



Van Raub Elementary PTO
8776 Dietz Elkhorn Road
Fair Oaks Ranch, TX 78015

Van Raub Elementary
2022/2023 PTO Board Meeting
September 29, 2022

- 1) Call to Order- 10:07am
In attendance: Amber Harrold, Megan Kokemor, Katrina Doran, Marjorie Saur, Amanda Nicolet, Karen Tollman, Katie McCleary and Amanda Mefford
- 2) Budget Voting- Budget Adopted
 - a) Negative operating budget
 - i) Major causes/Delinquent Sales Tax Update
 - (1) Q3 2020 – Q2 2022 Unpaid taxes, delinquency fees, professional CPA services – estimated additional \$3,000 - \$3,500 includes CPA service
 - (a) Requested forgiveness for delinquencies and was declined. Still waiting for one response but assume that with the others being declined this one will as well– see below
 - (b) CPA costs expected to be about \$2,400
 - (c) PTO received a notice from TX State Comptroller dated 8/26/22 of Notice of Intent to Forfeit Right to Transact Business. This was received days after we submitted all necessary paperwork to rectify/pay the delinquent sales tax from previous 2 years. We have confirmed that since this is now paid we are no longer at risk. NOTE: Franchise Tax was also not filed during this time frame. Recommendation is to document all processes, tax requirements for future PTO Boards to ensure this does not get missed in the future.
 - (2) Additional Costs for Fiesta
 - (3) Campus Improvement commitment of \$80K was greater than net revenue earned during previous 2 years. We will honor the commitment and utilize PTO Savings. Will use net revenue figure going forward for Fun Run fundraising.
 - b) Voting: Approved





-IV

Sales Tax- penalties, interest, etc.					
Reporting Period	4/1/2020 to 6/30/2020	7/1/2020 to 9/30/2020	10/1/2020 to 12/31/2020	1/1/2021 to 12/31/2021	
Regular Penalty	\$ 1.00	\$ 39.84	\$ 47.66	\$ 268.36	
10% determination penalty		\$ 39.84	\$ 47.65	\$ 268.36	
Late filing penalty	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	
Interest		\$ 28.21	\$ 28.52	\$ 46.87	
TOTAL	\$ 51.00	\$ 157.89	\$ 173.83	\$ 633.59	\$ 1,016.31

Franchise Tax- penalties for late filing					
	2019	2020	2021	2022	
Franchise tax 'No Tax Due Report' late filing fee	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	
TOTAL	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 200.00

TOTAL PENALTIES & INTEREST	\$ 1,216.31
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- 3) Accounting
 - a) Insurance Review – We have reviewed PTO Today insurance coverage and feel it is adequate. Includes Excess medical and General Liability.
 - b) Wix Payment Processing – Option of purchasing new payment processing (as replacement for Square) that would tie into merchandise on Wix site. Will cut down on need to update inventory separately after onsite sales. Minimal cost. We will be purchasing two devices.

- 4) Campus Improvement- 80k in budget for this.
 - a) Met with BISD COO office for approval requirements and direction
 - i) Location needs to be Courtyard for accessibility, security and availability
 - b) Met with three potential vendors:
 - i) StudioSArchitekts – Hollie Sanchez – recommended by BISD – Will provide full Project management. Shade structure leveraging stone/metal structures currently in the Courtyard
 - ii) ShadePro – BISD Referral – cantilever umbrella style
 - iii) Playwell Group – provides seating, cantilever umbrella, playground equipment
 - c) Campus Improvement committee will determine next steps

- 5) Apex Fun Run – Karen
 - a) Dates: Oct 17 – Oct 28, run on the 27th
 - b) Staff kick off – 10/11 – 3:30 p.m. APEX will discuss the plan with teachers.
 - c) Pep Rally – 20 min video at end of the day – 10/17
 - d) Primary fundraising to be used for additional outdoor classroom and Campus Improvement. Will use net revenue for go forward commitment. (50% PTO, 10% School, 40% APEX).
 - e) Shirts have been ordered.



