



AGENDA

ELEMENTARY REPRESENTATIVES

- 8:30-8:50 Welcome, Introductions
- 8:50-9:10 Superintendent
- 9:15-9:45 Financial Info
- 9:50-10:10 Facility Rentals
- 10:15-10:45 Facilities & Technology
- 10:50-11:20 Legal
- 11:30-1:15 Lunch with Principals



STRATEGIC PLAN

KIRK KOENNECKE

Superintendent

kkoennecke@eanesisd.net



BUSINESS SERVICES

CHRIS SCOTT

Chief Financial Officer

cscott@eanesisd.net





UNDERSTANDING THE HANDBOOK



eanesisd.net

DISTRICT HOME SCHOOLS ▾

CONNECT QUICK LINKS WESTLAKE WATCH EMPLOYEES Search




ENROLL OUR DISTRICT ACADEMICS BOARD DEPARTMENTS **PARENTS** COMMUNITY CAREERS



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ENROLL | OUR DISTRICT | ACADEMICS | BOARD | DEPARTMENTS | **PARENTS** | COMMUNITY | CAREERS



Home > Parents

Parents

- Attendance
- Back-to-School
- Behavioral/Mental Health Resources
- Booster Club/PTO**
- Bus Routes
- Calendars
- Child Care
- Community Enrichment
- Counseling
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- Eanes Education Foundation
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Browser: eanesisd.net/parents/booster

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Home > Parents > **Booster Club/PTO**

Booster Club/PTO

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Learn more about fundraising opportunities at all of our schools:




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POLICIES & GUIDELINES



EANES ISD BOARD POLICIES

See page 3 of the Handbook

- Officer Roles pages 16-17
- Financial Reporting to District page 20
- Guidance pages 21-24



FEDERAL REQUIREMENTS

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- Individual Accounts (earmarks) page 27
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See pages 23 of the Handbook

- \$500 limit



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RECENT CHANGE (2019)

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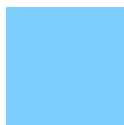




FINANCIAL REPORTING



FINANCIAL INFORMATION & REPORTING



INTERNAL CONTROLS & FINANCIAL INFORMATION

See pages 29-35 of the Handbook

Procedures should be established to handle:

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ANNUAL AUDIT

See pages 36 of the Handbook

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USING PTO/BOOSTER CLUB MONEY

- Donating money vs donating stuff
- Big projects / fund balance
- Work with the principal or director



Club: _____

Primary bank account balance (as of 6/30/2023) \$ -

Revenues:

	Dues	-
	Donations and Fundraiser Receipts	-
	Earned Interest	-
	Other Revenues	-
	Total Revenue	\$ -

Expenses:

Prior year (22-23) expenses that cleared the bank after 7/1/2023		-
Direct monetary donations to school/program		-
Booster club operating costs and other direct purchases		-
Other Expenses		-
Total of checks accounted for above but not cleared as of 6/30/2024		-
	Total Expenses	\$ -

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Please list the the totals of any other accounts such as a CD or investment account owned by the booster club below.

Other account(s) balance on 6/30/2023		\$ -
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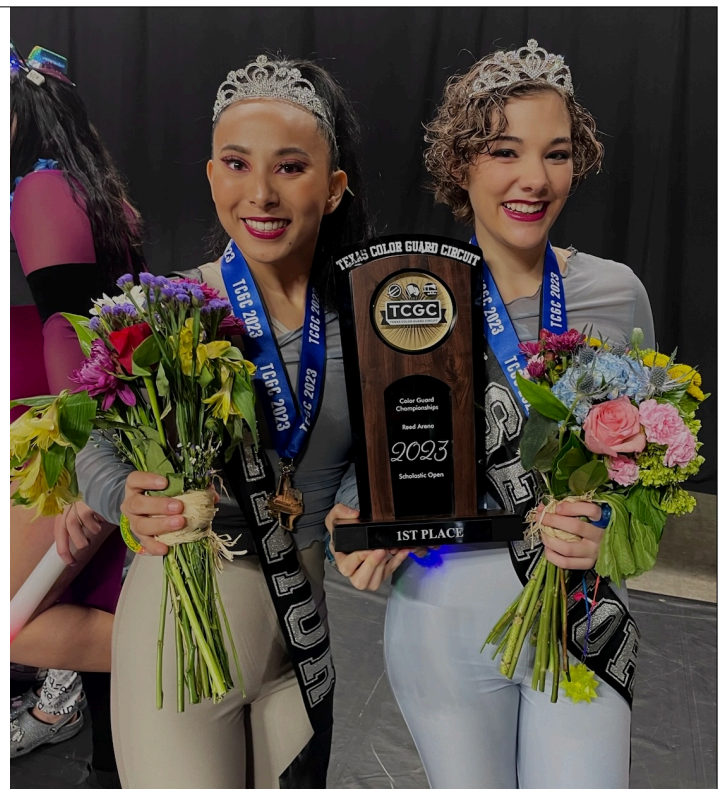
CHILD NUTRITION CATERING

- Full-service catering
- All menus are custom-built for each event
- Over 50 years of combined culinary, catering, and fine dining experience
- Onsite or offsite
- All student and campus-level events
- Student and teacher appreciation events
- Levels of service from drop-off catering to plated multi-course Meals
- Breakfast, lunch, dinner, snacks, coffee breaks, and more
- Culinary and cooking classes for fun and for team building



QUESTIONS?

