

Tuesday, Jan 5, 2022

Randolph ISD PTO Meeting - January 5, 2023

Randolph ISD PTO Meeting - PTO Room, Randolph AFB

Call to Order: 8:35 a.m.

Call to close: 10:22a.m.

Next Meeting: at 8:30 a.m. in the PTO room.

Attending: Aaron Lee (President) Sarah Moschella (Spirit Wear), Sarah Fox (Elementary Vice President), Angela Murphy (Book Fair), Devon Ortega (MS/HS Vice President), Na'il Valai (Treasurer), Jackie Goepner (Secretary), Arden Jump (Book Fair), Kellye Sealy (Spirit Signs), Jackie Plaza (Event Coordinator)

I. **President's Report - Aaron Lee**

A. **New Business:**

1. Elect a member at large
 - a) There were no volunteers at this time
2. Appoint registered agent (suggestions)
 - a) Aaron will talk to the district to confirm who the registered agent.
3. Discuss changes to spirit committee
 - a) (no more ro hawk row)
 - (1) We only collected \$352 in profits and was not worth the effort put forward. Booster Club has absorbed.
 - b) Spirit Wear Changes - please see Spirit Wear notes for Changes
 - c) Spirit nights will now be part of the Spirit Committee, please see MSVP notes for current standing.
4. discuss combining sunshine into one committee or ensure they are talking to share resources
 - a) We need to verify assets are returned to the PTO after events
 - b) Confirm that the executive board knows who is on the committee and approves.
5. review bylaws and address questions
 - a) May 15th will be the last day to put in financial requests to the PTO
 - b) Authorize cost up to 1500 dollars for fees associated with becoming a 501c3
 - (1) Jackie and Devon, PTO board approved to raise the budget to 1500 for fees
 - c) Kellye and Arden will be temporary Board of directors with the president.
 - d) The Financial Audit Committee will need to audit last year and the current budget. The Audit committee must be three people
 - (1) We will put this on the FB page to recruit
 - (2) Next month we will need to have the committee
 - e) We will adopt the draft of these by-laws as our official ByLaws.

(1) Jackie proposed, Kellye seconded, PTO voted to use these

6. verify vote for 501.c.3
 - a) Sarah nom, devon seconds, PTO voted
7. work on appointment of budget review committee
8. discuss filing of paperwork and who is doing what and when.
 - a) We will be a nonprofit corporation. We need to file a 202 with the State of Texas.
 - b) EIN after 202 is approved.
 - c) We will need to determine where our legal documents will be
 - (1) Physical - safe deposit box
 - (2) Digital Copies

II. Elementary Vice President - Sarah Fox

A. Old Business

1. Financial Request- There has been a request from Jodi Butler for small ice cream cups as an incentive for her weekly book club she hosts. She has requested \$200 on Nov. 18. We had been working with our contact at HEB to either get the ice cream donated or at cost, but Ms. Butler has since informed us she would rather get the ice cream herself with the funds provided directly to her.
 - a) Na'i nominated for approval, Jackie seconded, PTO approved
 - b) She will submit receipts up to \$200 and Na'i will track and refund checks up to the \$200.
2. Polar Express/Grinch Punch- we provided wrapped (faux) presents and the decorated mantle as décor for the Polar Express experience. I was not personally able to attend this event as I was out of town, but I hear it was a hectic success. PTO President also had to step in at the last minute to fulfill the role of Santa. There did seem to be an issue with the timing of when Grinch Punch was passed out and when we thought it would be passed out. A better breakdown and expectation for next year's event will be crucial for us and potential volunteers.
 - a) We need to get a better schedule from the school.
 - b) President and Vice President will be added to the school distro list.
3. Penguin Patch- President has a complete breakdown of numbers. We are not using this company for next year's holiday shop. Currently researching new and better vendors.
 - a) The markup was ridiculous and we made just as much from the donated stuffed animals from PetSmart.

B. New Business

1. Pickle & Popcorn Fridays- we are tentatively scheduled to start on January 13.
 - a) Still need to purchase a popcorn machine and supplies. We can either rent from outdoor rec or make a purchase There is an 8oz. Machine available locally for \$1000.
 - b) Booster Club owns a popcorn machine and has offered to let us borrow one but they don't know if it works and it will need to be cleaned. We will use both this machine and Outdoor recs for the first event and look into buying a 12/16 oz. machine for the PTO to own.

III. Spirit Signs - Kellye Sealy

- A. We did 140 in sales for signs. Booster club is taking over RoHawk Row. We will no longer be in charge of signs.

IV. Secondary and Vice President - Devon Ortega

A. Old Business

1. Old Business:

a) Spirit Nights - November -

- (1) McAlisters - still no check - They said that they sent it to the wrong location
- (2) December - Raising Canes (Armando was very generous)
- (3) January - Chipotle Jan 10. Online orders, drive up & dine in are accepted.
- (4) February - Panda Express Online Nationwide
- (5) Suggestions are greatly appreciated. Not just fast food? Quick Treats too.

