

Valley Ranch Elementary School
PTO Board Meeting
Tuesday, August 10th, 2010

Present

Raegan Arrington
Cynthia Arterbery
Sangeeta Bachani
Laura Blevins
Bliss Blodget-Stephan
Carrie Clark
Archana Godbole
Casey Housouer
Angie Hux
Stephen Jackson
Linda Krampitz
Aanchal Prakash
Nemie Roberts
Sandra Skrepnek
India Stanberry
Jenny Van Luvan
Melanie Watts
Greg Williams

Apologies

Jan Cunningham
Joy Dasgupta
Donna Fultz
Peter Macrae
Anu Mudigonda
Manju Ruikar
Christine Sanders

By Proxy:

Jo Ann Joyner-Loyd
Jenny Quonoey

GENERAL BUSINESS

1. Call to order
 - Carrie Clark called the meeting to order at 7:10 pm.
2. CISD Tax Rate Election
 - Sid Grant (CISD) was present to discuss the upcoming Tax Rate Election (TRE). He explained the difference between the Bonded Debt Service and the Maintenance & Operations (M&O) budgets and how bond many can't be used for M&O expenses (such as salaries, utilities, insurance, etc.).
 - The only way for CISD to increase revenue is via additional students or a tax rate increase. State Legislature will not be increasing school funding in the upcoming 2011 legislative session.
 - CISD Fund Balance (Savings account) will be depleted by 2013 if the TRE fails to pass. This would mean lower credit ratings (higher interest to borrow money) and more significant cuts to the budget.
 - CISD Administrative costs are 9% of total budget compared to an average of 12% across other TX school districts.
 - More details on the TRE can be found at the following CISD link:

<http://www.coppellisd.com/1516106291046153/site/default.asp?>

- Anthony Hill and Thom Hulme are CISD Board members that attended the meeting to speak in favor of the TRE. CISD staff cannot take a for/against position on the TRE. They can only provide information.

3. Introductions

- Carrie asked all of the meeting attendees to introduce themselves in order to introduce the new board members to the existing board members.

4. Minutes

- The May meeting minutes were presented. A few copies were handed out to those who wanted to read through them before voting on them. The board voted to pass the May 2010 minutes. The motion to approve them was made by Laura Blevins and seconded by Casey Housouer.

5. Treasurer's Report

- Laura Blevins distributed the June and July financial report, explaining the various items. A copy of the report appears at the end of these minutes.
- A motion to approve the June and July financial reports was made by Nemie Roberts, seconded by India Stanberry and it passed.
- The May financial report was not presented. It will be presented at the September meeting.
- It was explained that the new fiscal year begins on July 1.
- Mrs. Arterbery asked about the bank balances at the end of the fiscal year, but that information was not available at the meeting.
- Carrie also explained about committee budgets. Committees can spend up to the approved budget. If there is a need to go over that approved budget, the committee should contact Carrie.

6. Principal's Report

- Cynthia Arterbery went over the staff changes that have occurred since the last school year ended. There have been 14 changes in all. This includes new staff and previous staff that have moved to different grade levels.
- Sandy Burrell has left VRE. The new counselor is Katie Linck.
- It was reported that there were currently 629 students enrolled. 1st grade is full and Kinder is nearly full. Any additional students (once a grade level is full) will go to Pinkerton.
- There are five classes at each grade level except for 1st and 5th grades..
- VRE will be an early voting location for the CISD TRE. The date for early voting is Sept. 2 from 7AM – 8:30PM, which is also curriculum night. A large turnout is wanted in order to get a large number of voters at the school.
- August 18 will be the utility bill verification and school supply sale. It was explained that CISD requires parents to provide a current utility bill and to update their Portal information before the child's teacher assignment will be released. Class lists will not be posted this year.
- Angie Hux mentioned that the Portal will not show the child's grade level for the upcoming year until 8/23. Before that date, the child's grade level for last school year will be shown.
- VRE's theme this year is Super Stars.
- All special events this year (programs, clubs, etc.) will be on one Thursday and Friday per month in order to better handle instructional time.

