

Tuesday, October 11, 2022

Randolph ISD PTO Meeting - October 11, 2022

Randolph ISD PTO Meeting - PTO Room, Randolph AFB

Call to Order: 8:35 a.m.

Call to close: 10:00 a.m.

Next Meeting: Nov. 2nd at 8:30 a.m. in the PTO room (location may be changed).

Attending: Kellye Sealy (Co-Chair Signs), Ali Beeler (Sunshine Elementary), Sarah Moschella (Spirit Wear), Christie Oakland (Sunshine Secondary), Sarah Fox (Book Fair/Elementary Vice President), Angela Murphy (Book Fair), Devon Ortega (RES Vice President), Na'i Valai (Treasurer), Jackie Goepfner (Secretary)

I. **President's Report - Aaron Lee (not present, notes submitted before meeting - presented by Sarah Fox and Devon Ortega):**

A. **Old Business:**

1. Devon Ortega is stepping into the Secondary VP position.
2. Sarah Fox is stepping into the Elementary VP position.
3. Angela Murphy will be moving at the end of February beginning of March; we are searching for a new Book Fair Chair & Co-Chair. In the interim, Sarah and Angela will still hold the Book Fair chair positions and maintain all Book Fair fundraising, funding, management, and planning. Arden Jump has expressed interest in becoming co-chair to replace Angela Murphy. ***We need more than one year of commitment to secure a position.***
4. Kelley Sealy will be appointed as a co-chair for Spirit Signs. ***We need more than one year of commitment to secure a position.***
5. Turkey Bingo - November 17th
 - a) Donations- over thirty businesses have been solicited. We have confirmation from the following:
 - (1) The Aquarium
 - (2) Watershed Car Wash
 - (3) RBFCU
 - (4) Nothing Bundt Cake
 - (5) Bookfaire is supplying two baskets
 - b) Discussed using Marco's Pizza again to support a military family business
 - c) Ordered 432 Bingo Daubers (Thanksgiving themed)- \$360.84
6. Spirit Wear- what can we do to help the current situation?
 - a) Who is the Sales Rep for our PTO at FanCloth?
 - b) Is that our Point of contact in situations like this?
 - c) What is the school account number attached to our FanCloth profile?
 - d) What is being done to spread awareness about the delayed shipping from PTO? Have we inquired about a discount (or some other form of compensation) for the inconvenience for our school/PTO?.

B. **New Business:**

1. Vote of Caroling River Boats (Secondary Campus) **URGENT:** 6 boats have been requested. 2 were funded last year.
 - a) 6 organizations will be present this year. Can we slim down river boats to 3 or 4 instead of 6?
 - b) Can each organization share a river boat instead of having their own?
 - c) Na'i recommended supporting them for half of the \$750 (\$375). Jackie seconded
 - (1) Board Approved \$375 for the River Boats.
2. PTO Board Member is needed to digitize bylaws currently on record (from 2015) bylaws need to be updated to a 501c3. PTO President and; Treasurer need to secure 501c3 without delay.
 - a) Sarah Fox suggested that Aaron go through and Edit/ Update
 - b) Jackie offered to format after the edits are completed
3. PTO Board Members are needed to acquire restaurant gift cards for Turkey Bingo prizes.

4. PTO Board Member(s) needed to calculate the current number of Bingo sheets in order to appropriately budget for supply of upcoming events.
5. Trunk or Treat (Secondary Campus)-
 - a) Secondary campus recently asked if we would supply a bounce house AND volunteers to man said bounce house on Halloween night for an annual High School Trunk or Treat. -
 - (1) Perhaps with more notice and not on actual Halloween night, PTO cannot fully participate in such a request.
 - (2) There is no official request, board agreed it is a no
6. Elementary Pumpkin Patch
 - a) Officially been nixed from this year's requests. Pumpkin Patch has never been an official line item on the PTO budget. Because it is not an official PTO sponsored event, we could not acquire the corporate funding to sponsor such a large undertaking at this time.
 - b) There is no official request
7. Elementary is requesting \$751.51 for an ECC/Kinder Teacher/Parent Volunteer Recognition (award?) for the year –
 - a) Awards would be specialty socks and bags plus water bottles. *Specification needed* before approval
 - b) Want to do a reward once a month
8. Inflation: Budget and adjustment amounts. Roll-over dollar amount for next year.
9. Aside from Book Fair and Spirit Wear - What other fundraising can we do?
 - a) Penguin Patch
 - b) Turkey Bingo
 - c) Mardis Gras Baskets
 - d) Color Battle and Apex Runs
 - e)

