

## Elliott Ranch PTO 4/5/23

### Principal Mrs VanHousen

- Shade structures
  - Architect came with district for kinder yard shade structure
    - Told them \$30,000 was PTO budget
    - Architect lowest option was \$73,000
    - Need shade for students; considering other options:
      - Previously had trees but didn't provide much shade
      - Option to do a shade sail?
        - No because need state engineers to put stakes in the ground, makes it more expensive than a structure
        - Not allowed to affix to building
      - Have parents do a call-in with the district? Yard needs shade for the health and safety of TK, Kinder and Special Needs students
      - Maybe have Mrs VanHousen invite the EGUSD Head of Operations to the PTO meeting to explain issues?
      - Can EGUSD absorb some of the costs of the shade structure? Unlikely because other schools only have one shade structure on campus and Elliott Ranch already has two on the other playground
      - Maybe PTO combines funds from the 2022-23 and 2023-24 school years to afford purchase of shade structure?
  - PTO paid for large playground shade sail
    - EGUSD already put in order for sail
    - District installing sail for no charge

### Spring Fling Discussion

- Moved to May 19th from 6-8pm
- Open House is from 5:30-6pm in the classroom
  - Teachers said half an hour was enough for previous open houses
  - All teachers have booths they run for Spring Fling after Open House
- Volunteers
  - Last year students ran most game booths
    - Only Kinder and the cotton candy booth hosted by teachers,
    - Lindsey make a Google form for teachers requesting volunteers
  - Diana requested student volunteers arrive by 5pm
    - High school students get out around 3:30pm, usually arrive closer to 4pm
    - Requested 30 high school volunteers, sell food and raffle starting at 5:30
- Will begin selling food and raffle tickets at 5:30pm
  - Still need to solicit raffle prizes from local businesses
    - Lindsey has Google sheet with previous business-donations
    - Gerael take on calling for business donations

### Book Fair Discussion

- Last day of the book fair is Friday 5/12
- Ms Ho the librarian wants to continue book fair through Friday 5/12 even though it is a minimum day
- If we make \$8,000 on the book fair we can do a bigger one next year so considering ways of increasing book sales:
  - Give tickets to minimum day movie and popcorn event
    - Undecided if tickets offered based on minimum or flat purchase
    - Undecided if get a ticket per a child or per a family
    - Minimum day movie tickets can also be purchased separately from the book fair
  - Give a free raffle ticket for the Spring Fling if make a purchase at the book fair
    - Mrs Ho give and collect tickets at the book fair

#### Treasurer Lindsey

- Two budgets provided: current 2022-23 school year and proposed budget for 2023-24 school year
  - 2022-23: recent numbers include money withdrawn for teacher purchases
    - Teacher compensation due in May
    - Drawn from Rocket Run and Teacher Classroom Support
  - 2023-24 proposed budget changes:
    - Raise membership revenue to reflect recent amount
    - Delete box tops budget line
      - No longer easily done since it switched to scanning
    - Delete Electronic Script Rebate budget line
      - Haven't done it for a few years
    - Delete Tamales fundraiser budget line
      - Haven't done it for a few years
    - Delete attorney fees budget line
      - PTO no longer requires legal consultation
        - Non-profit number restored
        - By-laws updated
    - Delete Square device fees budget line
      - One time use and no longer needed
    - Increase Identikid budget line to \$500
      - Higher use fee
    - Add Staff Morale budget line of \$1000
      - \$100/staff meeting, 10 staff meetings/year
    - Delete Staff Fleece budget line
      - Spirit wear provided through office staff
    - Increase Ice Cream Social budget line to \$800
    - Delete Spirit Rallies budget line
      - PTO funds school wide assemblies that serve same purpose
    - Increase winter breakfast/Donuts w/ Santa budget line to \$700
    - Renamed Harvest Dance budget line to Harvest Festival

- Increase income to \$5000
- Increase expense to \$2000,
  - Includes the ticket money going to teachers for their booths
- Delete merchandise sales budget line
  - Office staff taking over
- Delete Rocket Read budget line
  - Former spring read-a-thon fundraiser around Dr Seuss's birthday
  - Idea of not making it a fundraiser but just a fun thing,
    - Bring beach towels out to quad to read
    - Already do Penny War at the same time
- Budget discussion
  - Concerns over cost of paper and copies
    - PTO has \$500 for office supplies
- General budget logistics
  - All expenses have to come out of a budget line
  - Expense approval procedure:
    - Under \$100 doesn't need approval
    - \$100-2500 requires two board members approval
    - Over \$2500 requires a meeting vote of approval
- New payment site: Formsite
  - Purchased as PTO payment method
  - Can use with our Stripe account
    - Spring Fling presale went through easily
    - Can use for membership drive next year

#### Harvest Festival Discussion

- Maybe move Trunk or Treat to large playground
- Put book fair in Multi Purpose room instead of Library
- Scavenger hunt great for moving people around
- Concerns the quad is too dark to host majority of festival
  - Alternative lighting an option? Fairy lights?

#### Teacher Appreciation Coordinator Karissa

- First week of May; Monday 5/1 through Friday 5/5
- Coincides with Cinco de Mayo so theme is festive/fiesta
  - Make a sign-up sheet for volunteers to help
    - Lindsey make sign-up
  - Decorations:
    - Balloon arch
    - Decorate the quad
    - Art docents doing student handprints on a banner for each teacher
  - Rough plan for something each day of the week:
    - Monday staff breakfast
    - Tuesday treat train

- Wednesday hire massage therapist
    - turn a classroom into a spa
    - get a massage and a lotion
  - Thursday get Starbucks for the teachers
  - Friday hire a Cinco de Mayo taco truck
- Families might want to participate
  - Do a flier to the parents for something each day, a card, flowers, etc,
  - Let parents know more than a week in advance,
  - Send through talking points
  - Friday have a family presence on campus

#### PTO Membership Coordinator Doreen

- Committee members
  - Doreen agree to chair for next year
  - Still looking for a new chair
  - Still need one or two more people to help
    - Mostly data entry

#### Art Docent Discussion

- Art docent program needed a co-chair
  - Diana now working with Vicky as co-chair

#### President Luis

- Yearbook Update
  - Completed and sent to publisher
  - Sold \$800 in ads
  - Presale sold about 248 yearbooks
- PTO Board Member Election
  - At May meeting vote for next years board positions
    - Anyone who has paid PTO dues and is present may vote
  - Positions listed on bylaws, which is on website
  - Last week of March was deadline for nominations
    - If a position is uncontested then can do voice vote
    - If a position is contested then do a written vote
  - Positions updates
    - All positions currently uncontested
    - Fundraising Coordinator new nomination of Gerael
    - Still need an auditor
      - Go over every transaction of the treasurer
    - Still need a Volunteer Coordinator
      - Organize PTO class representatives
        - Act as PTO-classroom liaison
        - Each class rep could help with yearbook, raffle, teacher appreciation

- Every check for over \$100 needs a second signer
  - Need approval from the president and vice president
  - Fundraising position become second signer
- Apex Fun Run
  - Using Apex for the run-a-thon fundraiser next year
  - Apex and Booster raised comparable funds
  - Teachers strongly preferred Apex
    - Character lessons
    - Strong presence on campus
    - Well organized
- Luis suggest moving May meeting until following week
  - Meeting and board member vote now Wednesday 5/10
  - Last meeting of the school year
  - Maybe celebrate a good year with a potluck for the last meeting

Next meeting Wednesday 5/10 at 6pm