

Tuesday, Feb 7, 2022

## Randolph ISD PTO Meeting - February 7, 2023

Randolph ISD PTO Meeting - Base Housing, Randolph AFB

**Call to Order:** 9:17 a.m.

**Call to close:** 11:32 a.m.

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

**Attending:** Aaron Lee (President), Ali Beeler (Sunshine Elementary), Sarah Moschella (Spirit Wear), Christie Oakland (Sunshine Secondary), Sarah Fox (Elementary Vice President), Becky Stinson (Book Fair), Devon Ortega (MS/HS Vice President), Na'i Valai (Treasurer), Jackie Goepfner (Secretary), Jackie Plaza (Event Coordinator)

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

- A. We're officially a Texas non-for-profit
  1. Have an EIN with the IRS
  2. An Inclusive PTO Membership to include in General Membership
    - a) Discuss Dues
    - b) Officer and Committee Voting
    - c) After business, there will be a community building event
      - (1) Discussed having ROTC facilitate babysitting
      - (2) Devon and Aaron will check with Secondary
      - (3) Jackie Plaza will start looking for activities and food
        - (a) Marco's pizza and Raising Caines
        - (b) We will pop popcorn and make snow cones
  3. PTO Board and Committee Members
    - a) Sunshine Committee needs a new chair and will become one across campus
    - b) Devon is unsure if she wants to continue on with Secondary VP, but will continue for one more year
    - c) Member at Large: Brian Fox
      - (1) Nominated by Sarah Fox, Seconded by Jackie Goepfner, Approved by all voting members
  4. Filling out our 501c3 filing
    - a) Additional financial access. It was proposed that an additional debit card be issued to be used by the Vice Presidents
    - b) Budget in IRS terms
      - (1) Need three volunteers to audit five years of receipts by Feb. 24th
        - (a) Sarah M. , Devon O., and Na'i will help.
      - (2) For IRS purposes, the event is just considered fundraising.
      - (3) We have 11 different activities:
        - (a) Scholarships, Teacher/Staff Appreciation, Student Academic Recognition and Appreciation, Fundraising, STEAM Support, Book Fair, Athletics, Honors and Academic Organizations, Community Building Events, Administrative Activities and Expenses, Campus improvements
      - (4) All must have either an expense or revenue
      - (5) Each budget item must be broken down by IRS codes in the budget
      - (6) Aaron will email out updated spreadsheet with last year's budget
      - (7) There is a current discrepancy and inconsistencies with previous years budget and receipts - none of these roles are filled by the same people
  5. 5013c Limits and Rules
    - a) Committees are needed to present a budget and a plan before purchasing.

(1) This must be submitted a month before the event

(2) Must list details and proposed budget

b) Purchasers must be limited to those who have been previously approved.

c) The Sunshine team will be one committee for both campuses.

## II. Elementary Vice President - Sarah Fox

### A. Old Business

1. Mrs. Butler's Ice Cream Request that was approved for \$200 will be reimbursed at one time. Sarah Fox has volunteered to hold them.

### B. New Business

1. Popcorn and Pickle was very successful - every second and fourth Friday until May 10th
  - a) Need 6-8 volunteers
  - b) No need for a chair
2. New request from Mrs. Barnes for We Serve Too for children of deployed families. They requested to take the kids to Build-A-Bear and lunch for the chaperones and students. The event will take place in April, but dates have not been confirmed.
3. Apex - Feb 21st fundraising and run March 2
  - a) Met with Brandon from APEX with Dr. Fox
  - b) Next Thursday the team needs to get base access passes.
  - c) Posters will go up Feb. 13th. And then Apex will decorate the rest
  - d) Volunteers will be needed day off to mark the kids, cheer squad, and a water station.
  - e) Kids will run in Heritage Park across from the school.
  - f) Next year we are asking for the APEX obstacle course

## III. Spirit Events - Jackie Plaza

- A. Spring Fling at Secondary - When: Friday, March 10<sup>th</sup>, 2023 RES during 10:30am to 11:30am Middle School during WIN & Lunch High School during WIN & Lunch.

