

Elliott Ranch PTO Meeting for 3/7/2024

Meeting called to order at 6:10 pm

Quorum met

Secretary Report

- Minutes posted online
- Motion to approve January and February minutes
 - Motion seconded
 - Passed unanimously

Treasurer Report

- Recent activity
 - Still getting membership checks
 - Donation from member
 - Employer matched
 - Helps taxes if donate to nonprofit
 - Received approx. \$300 from Chuck E Cheese Dine & Donate
 - Income from the Rock
 - Usually rented several times a month
 - Needs to be power washed
 - Coordinate through district during the summer
 - Sports Jerseys cost approx. \$1,700
 - Budgeted to cost approx. \$1,500
 - T-shirts we \$21/shirt because rushed
 - Only half paid for their team t-shirt
- Library fund update
 - Budget line “Library Fund” will go back to being used for the librarians salary
 - Budget line goes back to beginning of PTO
 - Difficult to change in accounting practices
 - Budget line “Library Expenses” will be used for the librarians funds
 - Starter fund to buy/sell for the library
 - Some funds might have to go to replacing books
 - Can't accept cash for lost/messed up books
- PTO still planning on buying shelving units for PTO room
- Probable budget shown for next year
 - Dependent on funding shade structure
- Motion to pass treasurer report
 - Seconded
 - Passed unanimous

Past Events

- Multicultural Festival
 - Office was incharge
 - Lots of positive feedback
 - Lots of parent participation

Upcoming Events

- Dine and Donate at Lamppost Pizza Wednesday 3/20, all day
 - Will be posted on TalkingPoints
 - Can send any PTO alerts to teacher rep to have included in teacher emails
- Reading Across the World
 - Going on this week
- Tile Fundraiser,
 - Still need confirm tiles,
 - push back to april,
 - Options for painting the tiles
 - Maybe art docents can help with tile painting on campus
 - Maybe families buy tile and paint at Color Me Mine and do the painting there? if sell for 50 and cost 10 ake 6000
 - Costs \$10/tile, so if sell for \$50/tile then PTO raise approx \$6,000
 - Lyons club put up tiles for free last time
 - Willing to do this time too
- Staff appreciation
 - Teachers appreciation week
 - Do something everyday
 - Some days for teachers, some days for all staff
 - Upcoming Appreciation
 - Assistant Principal Week 4/1-5
 - Paraprofessional Appreciation Day 4/3
 - Administrative Professional Day
 - Possibly do something for all staff who work in office
 - Can include nurse, yard staff, EXL, etc
 - Already did Custodial Appreciation

Spring Fling Update

- Friday 5/3 5:30-8pm
- Emails for donations went out
- Got some in-person donations
- Making a list of games
- Food will be pre-order
 - Nicer, charge more
 - some food there
- Book Fair same day

- Line to Book Fair enter through Mrs Bretons room
 - Have PTO display along line
 - Include shade structure presentation
- Raffle
 - Announce raffle prizes approx. half-hour before end of event
 - Have to be there to pick up raffle prize
- Budget is \$200 per game for prizes
- Classroom gift baskets due day of event, Friday 5/3 at 3pm
 - Send out google doc for name of basket and value
 - Need someone to stay with auction items
 - Sign-up genius for volunteers
- Garden Club wants to sell plants for Spring Fling
 - Set up separate event

Yearbook Update

- Sold 240 books
- Oversold ad pages by 3 and one quarter pages
 - Took out some candid pages to accommodate
 - Otherwise each additional page add \$1 to book cost
- Total money raised is approx. \$2000
 - Income, selling books and ads, is approx. \$9000
 - Expense to produce the yearbooks is approx. \$6,000
 - Next year all manufactures increasing prices
 - Currently costs \$22.50 to produce a book
 - Next year will cost more
 - Planning on producing a total of 300 yearbooks
 - 240 sold
 - 60 more for sale at raised price of \$40
 - Make available to sixth grade families first
 - Provide 6th grade teachers with a couple of books for families who can't afford it
- Submit yearbook final draft next Thursday 3/14
 - Last couple of pages need to be made
 - Reading Around the World pajama day
 - Volleyball team
- Yearbook comes week of 5/10

Big Project: Small Yard Shade Structure

- 2015: cost for shade structure was \$20,000
- 2024: Now cost is \$78,000
 - 4x more than 2015
- \$1100 for the shade structure itself

- The rest is various fees, such as architect and fire safety
- ER PTO paying half of total cost: approx \$38,000

Taxes

- Switched to a new tax preparer
 - Helped with IRS and filed our taxes
 - Fee is \$625
 - Tax budget line is only \$450
 - Motion to increase this years fax filing fees from \$450 to \$625
 - Seconded
 - Pass unanimous

Budget Presentation for 2024-2025

- Proposed changes to the budget lines for
 - Membership income
 - Increased
 - Box tops
 - Removed
 - Based on lack of participation
 - Merchandise Sales
 - Added expense to match income
 - All money goes into Staff Morale budget line so net 0
 - See's Candy Sales
 - Removed
 - Based on lack of participation
 - The Rock Income
 - Reduced
 - Based on actual income
 - Tile Painting
 - Removed
 - Budget lin is just for 2022-23 school year
 - Bank Fees
 - Reduced
 - Based on lower fee
 - PTO Website
 - Reduced
 - Based on lower fee
 - Assemblies
 - Reduced
 - Based on reduced need
 - Equality and Diversity
 - Removed

- Change how PTO funds clubs
- Garden Club
 - Removed
 - Change how PTO funds clubs
- Identakid
 - Removed
 - Increased fees
 - District policy is to have office staff check ID
- Library fund
 - Reduced
 - Based on past expenses
- Shelving Units
 - Removed
 - Budget line just for 2022–23 school year
- Sports Jerseys
 - Removed
 - Budget line just for 2022-23 school year
- Staff Morale
 - Reduced
 - Based on reduced need
- Student Agendas
 - Reduced
 - Based on reduced need
- TCSP
 - Reduced
 - Based on reduced need
- Music Program
 - Reduced
 - Based on district VAPA funding
- Yearbook
 - Increased
 - Based on increased cost of yearbooks
- Popsicles in the Park
 - Created
 - New annual event
- Welcome Back
 - Created
 - Previously a part of Outreach
- Staff Appreciation
 - Reduced
 - Based on past expenses
- All purchases/reimbursements must come from budget line

- Staff Morale budget line covers wide variety of staff needs
 - Can be used for AV system in MP
 - Discussion for Staff Morale disbursement
 - Create list of pre approved items that can be purchased and reimbursed as needed
 - Items not on the list go through an approval process before purchase. Such as:
 - Board member special meeting to approve
 - Present to PTO meeting for approval
- Budget approval process
 - March: Present recommended changes to budget
 - April: Review recommended changes
 - May: Vote on budget

General Discussion

- Get more outreach
 - Have a parent mixer

Next meeting Thursday 4/4 from 6-7pm in the Library

Meeting adjourned at 7:45 pm