

Valley Ranch Elementary School
PTO Board Meeting
Tuesday, September 7th, 2010

Present

Cynthia Arterbery
Sangeeta Bachani
Laura Blevins
Bliss Blodget-Stephan
Carrie Clark
Tracy Gipson
Archana Godbole
Angie Hux
Stephen Jackson
Jo Ann Joyner-Loyd
Linda Krampitz
Peter Macrae
Dawn Massey
Anu Mudigonda
Nemie Roberts
Manju Ruikar
Christine Sanders
Sandra Skrepnek
India Stanberry
Jenny Van Luvan
Melanie Watts
Greg Williams

Apologies

Reagan Arrington
Jan Cunningham
Donna Fultz
Casey Housouer

By Proxy:

Aanchal Prakash
Jenny Quonoey

GENERAL BUSINESS

1. Call to order

- Carrie Clark called the meeting to order at 7:03PM.

2. Minutes

- The August meeting minutes were presented. The board voted to approve the August 2010 minutes. The motion to approve the minutes was made by Laura Blevins and seconded by Bliss Blodget-Stephan.

3. Treasurer's Report

- Laura distributed the May 2010 and August 2010 financial reports. A copy of these reports is included at the end of these minutes.
- The May 2010 financial report was distributed and discussed because it was not discussed in last month's meeting.
- Laura went through each of the line items on the financial reports.

- A question was asked about when the school supply expenses are recorded. Carrie explained that part of the expense is in June and the rest comes in August. This is because we pre-sell school supplies and pay for most of them in the June timeframe.
- There were no questions on any of the other income or expense items.
- Nemie Roberts made a motion to approve the financial reports as presented. Manju Ruikar seconded the motion. The motion was unanimously passed.

4. Principal's Report

- Mrs. Arterbery introduced the two Teacher Representatives for the PTO this year. They are Tracy Gipson and Dawn Massey.
- An updated list of important dates was mentioned and distributed. This list is attached at the end of these minutes.
- Mrs. Arterbery reminded everyone about the Homecoming Parade that will be held on Thursday (9/9). One student from each class was selected to participate by riding on the VRE float. The kids were asked to wear their Slant 45 t-shirts.
- Friday (9/10) will be the first day of the new schedule that will be used for special events such as spirit assemblies. This Friday there will be a Spirit Assembly where the 4th grade performs. In addition, the 1st grade will be hosting the Grandparents Day event as their PBL (Problem Based Learning) project.
- Mrs. Arterbery reminded everyone that Saturday (9/11) is the Coppell ISD Tax Rate Election (TRE). Early voting was completed at many of the CISD campuses.
- Saturday, Oct. 2 is the Slant 45 PBL Health Fair at VRE. It will run from 10 AM – 12PM outside at VRE.
- VRE will be playing President Obama's speech on education on Tuesday, Sept. 14. Letters will go home with students informing parents about the speech. If there are parents that don't want their children watching the speech, they will be able to provide written notice to the office and there will be alternate activities during that time for those students.

5. President's Report

- Carrie mentioned the list of updated dates that were on the calendar that was distributed. This was the same list that was mentioned above and is included at the end of these minutes.
- Carrie mentioned that J. Macklin's is a new restaurant night addition that has been added to our list of restaurant fund raisers.
- Carrie had received questions about making copies, so she explained the options that are available. The options are:
 - i. Provide the item that needs to be copied to Carrie and she will make copies on her laser printer at home.
 - ii. The UPS Store (near Tom Thumb) has also agreed to make copies for the PTO. They will invoice the PTO when copies are made.
 - iii. The CISD Copy Shop is another option that can be used.
- A copy of the Slant 45 newsletter was passed around for the board members to see.

- Carrie and Mrs. Arterbery mentioned that VRE is the only elementary school in Texas that has all of its students registered to participate in Slant 45.

NEW BUSINESS

1. Teacher Reimbursements

- Carrie explained that we have in the past provided \$40 per year per full time staff for teacher reimbursements. She made a motion to do the same for this year. Melanie Watts seconded the motion. The motion passed unanimously.

2. Calendar

- The calendar is printed and all copies should arrive by the end of Wednesday (9/8). The current thought is that the calendars should go home with students that purchased them on Thursday.
- 255 calendars have been sold. 275 were ordered so there are a few that will be left available for sale.

3. Homecoming Float

- Jenny Van Luvan gave an update on the VRE homecoming float. It is mostly done with only a few small details to be completed.
- There was no money allocated by the PTO for the float. Most of the items being used were purchased and used last year. The VRE Dad's Club is handling any miscellaneous costs.

4. Restaurant Nights

- Jenny provided an update here. We have scheduled Sonic, Fat Daddy's, CiCi's Pizza, and J. Macklin's nights throughout the school year as various fund raising events.
- J. Macklin's will actually allow their fund raisers to run all day, so lunch will also be included.
- There are plans to do an event at Going Bonkers sometime this year as well as a Chuck-E-Cheese night.