7. President's Report

- Carrie Clark distributed the calendar for the 2010-2011 year. It is included at the end of these minutes. The dates for the Sonic Night are not correct. Correct dates for the Sonic Nights will be updated as they are finalized.
- Carrie mentioned that the current plan is to have a movie night on October 1st to coincide with the Fall PTO General Meeting. This has not been finalized yet.
- Carrie mentioned that there has been some thinking about possible activities that could be held on Sept. 2 (early voting day) in addition to Curriculum night that might get more parents to VRE. The following are some ideas that were mentioned:
 - Book Fair (but not the normal Scholastic Book Fair)
 - Bake Sale
 - Donuts/Muffins in the morning

Any ideas should be thought of that would involve parents only as kids are not supposed to attend curriculum night

- Backpacks with school supplies that was voted on (via email) after the May meeting are being worked on so that they can be delivered at the CISD Convocation.
- Cynthia Arterbery and Carrie discussed VRE's participation in Slant 45, which is a yearlong service learning project that is being down in conjunction with the NFL leading up to next year's Super Bowl. VRE will focus on Health & Welfare type projects. The VRE effort is being led by Jennifer Torres (Art Teacher). Parents will be asked to fill out permission slips during Meet The Teacher night to allow their kids to participate. There will be a Slant 45 Kick Off Party at 6:30PM August 19th following Meet the Teacher Night.
- The PTO Welcome Packet will likely be sent home on the 1st day of school since there isn't the usual class posting that is being done prior to school. .
- School supplies are here and will be on sale August 18th (all day). There will be a table setup for school supplies, PTO membership, and spirit wear.

OLD BUSINESS

1. Email vote following May's Meeting

- Since there were not enough attendees at last May's meeting six motions were sent out for an email vote. All six motions passed 17 – 0. The following are the six motions:
 - i. Minutes from the April 2010 PTO meeting were reviewed as attached. Motion is made by Carrie Clark and seconded by India Stanberry to approve the minutes as stated.
 - ii. Financials for the month of April were reviewed as attached. Motion is made by Carrie Clark and seconded by Jenny Quonoey to approve the financials as stated.
 - iii. Budget for the PTO for the 2010-2011 fiscal year was presented as attached.
 - a. The budget is pretty much in line with the budget for 2009-2010 (also listed on the page) with a few small tweaks up and down based on our actual numbers for this year.
 - b. Calendar income and expense and volunteer hour income were added.
 - c. We also pulled out \$600 which has always been allocated to the 4th grade from the programs budget for their symphony field trip. This will be a separate item, rather than being included on the programs line.
 - d. Programs will therefore fall by \$600 to \$5400. This change has no net effect on the budget.
 - e. There were a couple of larger changes – the first is to increase the Field Day budget expense by \$250 – this is because costs for inflatables and supplies have increased, combined with the increase in number of classes we're expecting next year.

- f. The second large change is to add a Field Trip Transportation item. The background on this is that the school has traditionally provided each grade level \$250 to go toward bus transportation. Internally to CISD the way this field trip money gets handled is difficult for the district and they've let the school know that they'd rather not have it handled the way it has been in the past. We're also the only school that has handled it that way in the past. So, we were approached to see if the PTO could take over this allocation (and this is common with other PTOs in our district). Because bussing is so expensive, we actually increased this amount to \$400 per grade level. This will allow each grade level to have one field trip's buses covered. So, the \$400 per grade level for the six grade levels is \$2400.00.

Motion is made by Carrie Clark and seconded by Jenny Quonoey to approve the 2010-2011 budget as attached.