II. Secondary and Elementary Vice President - Devon Ortega

A. Old Business

1. Spirit Nights:
 - a) September: Orange Leaf - \$72.62
 - b) October: Rapid Fire Pizza - \$310.86
 - (1) We can work directly with them instead of corporate
 - (2) Having it open during lunch and dinner worked really well

B. New Business

1. Spirit Nights:
 - a) November: McAlisters Deli
 - b) December: Raising Canes
 - c) January: Chipotle
 - d) Other restaurant ideas: Texas Roadhouse, Panda Express
 - e) Recommended that we continue to fundraise through the summer months
2. Pumpkin Patch
 - a) Please see the President's report for additional information on why we will not do this this year. Projected Oct. 28 - was not a line item in the budget. Pumpkin donations have been hard to collect in the past. Price per pumpkin is up by \$1-2 each. Last year PTO came out of pocket for the event.
3. Turkey Bingo - November 17
 - a) Location set to stay at the Elementary campus but move from the cafeteria to the gym. Need to confirm how many we can accommodate. Pizza was donated from housing, currently confirming they will do so again
 - b) Suggest a RSVP/buy ticket in advance option in order to not be overwhelmed like last year.
 - c) Each grade collected donations for silent auction baskets last year and we had donations from local businesses.
4. WorkRoom

- a) Going Great with two new volunteers that have jumped in (Kimberly and Jennifer)
 - b) Another Training Needs to Happen - volunteers are asking
 - c) Devon will reach out to Rachel to get information on who has signed up from the website
 - d) PTO Signup Genius Account for all events - have a shared password
 - (1) Devon will Reach out to Rachel to see if one exists
 - (2) Jackie will create one with a shared gmail account
 - (3) Next year, look into purchasing a SignUp Genius account to get benefits
5. PTO Thank you cards
- a) Devon proposed purchasing cards with all schools logos, Na'L
 - b) Have the kids sign
6. PTO Webpage
- a) First thing is new and now
 - b) Calendar needs to be updated
 - c) Contact Information
 - d) Rachel currently is the only one with access, should have a backup
7. Social Media
- a) Everyone needs to take pictures and upload
 - b) Everyone needs access - Both Sunshine, Cynthia, Kelly SPirit, Na'i still need access to the FB account
 - c) Rachel can grant access to those who don't have it
8. Volunteers needed
- a) 8th grade Career Exploration class - need volunteers to say what they love about their careers in a presentation. This is an all call to help these kiddos.
 - (1) We should put a call out on Social Media
 - b) Working with Bibi to determine other locations volunteers are needed
 - (1) Administrative Office
 - (2) Trunk-or-Treat - we decided that it was too late of notice
 - (3) Color Battle
 - (4) Workroom
9. Lock Box
- a) Purchase slim lock box to be hung at Secondary Campus office as a safe place for parents/students to drop funds/form to the PTO
 - (1) Cost \$30-\$80 dollars
 - (2) Bibi says that she will get it installed.

III. Spirit Wear Report - Sarah Moscalla:

- A. Elementary: 181 orders bringing in a total of \$1013.56
 - 1. Coordinated with Josh Collins of Custom Sportswear, Inc. to open up a Fall Sale for the elementary school spirit shirts. WE changed the hoodie color to gray and added a blue tie-dye option as well as a dri-fit blue shirt and classic gray. Flyers were passed out to students and a link was added to the weekly bulletin. Shirts were delivered to the school and passed out.
 - a) Went really well
 - b) Just Shirt Options - this is a different company than what we have used for Secondary
- B. Secondary: 90 orders bringing in a total of \$ 360
 - 1. Secondary spirit wear was coordinated through Fancloth Inc. This was a rollover from the board last year. Do not recommend continuing with this company as they have changed contact person multiple times, have gotten designs wrong, and have delayed shipping on ordered products
 - a) Closed Sept. 4 - but has not shipped for all customers

- b) There is no contract - we will not use FanCloth again

IV. **Sunshine Committee Secondary Campus Report -Christie Oakland:**

- A. Liz Howard and Deanne Acer have been helpful
 - 1. First Lunch November 1st.
 - a) International/ Favorites from home theme
 - b) Trivia Game with Door prizes - 4 will cover all the lunches
 - c) 150 teachers and staff
 - (1) How many tables are needed?
 - d) Sign-Up Genius is to Bibi, hoping it makes it to the Bulletin
 - (1) Setup and cleanup
 - (2) Will add to FB pages - Christie needs access
 - 2. Birthday Cards
 - a) Made up 100 cards with Hershey Kisses
 - b) Need updated favorite things
 - c) Need allergy list
 - 3. Upcoming Events and Lunches:
 - a) Holiday
 - (1) Coffee cart and fun creamers in breakroom
 - (2) Pastries
 - b) February
 - (1) Soup/ Salad
 - c) May 5
 - (1) Tacos