5. Write-A-Check

- Peter Macrae proved a status update.
- A Write-A-Check flyer was submitted for approval. The plan is to have the flyer go home with the students on 9/29.
- The decorations for the campaign will be going up after school on Oct. 1.
- Thank you notes will be sent to all families that complete and return the Write-A-Check form (even if a donation is not made).
- The theme will be VR II (a take-off of Wii) Mario Kart. The classes will be competing in a "Race for the Gold Cup".
- Classes with 100% participation will be put into a raffle for prizes.
- Morning announcements will be made to give updates on the class participation levels to let everyone know how the "Race for the Gold Cup" is going.

COMMITTEE REPORTS

1. Membership

- Carrie provided information that PTO membership is at 66%.
- Another push will be done to see if the percentage can be increased.
- She mentioned that doing morning announcements might be done to help put some focus back on this.

2. Multi-Cultural Night

- Sandra Skrepnek explained that Multi-Cultural night is on 10/21 from 6 – 8 PM.
- They have an income goal of \$3500.
- Jennifer Torres will help support art activities for the event and may be able to have some of the 4th and 5th grade art students make signs for the restaurants that will be providing food that night.
- Flyer went home with the kids today asking for volunteers to help with the event.
- Committee meetings will be held each Thursday in the VRE Library.
- Restaurants and vendors are being contacted.
- Letters to use for contacting vendors are available if you want to contact any vendors that you think might be willing to participate.
- Grade level baskets for the raffle/auction will be solicited.
- Games and activities depend on available space. May need more room this year with the increase in the number of students.
- 3rd Grade PBL project during the day portion of the Multi-Cultural activities.
- India mentioned that Panera Bread is willing to donate food.

3. Room Parent

- Melanie Watts informed us that there are 55 parents signed up to be room parents.
- The room parent meeting is to be held tomorrow (9/8).
- Since there are more classes this year, the Specials teachers are spread more evenly across the classrooms than last year.
- Melanie reminded everyone that they need to turn in volunteer background check forms.

4. Programs

- Jo Ann Joyner-Loyd explained that there will be 2 science programs that will be available this year.
- High Tech/High Touch will also be scheduled for programs again this year.

Meeting adjourned 7:50PM. Next PTO Board Meeting is scheduled for Oct. 5th, 7PM.

Minutes submitted by Stephen Jackson, PTO Secretary

Valley Ranch Elementary PTO					
Statement of Activities - Budget vs. Actual					
MAY AND JUN 2010					
	One Month	One Month	Twelve Months		
	Ended	Ended	Ended	2009 - 2010	\$ Over/(Under)
	5/31/2010	6/30/2010	07/01/09 - 06/30/10	Budget	Budget
INCOME					
Apparel & Spirit Items Income	1,124.00	674.50	9,125.90	2,500.00	6,625.90
Baseball Night Income	720.00	0.00	720.00	900.00	-180.00
Calendar Income	350.00	170.00	805.00	0.00	805.00
Fundraising - Bluebonnet Book Bake Sale	0.00	0.00	283.41	400.00	-116.59
Fundraising - Marquee Ad Sales	0.00	180.00	580.00	800.00	-220.00
Fundraising Inc - General (Sonic/Box Tops/Other)	0.00	205.00	2,601.24	2,500.00	101.24
Fundraising Income - Popcorn/Drink Sales	0.00	0.00	914.36	925.00	-10.64
Fundraising Income - Volunteer Hours	250.00	0.00	1,090.00	0.00	1,090.00
Fundraising Income - Write-a-Check	0.00	0.00	9,788.00	10,000.00	-212.00
Holiday Shop Income	0.00	0.00	4,503.75	4,200.00	303.75
Interest Income	4.12	4.08	73.73	100.00	-26.27
Membership Dues/Directory Income	0.00	10.00	4,510.00	3,750.00	760.00
Multicultural Night Income	0.00	0.00	4,090.00	2,500.00	1,590.00
Sales Tax Payable	0.00	0.00	0.00	350.00	-350.00
School Supply Income	0.00	10,807.00	19,011.32	17,000.00	2,011.32
School Supply Income - Pre-K Fee	0.00	0.00	1,010.00	880.00	130.00
Valentine's Day Carnival Income	0.00	0.00	5,226.75	4,200.00	1,026.75
Yearbook Income	0.00	1,100.00	7,178.00	6,250.00	928.00
Total Income	2,448.12	13,150.58	71,511.46	57,255.00	14,256.46
EXPENSES					
Apparel & Spirit Items Expense	0.00	1,770.00	7,396.88	1,600.00	5,796.88
Baseball Night Expense	723.00	0.00	723.00	903.00	-180.00
Bluebonnet Books	0.00	128.31	128.31	500.00	-371.69
Calendar Expense	11.72	0.00	141.26	0.00	141.26
Communications Expense - Marquee Ads	11.72	0.00	29.33	40.00	-10.67
Communications Expense - PTO Connect	0.00	0.00	435.00	435.00	0.00
Field Day Expense	243.23	1,235.11	1,478.34	1,500.00	-21.66
Fundraising Exp - General (Sonic/Box Tops/Other)	0.00	10.00	37.25	100.00	-62.75
Fundraising Expense - Popcorn/Drink Sales	0.00	0.00	672.86	500.00	172.86
Fundraising Expense - Write-a-Check	0.00	0.00	56.28	200.00	-143.72
Gardener - Earth Day	0.00	13.36	13.36	100.00	-86.64
General Administrative Expense	22.04	35.00	241.16	240.00	1.16
Gifts to School Expense	614.00	337.20	23,292.25	14,202.00	9,090.25
Health and Welfare Expense	0.00	0.00	198.28	250.00	-51.72
Holiday Shop Expense	0.00	0.00	3,340.60	3,600.00	-259.40
Hospitality Expense	0.00	0.00	246.94	500.00	-253.06
Insurance Expense	0.00	0.00	560.00	700.00	-140.00
Membership Dues/Directory Expense	0.00	0.00	436.00	425.00	11.00
Miscellaneous Expense	0.00	0.00	0.00	150.00	-150.00
Multicultural Night Expense	0.00	0.00	482.47	600.00	-117.53
Newsletter Expense	0.00	0.00	0.00	25.00	-25.00
Photocopy Expense	0.00	0.00	0.00	550.00	-550.00
Programs Expense	20.00	0.00	4,928.00	6,000.00	-1,072.00
Room Parent Expense	0.00	0.00	4.99	15.00	-10.01
Sales Tax Expense - Apparel, Snow Time Shop, Supplies	0.00	0.00	1,100.14	800.00	300.14
School Supply Expense	0.00	8,225.00	15,002.18	15,000.00	2.18
School Supply Expense - Pre-K Supplies	0.00	0.00	792.09	820.00	-27.91
Valentine's Day Carnival Expense	0.00	0.00	1,488.09	1,500.00	-11.91
Yearbook Expense	0.00	6,388.52	6,391.02	6,000.00	391.02
Total Expenses	1,645.71	18,142.50	69,616.08	57,255.00	12,361.08
Net Income	802.41	-4,991.92	1,895.38	0.00	1,895.38