1. We were approved for a pickle and money machine.
2. Maybe do flavored pickles

## IV. Secondary and Vice President - Devon Ortega

### A. Old Business:

1. Spirit Nights - Finally received all checks
2. Lock Box - Is installed and labeled
3. APEX Color Battle - NO APEX for Secondary

### B. New Business:

1. National Crossing Guard Day - Feb 8. Celebration idea for Sam
  - a) Pick up a vest and have students sign tomorrow
2. Spirit Nights - TONIGHT at Panda Express!! Sarah M has landed our March location. Cynthia is working on April and possible summer Spirit Day. May/June/July/August need to be filled.
  - a) April Tropical Smoothie
3. Popcorn & Pickle Dates confirmed. 2nd & 4th Fridays. Working on a solid popcorn team.
  - a) Close to \$300 in profit
  - b) Will make pickle juice pops
  - c) Need a solid team - some PTO and other
4. Fundraising Ops - Jibbitz? Stickers? Spirit Wear for Secondary?
  - a) Try to have some for the Spring Fling for prizes and sales
5. Spring Bingo - IS OUT! New event at Secondary Campus \*see Jackie #2
6. MS Book Fair - COMING SOON (Set for Feb 21 - 24)
7. 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.
8. PTO Webpage - Mac computers do not have access
  - a) Change Forms and volunteer sign up. Include a calendar of events.
9. Advertise board positions and volunteer opportunities ASAP
  - a) Sarah can post the positions on FB.

- V. **Spirit Wear Report - Sarah Moscalla:**
  - A.
  - B. Panda is tonight, nationwide
  - C. Freddy's is March 7th
  - D. Spirit wear for elementary school opened last Friday. 27 orders have already been placed since opening. It will close Feb. 17th.
  - E. Spirit Wear for secondary, the graphic designer meeting was canceled due to weather.
    - 1. Graphics need to be transferred to an editable file
    - 2. Secondary wants something new and fresh for the spring.
      - a) Bibi Perez would like to help us get the sales started for spring.
      - b) Sarah Fox has booster president contact if we want to reach out
- VI. **Sunshine Committee Secondary Campus Report -Christie Oakland:**
  - A. Three official members Christie, Liz, and Deanne.
    - 1. We will need a chair for Secondary Sunshine for next year.
  - B. Birthday treats every month. Cards and Candy
  - C. Arranging the last teacher appreciation lunch, coordinating with Bibi on when the school is providing lunch from the district.
    - 1. May only do something in April instead and something else on teacher appreciation week.
    - 2. Waiting on the Secondary Campus to deconflict
    - 3. We still
  - D. Thanks for everybody's help for lunch on Friday.
    - 1. The Teachers really like the door prize.
      - a) Lily from District, Coach Gonzales, and
- VII. **Treasurer Report- Na'l Valai:**
  - A. Money still pending is \$200 from RoHawk Spirit Signs.
    - 1. We will give the list to Bibi and the check to distribute
  - B. \$375 for the boat check was written to the HS and has not been cashed.
    - 1. Send an email out to Miss Rosa Sanders.
    - 2. Check is considered lost, put a stop payment
  - C. Our current balance is \$20317.
  - D. Two checks incoming
    - 1. 285.75 from Chipotle
    - 2. Box Top - needs to be added into the budget
  - E. Reimbursement
  - F. Popcorn and Pickles - where are we designating in the budget
- VIII. **Elementary Sunshine Report - Amber Kistler and Ali Beeler:**
  - A. January - Coffee, tea, and hot chocolate in the teacher lounge
  - B. Feb. 15 - Spread the love with bagels and Spreads, with left
  - C. March - Lunchin - right after spring break, but need confirmation on date from Dr. Fox.
  - D. April - Cheer cart with donuts and tacos and a small fruit thing for those with dietary concerns
- IX. **Scholastic Book Fair Board Report - Sarah Fox, Becky Stinson,:**
  - A. Book Fair was delayed due to a shipping error on the vendor and was canceled two days due to weather shutting down the school. We extended the day. Over 12,000 in sales .
    - 1. Book Fair bogo will be in April
  - B. Becky Stinson will be joining the BookFair committee
  - C. Secondary Book Fair will be delivered on the 17th, will open the 21st and will close the 24th.
  - D. Suggesting that we limit the amount of Fairs in the elementary school. Will discuss with Dr. Fox and the teachers.
  - E. Will use \$300 of the Scholastic money to purchase a projection screen.
- X. **Secretary Report - Jackie Goepner:**
  - A. Website
  - B.

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

- A. Please utilize the google drive for all updated information and notes for continuity
- B. Please utilize Whatsapp for communication.
- C. Next meeting will be on March. 7th at 9am at 1 Military Plaza (Sarah M.'s house).