- iv. As mentioned above, the field day committee has found this year that with the increase in students this year as well as the increased cost of inflatables and supplies, we need to increase their 2009-2010 budget as well. Motion is made by Carrie Clark and seconded by Jenny Quonoey to add \$250 to the Field Day budget for 2009-2010, bringing the Field Day budget to \$1,750.00.
- v. Year before last, the PTO (and other CISD organizations) participated in a school supplies and backpack drive for local needy children, which is collected at convocation in the fall. We've been asked to participate again. We'll be asking for donations of the supplies that go in the backpack (or money to purchase them with), but when we did this before we found it was difficult to get the backpacks donated. The clear backpacks (as required by some school districts) run \$10.00 each at EPI. We'd like to do 10 of them. So, motion is made by Carrie Clark and seconded by Jenny Quonoey to use \$100 of PTO funds from Gifts to School to purchase 10 clear backpacks for this project.
- vi. Sangeeta Bachani has volunteered to join Sandra Skrepnek as Multicultural Coordinator for the 2010-2011 year. Motion made by Carrie Clark and seconded by Jenny Quonoey to elect Sangeeta Bachani to the 2010-2011 PTO Board as Multicultural Coordinator.

NEW BUSINESS

1. PTO Audit Committee Report

- Jenny Van Luvan reported that things looked good and that no issues were found.
- There was a mention that for teacher reimbursements, it would be better to leave the description/category left as "Teacher Reimbursement" instead of adding additional detail.

2. Spirit Wear

- India Stanberry had a sample of a green and pink VRE t-shirt.
- Spirit wear that was pre-ordered will be available on August 18th at the school supply sale.
- Not too many extra pink shirts are available. Not sure if any additional pink shirts will be ordered in the fall order.
- Old inventory will also be sold at the school supply sale.
- Fall order will include a football jersey (different from last year's), long-sleeve shirt, and a green tie-dye shirt.

3. Newsletter

- India will send out the back to school edition on Thursday, August 12.

- Email will be sent out monthly to request newsletter submissions.

4. Calendar

- Aanchal Prakash reported that the artwork for the calendar is in place.
- Dates for events to be included on the calendar should be sent to Aanchal.
- The cost for printing/binding the calendar will be \$1.00 each.
- The plan is to have the calendars ready by the 1st week of September.

COMMITTEE REPORTS

1. Hospitality

- India reported that Panera Bread will be providing the food for the back to school lunch for the teachers on August 20th. However, she is in need of volunteers to provide desserts for the lunch.
- Chick-Fil-A will also be donating food for a lunch this year.
- Boo Hoo/Yahoo breakfast will be the morning of the first day of school.
- India also mentioned that there is a need for volunteers to make popcorn and to ice drinks at Meet the Teacher night.

2. Membership

- Aanchal Prakash reported that the PTO Membership drive will run from August 18 to September 30.
- The theme for the Membership drive is the Super Bowl.
- There will be a football field display in the classrooms and the man hallway display will be a football arena (stadium). Membership rates for classes will be tracked the various displays. Classes reaching 100% as well as the highest membership rates (if not 100%) in each grade level will get a Popsicle party.
- It was discussed that for the PTO Membership drive, a child's family must join the PTO (not just return the form). If there is a true financial hardship where the family wants to join but can't afford to, the PTO will cover the cost if this is communicated back to the PTO.

Meeting adjourned 8:20pm. Next PTO Board Meeting is scheduled for September 7th, 7PM.