Valley Ranch Elementary PTO				
Statement of Activities - Budget vs. Actual				
Aug-10				
	One Month	Two Months		
	Ended	Ended	2010 - 2011	\$ Over/(Under)
	8/31/2010	07/01/10 - 08/31/10	Budget	Budget
INCOME				
Apparel & Spirit Items Income	851.50	851.50	2,500.00	-1,648.50
Baseball Night Income	0.00	0.00	900.00	-900.00
Field Day Income	0.00	0.00	0.00	0.00
Calendar Income	385.00	385.00	750.00	-365.00
Fundraising - Bluebonnet Book Bake Sale	0.00	0.00	250.00	-250.00
Fundraising - Marquee Ad Sales	50.00	50.00	450.00	-400.00
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	56.50	56.50	10,000.00	-9,943.50
Holiday Shop Income	0.00	0.00	4,200.00	-4,200.00
Interest Income	4.12	7.84	100.00	-92.16
Membership Dues/Directory Income	1,788.00	1,788.00	3,750.00	-1,962.00
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	9,572.50	9,572.50	17,000.00	-7,427.50
School Supply Income - Pre-K Fee	1,360.00	1,360.00	880.00	480.00
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	14,067.62	14,071.34	59,605.00	-45,533.66
EXPENSES				
Apparel & Spirit Items Expense	76.00	76.00	1,600.00	-1,524.00
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	22.64	22.64	40.00	-17.36
Communications Expense - PTO Connect	435.00	435.00	435.00	0.00
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	33.13	33.13	240.00	-206.87
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	50.04	50.04	500.00	-449.96
Insurance Expense	0.00	0.00	700.00	-700.00
Membership Dues/Directory Expense	20.89	20.89	450.00	-429.11
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	1,027.13	1,027.13	15,000.00	-13,972.87
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	1,664.83	1,664.83	59,605.00	-57,940.17
Net Income	12,402.79	12,406.51	0.00	12,406.51

- Important Dates – September

- September 3rd – Box Top Deadline
- September 6th – Holiday – no school
- September 7th – PTO Board meeting
- September 8th – Room Parent Meeting
- September 9th – Homecoming Parade
- September 10th – 4th grade spirit assembly
- September 10th – Grandparents Day – 1st grade PBL
- September 13th – Drama Club starts rehearsals
- September 13th – Sonic Night
- September 14th – Obama Speech – Back to School
- September 15th – GT curriculum night at Mockingbird
- September 16th – Picture Day
- September 16th – Boy Scout Nighth
- September 17th – Star Savers Bank
- September 21st – Fat Daddy’s Night
- September 28th – J. Macklin Night
- October 1st – Hospitality – Dessert Friday
- October 1st – Movie Night
- October 2nd - Health Fair – Slant 45