete and status reinstated (loss of Amazon Smile contributions and corporate matching funds from employee donations and/or volunteer activities)
- Fall Festival (Kim S.)
 - Overview
 - Plans for event/day. addition of sensory activities apart from main Fall Fest
 - still need for parent volunteers for Fall Fest events
- Playground update (Allison/George)
 - Track dedication/WALK, BIKE, ROLL recap
 - Well attended turnout on Sept 11. Jack Cagle (Harris County Commission Precinct 4) present along with other city, county and state representatives.
 - 'Lake Sinclair' drainage problem noted by attending County, City officials
 - Jeff Szymczyk cleared silted drain that evening and drained most of the detention pond.
 - Tuesday, Sept 13, Harris County precinct 4 engineering staff came out to Sinclair and replaced manhole cover with grate and inspected clogged french drain. French drain will require rework to function properly.
 - Equipment
 - Manufacturer delays on larger playground pieces, now expected March 2023 installation (was Dec 2022).

- Some SPARK playground equipment pieces and surfaces may be installed in November/December 2022.
- Silhouettes - on target, 4 pieces out of 49 done so far. Will paint and install when critical mass of silhouettes completed (20?). potentially open silhouette fundraiser for second phase if desired.
- Gate proposal
 - In the interest of safety, install a gated chain link fence (sliding?) between the southwest corner of the main building to the teacher parking lot fence and entrance to playground (see photos below)
 - the current configuration is a safety concern. Allows public access to playground and ancillary buildings without going through the main entrance and front office.
 - A gated fence would still allow for preK and K ingress/egress at pickup and dropoff.
 - Gate can be locked rest of the day. preK/K classes would still be able to access the playground directly from the main building.
 - A sliding gate could be a good option in the interest of space.



- Boosterthon (Kim L.)
 - Purpose to raise PTO operating funds, teacher grants, and school support funds. Boosterthon proceeds shared equally with Sinclair, being directed towards school/student needs as they arise throughout the school year.
 - Event Dates - October 24th promotional kickoff. Boosterthon date November 1st.
 - Rafail Insurance and Memorial Hermann are sponsors. Seeking additional sponsors to defray cost of Boosterthon shirts for students. Otherwise t-shirt costs come from PTO operating fund.
- Teacher Appreciation (Caitlin/Trish)
 - Stock the Lounge Explanation. Tremendous Sinclair community support for teachers.
 - Additional ways to give e.g. Cheddar Up, Amazon Wish Lists, Sign Up Genius
- Cultural Arts (Kawanza)
 - Hispanic Heritage Month Activities
- Pumpkin Patch (Ashley H./Allison W)

- Friday 10/14 to Sunday 10/23.
- Saturday events include painting mini pumpkins and bubbles. Saturday Coffee and donuts. Trees for Houston canceled due to conflicting events. Seeking a Spooky Saturday sponsor for second Saturday (10/22).
- Upcoming events (Kim)
 - Wednesday September 21st @ Burger Joint all day. PTO and Dads will be there at 6pm. 20% of proceeds go to Sinclair PTO.
 - Auction Mom's Night Out @ Bungalow Heights on Wednesday September 28.
 - Open House scheduled September 30, time TBD by Principal Mashburn.
- Beautification (Jeanette)
 - Beautification day on October 1st. Cutting of small tree limbs, raking, mulching. Small plantings. Stay tuned for more info on PTO site.
- Questions/Comments, none
- Close Meeting @ 7:30pm