

Boyer Elementary PTO

August Board Meeting Notes

Thursday, August 20, 2026 | Meeting began at 9:11 AM | Kristin's House

Motions & Votes

Approved: Winter party DJ (DJ Dash) for approximately \$695 for the day, pending/following administration approval.

Approved: Standing Rules revisions to (1) change Hospitality Officer to Vice President of Hospitality; (2) remove the requirement that Treasurer journal entries be reviewed by another Board member; (3) remove the Gift Card Transfer Sign-Off Form requirement; and (4) add digital record retention of at least seven years for digital financial documentation and permanent retention for governing documents, tax records, annual financial reviews/audits, meeting minutes, and other historical records.

Approved: Fund the 2nd Grade Scholastic News subscription for 191 students (quoted at \$1,349.22) from Teacher Grants.

Approved: Reclassify \$21.96 for 1st Grade Otter Pops from Fundraiser Expense to Teacher Grants; existing frozen Otter Pops will be used.

1. Welcome Back Week Review & Celebration

Breakfast, Grab & Go Dinner, Ice Cream Bar, Bahama Bucks drink bar/snacks, staff gifts, decorations/photo op, Kinder Info Night/Popsicles, and Tears & Cheers were reviewed.

Overall feedback was very positive; events appeared to run smoothly and staff seemed happy. Reedy was specifically recognized for stepping up and helping lead during Welcome Back Week.

For next year, consider adding a staff lunch on the Monday/day before school begins so staff can remain on campus and work through the day.

2. Housekeeping

Calendar: Ask administration about moving the April PTO meeting from April 8 to April 15 because the March meeting is March 23; April 15 also aligns with lunch duty.

Fundraiser communications: Printed Fun Run flyer targeted for teacher boxes around August 30; continue building out the webpage, volunteer links, and promotional materials.

Watch D.O.G.S. Kickoff moved to September 15. H3 Construction will fund the pizza; PTO will provide water. Sean will join the upcoming administration meeting to discuss kickoff and Fun Run items. Consider simple no-cost/low-cost door-prize experiences rather than paid chance drawings.

Hairspray Days: Continue the flat \$3 charge. Stock silver/white base spray for dark hair plus colored spray/glitter. Recruit additional volunteers and track product usage for future ordering.

Trunk or Treat: Food trucks may sell directly to families; sponsors may host trunks at no charge and provide their own candy. Baird Music expressed interest. Continue Costco candy donation request. Move forward with a "Candy Monster" family donation box idea and a simple neon/glow PTO trunk concept.

Veterans Day: Repeat the successful student-poster display. Consider adding a compiled video this year if families submit clips/photos.

September parking spaces: Reedy and Shelley Hudson selected; Sarah to make signs.

3. PTO Council

Seed money update was reviewed and Kelly adjusted the budget accordingly.

Approved budget will be sent to PTO Council after approval at the general membership meeting. Certificate of Insurance has already been submitted.

Council deadline for the 990 filing is December 30.

PTO requested a refund from the prior CPA for services not completed; Board discussed finding another CPA or completing the filing internally if necessary.

4. Secretary

Motion/approval records are being maintained in the shared Google Form/Sheet. Board members were given access.

In-person motions and votes should be documented in the meeting minutes and then entered into the motion-tracking form as in-person approvals.

5. Treasurer

Texas quarterly sales tax filing (due October 20) and IRS Form 990 (due November 15) are on the Treasurer's task list.

Sponsor receipt letters are prepared and expected to be sent after final review.

Current budget and budget-vs.-actual reports were reviewed.

Character Strong is budgeted at approximately \$2,500, but the school may switch to a program closer to roughly \$700; any savings could be redirected later.

Current comparisons discussed: membership revenue is already around \$6,400; Adopted Staff Fund around \$1,695; sponsorships at least \$15,300. The \$500 H-E-B gift card is earmarked for Celebrating Staff and should be tracked separately when used.

For next year, clarify that the Party Fund contribution is per child.

6. Standing Rules Revisions

The Board reviewed the proposed revisions and discussed digital versus printed record retention.

Motion approved by those present to adopt all proposed Standing Rules changes listed in the Motions & Votes section above.

7. Vice President / Membership

Membership revenue is currently about \$6,400, compared with approximately \$7,600 total last year; additional memberships are expected to continue coming in.

The stadium blanket membership gift was very popular. For a similar promotion next year, consider ordering approximately 10 extras to handle late or special situations.

Continue distributing remaining membership gifts and promoting membership as appropriate.

8. Sponsorships

Sponsorship goal of \$13,000 has been exceeded; current expected sponsorship income is at least \$15,300.

Continue collecting outstanding checks/logos/shirt information and maintaining sponsor links/logos on the PTO website.

Sponsor shirt process is underway; final logo timing should allow shirts to be completed before the fall recognition deadline.

9. Grade-Level Shirts

Most student/staff sizes are complete; remaining lunch-staff sizes need to be collected.

Staff shirt direction: royal blue with neon lettering. Sponsor shirts may use a light/white option with neon lettering.