CHRIS SCOTT
CSCOTT@EANESISD.NET



FACILITY RENTALS

JERRI ANN YZNAGA

District Event Programming & Rental Coordinator

jyznaga@eanesisd.net



FACILITY RENTALS & COMMUNITY ENRICHMENT

Lisa Groover and Jerri Ann Yznaga help:

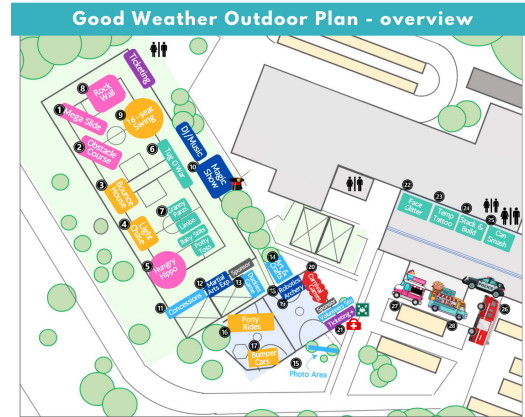
- Plan your booster club events
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WE HAVE A LONGER PRESENTATION THAT DIGS INTO DETAILS



**FACILITIES, OPERATIONS
& TECHNOLOGY SERVICES**

DR. MIGUEL GARCIA III
Executive Director of Facilities, Construction & Planning

DR. KRISTY SAILORS
Assistant Superintendent, Operations & Technology



OVERVIEW

FACILITIES & OPERATIONS ensures safe, accessible, and efficient physical environments that support student success, staff excellence, and community engagement. Through sustainable planning and resource stewardship, we create spaces that reflect our district's values and enable growth for all.

TECHNOLOGY SERVICES is a team of individuals, with specialized technical abilities, dedicated to providing quality customer service with layered support for the Eanes ISD academic community. Staff members in this department implement and maintain the infrastructure, applications, and processes to support student learning, district initiatives and implementations.

EANES ISD



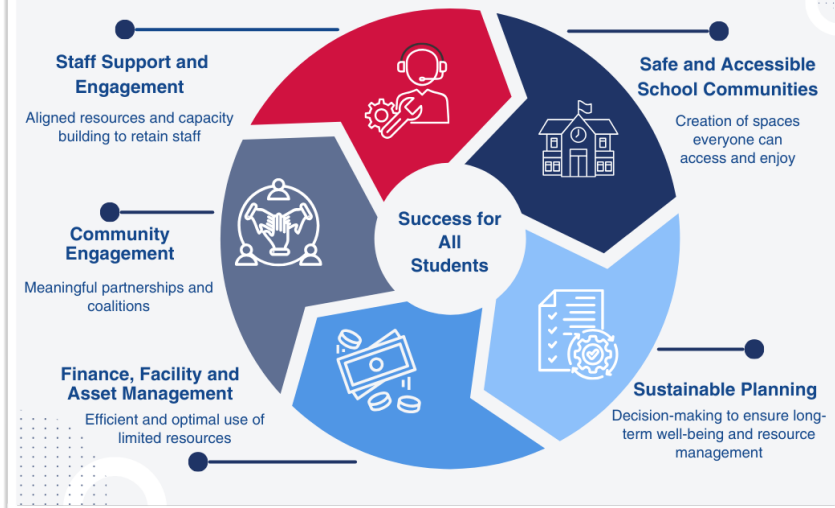
MAINTENANCE & OPERATIONS



EANES ISD



Maintenance & Operations



EANES ISD



A DD E S I S D
C H A N G E
E N H A N C E

ADD CHANGE ENHANCE

EISD (ACE FORM) Add-Change-Enhance
TECHNOLOGY - INDOOR/OUTDOOR
CONSTRUCTION - FURNITURE -
SUPPLIES

Add (items that are new that may require assembly or scheduled delivery)
Change (removal, replacing, or modifying current functionality of a facility)
Enhance (upgrades to current equipment or functions of a facility)

bbolek@eanesisd.net Switch account

* Required

Email *

EANES ISD



TECHNOLOGY SERVICES



EANES ISD



TECH SUPPORT

[ENROLL](#) [OUR DISTRICT](#) [ACADEMICS](#) [BOARD](#) [DEPARTMENTS](#) [PARENTS](#) [COMMUNITY](#) [CAREERS](#)