2. PTO Webpage - we need to make sure all links are working. Problems reported with volunteer sign up. Favorite things up to date for both campuses?

a) Website is trash - we are making FB the main point of contact and we'll move everything to FB

b) Sarah F. and Kellye seconded, PTO approved

3. Social Media - Take pics. Hype up your events. Post Post Post!

a) We need an event calendar with exact dates, we will post on FB and webpage

4. Lock Box - Still has not been installed. No contact from Bibi

5. Secondary WorkRoom - No feedback from staff. Changes will be made.

6. APEX Color Battle - New date will be April or May

a) This will probably not happen due to testing

B. New Business:

1. Fundraising Ops -

a) Jibbitz? Stickers? Spirit Wear? Candy/toy Grahams?

2. Spring Bingo - Set for Feb 23. Mardi Gras theme? Prizes = cash and GC's

a) Thursday the 23rd will be Bingo

3. MS Book Fair - Set for Feb 22 - March 3

a) Last year barely any sales: ELA teachers brought kids in

b) Staff doesn't really want a Book Fair

4. Formal Calendar of Events - We need help in logging all events pto does on campuses with dates/themes. Volunteers are requesting dates in advance in order to be available.

V. Spirit Wear Report - Sarah Moscalla:

- A. Elementary Campus - Feb. 1st, Spirit wear will go back on sale. Will be open until the 15th (will be open for two weeks). Items should deliver in March
- B. We have changed out the gray T-shirt to the purple tie-die for the month of military child.
- C. Secondary Campus - Aaron has found a new company called Printify since FanCloth was not ideal to work with.. We would direct all sales to the link. They are affiliated with Etsy, and we would get the check two weeks after shipment. They have lots of designs and we have control of what would be available. We get a month on Etsy for \$.20 per product and can decide to auto renew on each product to ensure sales are available throughout the year.

VI. Sunshine Committee Secondary Campus Report -Christie Oakland:

- A. Great turnout yesterday - success
- B. Need to check on the budget
- C. Chuck (custodial) called and asked that we replace the furniture how it was when we get there - Christie said that she will take a picture when we get in so we can reset
- D. Comarcie, won the door prize, the teachers were very excited
- E. We donated a pan of lasagna to the family who lost their father
- F. Plates, to-go containers, and gloves for sunshine events come out of the budget
- G. Still need Teacher favorite list

- H. Christmas - will add coffee to the break rooms
 - I. Feb. - Soup and Salad with papering theme for
 - J. We ordered Panda as part of the international theme - we didn't receive our full order and they won't give a full refund
 - 1. They said that they will remake our entire order on a different date - Na'i is trying to get them to get it written. Discussed using it for teacher appreciation week.
- VII. **Treasurer Report- Na'i Valai:**
- A. Report sent and printed to the Board.
 - B. Two checks are still outstanding
 - 1. \$380.00 pending distribution of checks to different clubs (awaiting list of POC and who to write checks to for each club) ref Rohawks Row Spirit Signs
 - C. (2 Outstanding checks):
 - 1. Checks #3607, dated 10/27/22 \$100.48 (RES Staff Request, Susan Olsen)
 - 2. Check#3608, dated 11/8/22 \$375 (Secondary Staff Request, Randolph HS)
 - D. Staff Requests-
 - 1. \$4,000 approved / \$1,038.15 spent-allocated / \$2,951.85 remaining
 - 2. On or about July/Aug, Project Grad requested \$162.27 for Senior Sunrise Breakfast Tacos;
 - 3. approved by Previous PTO Pres (Rachel) w/unknown date; No Staff Request Form submitted per PTO Pres Aaron; Paid \$162.27 on 9/23/22; See MFR for details.
 - 4. On 11/8/22, Secondary Christmas Caroling/Boat for 6 clubs, requested \$750; approved for \$375 (pending outstanding check #3608 to Randolph HS)
 - 5. On 10/27/22, RES Clinic, boys & girls new underwear, requested and approved for \$128.48; paid \$100.48 based on receipts provided (pending outstanding check#3607 to Susan Olsen)
 - 6. On 11/10/22, RES Staff Recognition Committee 40 gift cards (\$10 Target GC); approved/paid \$400.00 via PTO debit card
 - E. We have a \$50 PayPal payment from Ruth Hodges, we don't know what this is from or if it went to the wrong PayPal. This could be from yard signs?
- VIII. **Elementary Sunshine Report - Amber Kistler and Ali Beeler:**
- A. Were not available for the meeting
- IX. **Scholastic Book Fair Board Report - Sarah Fox, Angela Murphy, Arden Jump:**
- A. Elementary Winter Book Fair- dates are January 23- February 3. Fair times will be verified and confirmed ASAP within the committee. Signup for volunteers will be going out today on social media and in this week's newsletter. Book Fair materials will be delivered up to 5 business days previous.
 - B. This is the next step to get to the BOGO!
 - C. Middle School Book Fair- still scheduled for February 23- March 3. I need to connect with the middle school librarian to further discuss plans.
- X. **Secretary Report - Jackie Goepner:**
- A. Website is being finicky and we cannot get in touch with the technology team. Propose to make FB the primary website for our PTO and update the webpage as available.
 - 1. Will add events to the FB calendar
 - 2. Will move all files over onto FB
 - 3. Will move volunteer links to FB
 - a) Proposed to make this change by Jackie. Sarah Fox and Kellye Sealy first and Second and approved by the Board.
- XI. **Upcoming Events and Additional information:**
- A. Please utilize the google drive for all updated information and notes for continuity
 - B. Please utilize the whatsapp for communication.
 - C. Next meeting will be Feb. 7th at 8:45am at the Rooted Fork.