Minutes submitted by Stephen Jackson, PTO Secretary

Valley Ranch Elementary PTO				
Statement of Activities - Budget vs. Actual				
Jun-10				
	One Month	Twelve Months		
	Ended	Ended	2009 - 2010	\$ Over/(Under)
	6/30/2010	07/01/09 - 06/30/10	Budget	Budget
INCOME				
Apparel & Spirit Items Income	674.50	9,125.90	2,500.00	6,625.90
Baseball Night Income	0.00	720.00	900.00	-180.00
Calendar Income	170.00	805.00	0.00	805.00
Fundraising - Bluebonnet Book Bake Sale	0.00	283.41	400.00	-116.59
Fundraising - Marquee Ad Sales	180.00	580.00	800.00	-220.00
Fundraising Inc - General (Sonic/Box Tops/Other)	205.00	2,601.24	2,500.00	101.24
Fundraising Income - Popcorn/Drink Sales	0.00	914.36	925.00	-10.64
Fundraising Income - Volunteer Hours	0.00	1,090.00	0.00	1,090.00
Fundraising Income - Write-a-Check	0.00	9,788.00	10,000.00	-212.00
Holiday Shop Income	0.00	4,503.75	4,200.00	303.75
Interest Income	4.08	73.73	100.00	-26.27
Membership Dues/Directory Income	10.00	4,510.00	3,750.00	760.00
Multicultural Night Income	0.00	4,090.00	2,500.00	1,590.00
Sales Tax Payable	0.00	0.00	350.00	-350.00
School Supply Income	10,807.00	19,011.32	17,000.00	2,011.32
School Supply Income - Pre-K Fee	0.00	1,010.00	880.00	130.00
Valentine's Day Carnival Income	0.00	5,226.75	4,200.00	1,026.75
Yearbook Income	1,100.00	7,178.00	6,250.00	928.00
Total Income	13,150.58	71,511.46	57,255.00	14,256.46
EXPENSES				
Apparel & Spirit Items Expense	1,770.00	7,396.88	1,600.00	5,796.88
Baseball Night Expense	0.00	723.00	903.00	-180.00
Bluebonnet Books	128.31	128.31	500.00	-371.69
Calendar Expense	0.00	141.26	0.00	141.26
Communications Expense - Marquee Ads	0.00	29.33	40.00	-10.67
Communications Expense - PTO Connect	0.00	435.00	435.00	0.00
Field Day Expense	1,235.11	1,478.34	1,500.00	-21.66
Fundraising Exp - General (Sonic/Box Tops/Other)	10.00	59.29	100.00	-40.71
Fundraising Expense - Popcorn/Drink Sales	0.00	672.86	500.00	172.86
Fundraising Expense - Write-a-Check	0.00	56.28	200.00	-143.72
Gardener - Earth Day	13.36	13.36	100.00	-86.64
General Administrative Expense	35.00	219.12	240.00	-20.88
Gifts to School Expense	337.20	23,292.25	14,202.00	9,090.25
Health and Welfare Expense	0.00	198.28	250.00	-51.72
Holiday Shop Expense	0.00	3,340.60	3,600.00	-259.40
Hospitality Expense	0.00	246.94	500.00	-253.06
Insurance Expense	0.00	560.00	700.00	-140.00
Membership Dues/Directory Expense	0.00	436.00	425.00	11.00
Miscellaneous Expense	0.00	0.00	150.00	-150.00
Multicultural Night Expense	0.00	482.47	600.00	-117.53
Newsletter Expense	0.00	0.00	25.00	-25.00
Photocopy Expense	0.00	0.00	550.00	-550.00
Programs Expense	0.00	4,928.00	6,000.00	-1,072.00
Room Parent Expense	0.00	4.99	15.00	-10.01
Sales Tax Expense - Apparel, Snow Time Shop, Supplies	0.00	1,100.14	800.00	300.14
School Supply Expense	8,225.00	15,002.18	15,000.00	2.18
School Supply Expense - Pre-K Supplies	0.00	792.09	820.00	-27.91
Valentine's Day Carnival Expense	0.00	1,488.09	1,500.00	-11.91
Yearbook Expense	6,388.52	6,391.02	6,000.00	391.02
Total Expenses	18,142.50	69,616.08	57,255.00	12,361.08
Net Income	4,991.92	1,895.38	0.00	1,895.38