V. **Treasurer Report- Na'l Valai:**

- A. Statement Balance 12700.20
- B. There was a check of 360.84 - for Bingo daubers (Aaron)
- C. Check signed 162.27 - still need a staff request - signed in office
 - 1. We need to vote on or show documentation
- D. Received 7 money bags from previous treasurer and keys for the money key box, also received stamps, and square, and receipts from last year. She still needs to go over what else was received.
- E. Sarah gave money from Bookfair - with Scholastic address to pay Scholastic
- F. Please see Treasurer Report in Google Drive for more detail

VI. **Elementary Sunshine Report - Amber Kistler and Ali Beeler:**

- A. Old Business
 - 1. We delivered a cute treat to all teacher and staff mailboxes in September. It was a pack of Goldfish and a pack of Swedish Fish stapled together with a tag that says "You're O-FISH-ally Awesome!"
 - 2. We also delivered 3 platters of baked goods to Cafeteria Staff, Custodial Staff and Front Office Staff.
 - 3. We confirmed the date for our Teacher Luncheon will be Wednesday, October 19 th from 11-1 in the ECC.
 - a) A sign Up Genius has been created and will be sent to parents today and in the newsletter on Friday.
 - b) We are doing a Halloween Theme and serving Chili and Salad as well as desserts and drinks.
 - c) Volunteers for set-up, serving, and take-down

- d) Since we are doing a luncheon this month, we will not be putting treats in the mailboxes.

B. New Business

1. We plan to bring a platter of goodies to the office staff, the cafeteria staff and the custodian staff once a month.
2. We are planning to give a mailbox treat every month to teachers and staff- goal is to keep the budget of each under \$100.
3. Looking forward, we will be doing the Holiday Cheer cart again in December. We will deliver Hot Chocolate, Tea, Coffee, Juice, Muffins, Pastries and fruit classroom to classroom for teachers.

VII. **Scholastic Book Fair Board Report - Sarah Fox & Angela Murphy:**

A. Elementary Fall Book Fair

1. The Book Fair was a massive success! Our final numbers are as follows:
 - a) Total Amount Collected- **\$21,027.97**
 - b) Total Fair Sales (excluding sales tax)- \$ 19,698.33 *our final number*
 - c) Cash Profit- **\$4,000**
 - d) Scholastic Dollars Profit- **\$1,849.17**
 - e) Amount Due to Scholastic- \$1,872.04
 - f) All For Books Total Donations- \$1,324.91
 - g) Books Purchased for Teachers Total- \$340.78 (AFB used)
 - h) Books Purchased for Treasure Box- 16 books, \$56.70 (AFB used)
 - i) Books Purchased for next fair's Family Night Raffle- 10 books, \$93.90 (Scholastic Dollars used)
2. Our Teacher Preview was a hit. We had most teachers create a wish list that afternoon. They loved the raffle items. But Angela's homemade cookies were the real winner that day!
3. Open House Night was insane and obviously great for our numbers! We know there were issues with backed up lines to checkout. We originally had three registers, but the third one completely shut down on us. (It's an issue we have notified Scholastic about and they are working on a solution.) The other issue we were having was the use of American Express credit cards. Our registers did not like them at all and would cause a massive delay in the transaction being processed. Quite a few parents used American Express later in the fair with no issue.
 - a) This is something we need to look into for future fairs. Do we want to say no to AMEX at all fairs going forward?
4. We have already begun discussing things we will do differently next time (see above), such as scaling down on the number of volunteers once class previews are over. More information passed out to teachers via their boxes vs. only emails via Victoria. Placing a sign on each table stating for a student to buy for their friend, a note from their parents must be provided to allow those purchases.
5. More information to teachers that go to their boxes
6. Less volunteers after class previews, only need one
7. You need to have a note saying that kids are allowed to buy for their friends - they will post a sign
8. It was truly a fabulous Fall Book Fair! We had a ton of volunteers and we owe an abundance of thanks to them, especially Nicolette Trace and our mentor Marie-Celine!

VIII. **Upcoming Events and Additional information:**

A. Turkey Bingo: Nov. 17th

1. Turkey Bingo Team to meet following this meeting

B. Next PTO Meeting: Nov. 2nd at 8:30 am in the PTO room.