Committee will help with final checking, sorting, and distribution once shirts arrive.

10. Spirit Wear

Online store closes August 23.

A small bulk-order list will be used to correct sample-shirt sales, size exchanges, and other exceptions. Returned/wrong-size items can be resold.

11. Coordinators & Programs

Copy Helpers/Library: Training was completed successfully and WhatsApp groups are active. Volunteer access to signup links will remain tied to training so untrained volunteers are routed through the coordinator first.

Room Parents: Orientation is September 1. Handbook/presentation will emphasize clearer grade-level communication and the Grade-Level Support Team model. Kindergarten and 1st Grade are being staffed more heavily when possible; support-team volunteers will help classrooms that need backup.

Watch D.O.G.S.: Kickoff September 15; WhatsApp group is working well. Continue planning simple prize/experience drawings that do not require paid raffle-style participation.

Spirit Nights: Stella's Meet the Teacher proceeds were \$140.20. Chick-fil-A (Frontier) Spirit Night is September 22.

12. Fundraiser

Board will meet with administration to finalize the fundraising purpose, goal incentives, and Fun Run route.

Potential uses discussed included playground/PE improvements, scooter/bike storage, court/sensory markings, retractable backdrop, and media/announcement equipment; administration input is needed before selecting the final purpose.

Proposed fundraising milestones: \$60,000 - registered students receive a Great Wolf Lodge day pass through the fundraiser promotion; \$65,000 - staff/administration become a "human sundae" at Good Morning Boyer. Board preferred keeping the higher goal rather than lowering it once reached.

Fun Run branding can use bright/tie-dye/neon colors rather than leaning heavily into the fundraiser's food theme.

Class incentives should include registration/participation and grade-level fundraising performance. Exact incentive structure will be finalized after reviewing Boosterthon resources.

KidStrong responded positively to the request to create an obstacle-course portion of the track; cost/terms and event details still need to be confirmed.

13. Staff Hospitality & Appreciation

Celebrating Staff committee will work in pairs by month: the assigned pair plans the meal/treat and decorations, with the larger committee helping execute.

Staff feedback indicates lunches are especially valued; maintain a meaningful staff item/meal/treat each month when possible.

Ideas discussed included a popcorn bar/holiday snack option, repeating the Texas Roadhouse potato bar in winter, and sandwiches/tea/lemonade for Field Day. Existing vendor credits/sponsor relationships should be used when helpful.

Staff Birthdays: Whitney will oversee staff birthdays. Megan will chair the birthday committee. Each staff member receives Cake in a Jar plus a \$25 gift card. Gift-card acknowledgments/signatures should be saved digitally in the PTO Drive.

Instead of inconsistent full door decorating, create reusable/laminated birthday-month signs for staff doors beginning with September. Room parents may still celebrate inside classrooms. August will use the already-planned gift/cake process without adding the new door-sign system.

Kelsey Clauser baby shower: diapers and a \$25 gift card were purchased; shower date discussed as September 3.

14. New Funding Requests & Considerations

Approved 2nd Grade Scholastic News subscription for 191 students, quoted at \$1,349.22, from Teacher Grants.

Approved use of existing Otter Pops for 1st Grade and transfer/reclassification of \$21.96 from Fundraiser Expense to Teacher Grants.

Library digital subscriptions (approximately \$1,500 each) and other larger requests will be held until Fun Run results and available funds are clearer.

Character Strong funding remains pending because the school may switch to a less expensive program.

High Touch/High Tech is \$10 per Kindergarten student; with 154 students, expected cost is approximately \$1,540 and the budget was increased accordingly.

15. Volunteers

Board members should review volunteer-interest submissions, confirm who is actually available for each committee, and fill in their sections of the coordinator/committee list.

Committee chairs should be identified/highlighted in the shared list. Coordinators are encouraged to delegate to a chair rather than personally managing every committee task.

Because many volunteers selected multiple interests without fully understanding the commitment, follow-up should clarify whether they want committee involvement or event-day volunteering.

16. Programs

Board members will review the shared "Program and Vendor Ideas" spreadsheet and send recommendations back so the PTO can take a shortlist to administration.

Potential programs discussed included BMX, a hip-hop/motivational program, Dino George, basketball/dribbling programs, and police/K-9 story programs. Cost, age fit, and school schedule will be considered.

Priority is identifying a strong program for the May 19/last-day-of-school timeframe.

17. Action Items & Next Steps

Ask administration about moving the April PTO meeting to April 15.

Prepare upcoming event flyers/communications and continue Fun Run webpage/volunteer setup.

Finalize Watch D.O.G.S. Kickoff details and Fun Run purpose/goals/route with administration.

Complete sponsor logos/checks/shirt information and remaining grade-level shirt sizes.

Finalize Room Parent handbook/orientation and committee-chair assignments.

Implement staff birthday process beginning with September signs and monthly gift documentation.

Review program/vendor ideas and provide a shortlist to administration.

Use the shared PTO to-do list to track and close open August/September tasks.

Adjourned at 11:21

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