Valley Ranch Elementary PTO					
Statement of Activities - Budget vs. Actual					
Jul-10					
	One Month	One Month			
	Ended	Ended	2010 - 2011		\$ Over/(Under)
	7/31/2010	07/01/10 - 07/31/10	Budget		Budget
INCOME					
Apparel & Spirit Items Income	0.00	0.00	2,500.00		-2,500.00
Baseball Night Income	0.00	0.00	900.00		-900.00
Field Day Income	0.00	0.00	0.00		0.00
Calendar Income	0.00	0.00	750.00		-750.00
Fundraising - Bluebonnet Book Bake Sale	0.00	0.00	250.00		-250.00
Fundraising - Marquee Ad Sales	0.00	0.00	450.00		-450.00
Fundraising Inc - General (Sonic/Box Tops/Other)	0.00	0.00	2,500.00		-2,500.00
Fundraising Income - Popcorn/Drink Sales	0.00	0.00	925.00		-925.00
Fundraising Income - Volunteer Hours	0.00	0.00	800.00		-800.00
Fundraising Income - Write-a-Check	0.00	0.00	10,000.00		-10,000.00
Holiday Shop Income	0.00	0.00	4,200.00		-4,200.00
Interest Income	3.72	3.72	100.00		-96.28
Membership Dues/Directory Income	0.00	0.00	3,750.00		-3,750.00
Miscellaneous Income	0.00	0.00	0.00		0.00
Multicultural Night Income	0.00	0.00	3,500.00		-3,500.00
Sales Tax Payable	0.00	0.00	350.00		-350.00
School Supply Income	0.00	0.00	17,000.00		-17,000.00
School Supply Income - Pre-K Fee	0.00	0.00	880.00		-880.00
Valentine's Day Carnival Income	0.00	0.00	4,500.00		-4,500.00
Yearbook Income	0.00	0.00	6,250.00		-6,250.00
Total Income	3.72	3.72	59,605.00		-59,601.28
EXPENSES					
Apparel & Spirit Items Expense	0.00	0.00	1,600.00		-1,600.00
Bank Charges	0.00	0.00	0.00		0.00
Baseball Night Expense	0.00	0.00	903.00		-903.00
Bluebonnet Books	0.00	0.00	500.00		-500.00
Calendar Expense	0.00	0.00	200.00		-200.00
Communications Expense - Marquee Ads	0.00	0.00	40.00		-40.00
Communications Expense - PTO Connect	0.00	0.00	435.00		-435.00
Field Day Expense	0.00	0.00	1,750.00		-1,750.00
Fundraising Exp - General (Sonic/Box Tops/Other)	0.00	0.00	100.00		-100.00
Fundraising Expense - Popcorn/Drink Sales	0.00	0.00	600.00		-600.00
Fundraising Expense - Write-a-Check	0.00	0.00	200.00		-200.00
Gardener - Earth Day	0.00	0.00	100.00		-100.00
General Administrative Expense	0.00	0.00	240.00		-240.00
Gifts to School Expense	0.00	0.00	13,227.00		-13,227.00
Gifts to School Expense - Transportation Expense	0.00	0.00	2,400.00		-2,400.00
Health and Welfare Expense	0.00	0.00	250.00		-250.00
Holiday Shop Expense	0.00	0.00	3,600.00		-3,600.00
Hospitality Expense	0.00	0.00	500.00		-500.00
Insurance Expense	0.00	0.00	700.00		-700.00
Membership Dues/Directory Expense	0.00	0.00	450.00		-450.00
Miscellaneous Expense	0.00	0.00	150.00		-150.00
Multicultural Night Expense	0.00	0.00	1,000.00		-1,000.00
Newsletter Expense	0.00	0.00	25.00		-25.00
Photocopy Expense	0.00	0.00	200.00		-200.00
Programs Expense	0.00	0.00	5,400.00		-5,400.00
Programs Expense - 4th Grade Symphony	0.00	0.00	600.00		-600.00
Room Parent Expense	0.00	0.00	15.00		-15.00
Sales Tax Expense - Apparel, Snow Time Shop, Supplies	0.00	0.00	1,100.00		-1,100.00
School Supply Expense	0.00	0.00	15,000.00		-15,000.00
School Supply Expense - Pre-K Supplies	0.00	0.00	820.00		-820.00
Valentine's Day Carnival Expense	0.00	0.00	1,500.00		-1,500.00
Yearbook Expense	0.00	0.00	6,000.00		-6,000.00
Total Expenses	0.00	0.00	59,605.00		-59,605.00