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- 6) Educational Grant Approvals - \$13,660 available to allocate - \$24K submitted in requests
 - a) Reviewed proposals. School also received BEF Fall Disbursement money which can be used for some of these; direction provided by Summer on Google Sheet.
 - b) Voting- Need to submit votes to Megan by Monday.

- 7) Winter Celebration -
 - a) December 9 -
 - i) Assignments:
 - (1) Food
 - (a) Pizza - Cleo and Katrina
 - (b) Hot Chocolate- Karen
 - (c) Popcorn machine rental or purchase a machine?- Megan
 - (2) Santa – Amber (Santa has been reserved and paid for \$295)
 - (3) Activities
 - (a) Smores- need to determine source for this. Last year’s volunteer family does not wish to take on this year.
 - (b) Crafts – Katie, Amber and Margie
 - (c) Letters to nursing homes/letters to soldiers – Amanda N.
 - (d) Cake walk? – Not doing this year
 - (e) Holiday movie on the black top?- Not doing this year
 - (f) Photo booth - Shara
 - (4) Music - Let's see if we can just have Mr. McGeachin put together a play list
 - (5) Floorplan & logistics needs - Megan
 - (6) Volunteers - Cassie
 - (7) Communication Plan – Natalie
 - (8) Merchandise- we will have a table on the stage to sell shirts- Amanda N.
 - (9) Face Painting (high school art students)- Amanda and Jacqueline
 - b) Next Steps – Plan out your assignment and come back to team with costs, supplies needed and execution needs/concerns. Due by next meeting.

- 8) Merchandise – Amanda N
 - a) Exploring Drop Ship options- Print on Demand. Reviewed process. Board agreed to trial period on this for unique items. Would like to limit the amount of shirts provided on this type of platform so that we encourage purchase of our current inventory.
 - i) Onsite Sales have produced nearly \$7k in sales so far this year. We would not have been as successful with online only format - will keep inventory for this purpose on a go forward basis.

- 9) Volunteers – Cassie
 - a) Roadrunner Dash



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- b) Holiday decorating – Check with School for appropriate time, but would like this to be done before or after November break.
 - c) Holiday event – December 9
- 10) Sponsorship Update – Katrina/Cleo
- a) Cash Sponsorships - \$10,250/Trade Vendors – \$3,500
 - b) Rotary Club - \$800 – has confirmed access to this. This can only be used for Library per their guidelines. This must be paid to school (not PTO), but will advise school that we'd like this to be used for Mrs. Smith \$800 grant request – Wishtree – all school read along
- 11) Membership - Katie
- a) Current \$17,500 (\$17,300 in 2021)
 - i) Ice Cream party/Extra recess – determine appropriate date with Summer, then notify teachers
 - (1) Identify volunteers & Supplies needed
- 12) New Family welcome kit – Katie
- a) Explore option of providing a new family welcome folder. Get with front office to see their recommendations. This is not a priority project, but nice to have. Examples: PTO information, Google Classroom, Skyward, etc. information, Local things to do, places to eat, etc., Sports leagues and other extra-curricular information
- 13) Staff Appreciation Update – Amanda and Jaqueline
- a) School Principal Month – October – sign requested for 10/4 – will stay up for a week
 - i) Communication needed, gift tbd
 - b) Custodian Appreciation Day – October 2nd – sign requested for 10/3
 - i) Communication needed
 - c) October 14, Family Coffee – all staff appreciation event
 - d) November – Pies
 - e) Staff lunch – Texas Roadhouse
 - f) March-charcuterie?
- 14) Spirit Nights Update – Shara
- a) Willie's Ice House – September 21 – Revenue?
 - b) October – Dog and Pony – October 24th or 25th
 - c) Consider possibility for healthier options? Smoothie King?
Schlotzkys?
- 15) Fiesta Planning to begin in November/December- we will need additional monthly meetings
- a) Date – March 31



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- b) Planning Team will include all Board, FOB and additional volunteers. All members will be assigned roles and action items
 - i) Proposed – 1-hour additional meeting a month

Meeting adjourned 12:13