[Home](#) > [Parents](#) > [Booster Club/PTO](#)

Booster Club/PTO

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- [iPad Checkout Form](#)
- [Naming Rights Policy](#)
- [Parking Spaces Policy](#)
- [Request Wifi Access](#)
- [Strategies for Inclusion](#)
- [Subscriptions & Software Form](#)

iPad Check Out

- iPads may be requested via the iPad Checkout Form
- Devices include access to district-approved payment tools (e.g., Square, Venmo)
- Subject to availability



EANES ISD



TECH SUPPORT

Home > Parents > Booster Club/PTO

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Wireless Network Access (Events)

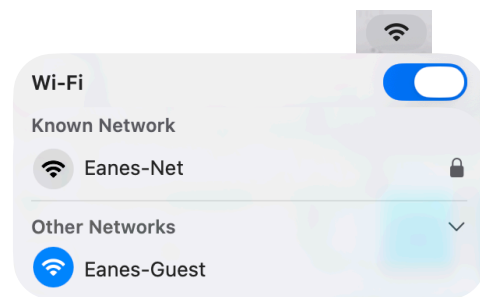
- Submit requests through the Booster website at least 72 hours in advance
- Advance notice is required for proper setup and testing
- Event WiFi cannot be enabled during instructional hours to avoid impacting classroom performance
- Request a mobile hotspot (limited availability)



TECH SUPPORT

Options for Outside Speakers/Participants

- Connect to the Guest WiFi network
- Borrow a campus substitute laptop



RESOURCES FOR PARENTS

TECHNOLOGY ROADMAP (K-12): This website provides comprehensive information and resources to help parents and guardians better understand the technology landscape within Eanes ISD.

Key features of the site include:

- An overview of the technology available to students, organized by grade level.
- Detailed information about the digital tools and resources utilized by students.
- An outline of the security measure in place to protect student devices.



RESOURCES FOR PARENTS

ONLINE SAFETY: The District's online safety page offers crucial guidelines and resources for maintaining digital security.

Key recommendations for parents and students include:

- Tips for secure password and device management.
- Resources for being proactive about phishing and email/text scams.
- Best practices for remaining safe online.
- Information about two-factor authentication for enhanced security.

BE ALERT!
Stop and think about it



RESOURCES FOR PARENTS

Canvas Learning Management System: Eanes ISD is transitioning to Canvas as a districtwide learning management system in the 2026-2027 school year. It was chosen after a lengthy review process for its flexibility, powerful tools, accessibility, and integration features.

Canvas will simplify everyday learning by collecting learning materials in one place, creating a central hub where:

- Teachers can post lessons, assignments, and feedback.
- Students can access materials, submit work, and track due dates.
- Families can view course information, calendars, and student work.



QUESTIONS?

DR. MIGUEL GARCIA III
MGARCIA6@EANESISD.NET

DR. KRISTY SAILORS
KSAILORS@EANESISD.NET





RELATIONS WITH PARENT ORGANIZATIONS

GE
(LOCAL)

General Policy

The Board acknowledges the important role of parent groups for the support of specific activities by the organization of school booster clubs, parent clubs, and the like.

Guidelines

The Board establishes the following guidelines for the organization and operation of any such clubs:

1. All booster clubs are to submit a constitution or guidelines for operation.
2. The guidelines shall clearly indicate that the goals of the organization are to render support to a particular program, and that the events and activities of the club do not conflict with any Board or administrative regulations that regulate the organization to be supported.
3. The school employee who sponsors, coaches, or directs the activity or club to be supported shall at all times be a ware of all Board policies, administrative regulations, or UIL rules, if applicable, and assist the officers of the club to operate within those policies, rules, and regulations.
4. All fundraising projects must have prior approval of the school principal. [See FJ]
5. The club may not establish a petty cash or miscellaneous fund for a coach or sponsor's discretionary use.
6. All funds of this nature must be deposited in the District's activity fund to be spent on approval of the Board and Superintendent as provided by Board policies. [See CFD]
7. Booster clubs and other parent organizations may not give an employee any type of gift, incentive, or award that exceeds the maximum value allowed by UIL rules.
8. Booster clubs that handle any monies through dues collections, fundraising, and the like, shall have an annual audit. This should be approved by an audit committee of the organization. An annual financial statement must be filed with the Superintendent on or before September 1 of each year. This