PTO Calendar – as of 8/10/2010

1. This month's Dates:

- a. August 10th – PTO board meeting – 7:00 p.m.
- b. August 20th – Teacher Luncheon – 12:00
- c. August 18th – Utility Verification Day
- d. August 18th – Supply Sale/Pick up T-shirts
- e. August 18th – Pre-K Orientation – 6 p.m.
- f. August 19th – Meet the Teacher – 5:30 to 6:30 p.m.
- g. August 19th – Slant 45 Kickoff – 6:30 to 7:00 p.m.
- h. August 23rd – First Day of School
- i. August 23rd – Boo Hoo/Yahoo breakfast for Kinder parents – 7:45 a.m.
- j. August 30th, 31st & Sept 1st – release at 12:00 noon for K, 1st & 2nd grades for assessments
- k. September 2nd – Curriculum Night – 6:30 to 8 p.m.
- l. September 2nd – Early Voting at VRE 7 a.m. to 8:30 p.m.
- m. September 3rd – Box Top Deadline
- n. September 6th – Holiday – no school
- o. September 7th – PTO Board meeting
- p. September 10th – 4th grade spirit assembly
- q. September 10th – Grandparents Day
- r. September 14th – Sonic Night
- s. September 21st – Fat Daddy's Night

2. Other Later Dates:

- a. October 1st – Movie Night
- b. October 1st – Dessert Friday
- c. October 5th – PTO Board Meeting
- d. October 7th – CiCi's Night
- e. October 12th – Sonic Night
- f. October 19th – Fat Daddy's Night
- g. October 21st – Multicultural Night
- h. November 2nd – PTO Board Meeting
- i. November 4th – CiCi's Night
- j. November 5th – Box Top Deadline
- k. November 9th – Sonic Night
- l. November 16th – Fat Daddy's Night
- m. November 19th – Holiday Teacher Luncheon

- n. December 1-3 – Snow Time Shop Preview
- o. December 2nd – CiCi's Night
- p. December 6-8 – Snow Tim Shop
- q. December 7th – PTO Board Meeting
- r. December 14th – Sonic Night
- s. December 17th – Winter Parties
- t. January 4th – PTO Board Meeting
- u. January 6th – CiCi's Night
- v. January 7th – Box Top Deadline
- w. January 11th – Sonic Night
- x. January 18th – Fat Daddy's Night
- y. January 21st – Dessert Friday
- z. February 1st – PTO Board Meeting
- aa. February 3rd – CiCi's Night
- bb. February 4th – Valentine's Carnival
- cc. February 4th – Box Top Deadline
- dd. February 8th – Sonic Night
- ee. February 14th – Cookie Gram delivery
- ff. February 15th – Fat Daddy's Night
- gg. March 1st – PTO Board Meeting
- hh. March 3rd – CiCi's Night
- ii. March 8th – Sonic Night
- jj. March 25th – Teacher Luncheon
- kk. April 5th – PTO Board Meeting
- ll. April 7th – CiCi's Night
- mm. April 8th – Box Top Deadline
- nn. April 12th – Sonic Night
- oo. April 19th – Fat Daddy's Night
- pp. April 20th – Light Teacher Luncheon
- qq. May 5th – CiCi's Night
- rr. May 10th – PTO Board Meeting (note 2nd Tuesday)
- ss. May 10th – Sonic Night
- tt. May 13th – Field Day
- uu. May 13th – Box Top Deadline
- vv. May 16-20th - Teacher Appreciation Week
- ww. May 17th – Fat Daddy's Night
- xx. May 20th – Teacher Luncheon
- yy. May 20th – Field Day Rain Date
- zz. June 2nd - Last Day of School