POLICIES AND PRACTICES

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POLICIES AND PRACTICES

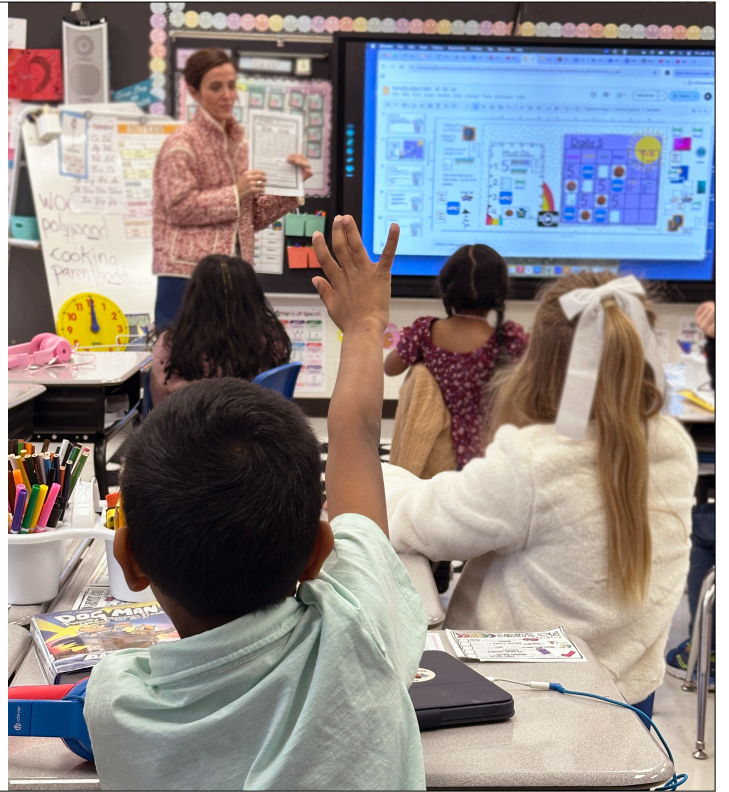
- An annual financial statement must be filed with the Superintendent on or before September 1 of each year.
- All booster club meetings shall be public meetings, and minutes should be taken at each meeting.





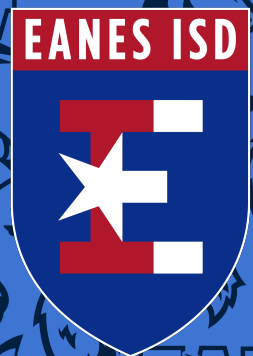
QUESTIONS?

AUDREY HIPPI
LEGAL@EANESISD.NET



2026 PTO/BOOSTER CLUB BOOT CAMP

Thank you!





LUNCH

Sponsored by

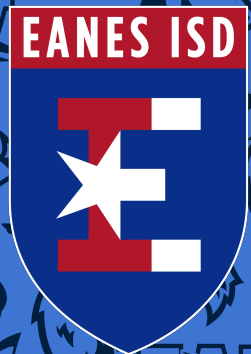


BENCHMARK BANK



**2026
PTO/BOOSTER CLUB
BOOT CAMP**

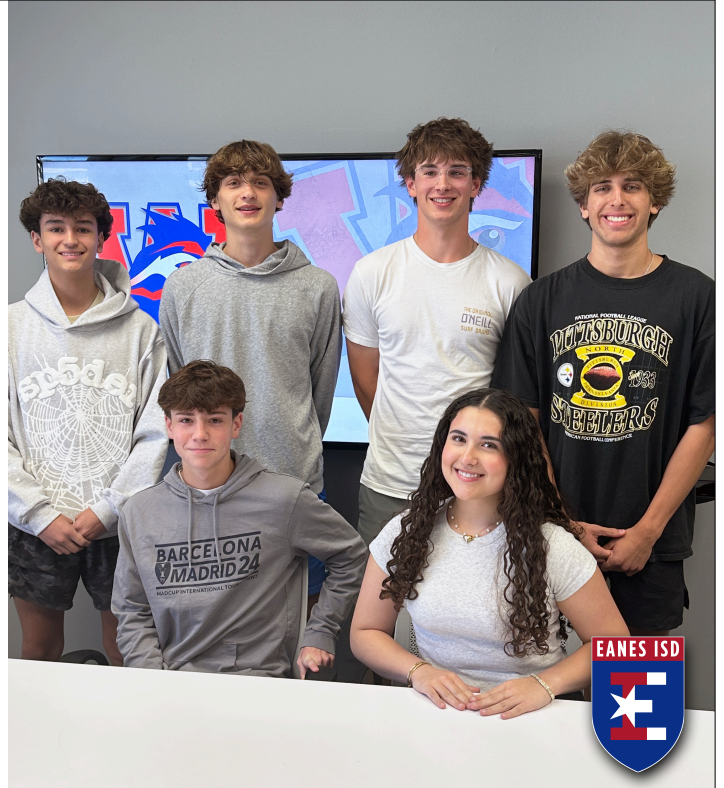
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UNDERSTANDING THE HANDBOOK





eanesisd.net/parents

Premier Family Ph...

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FACILITY RENTALS & COMMUNITY ENRICHMENT

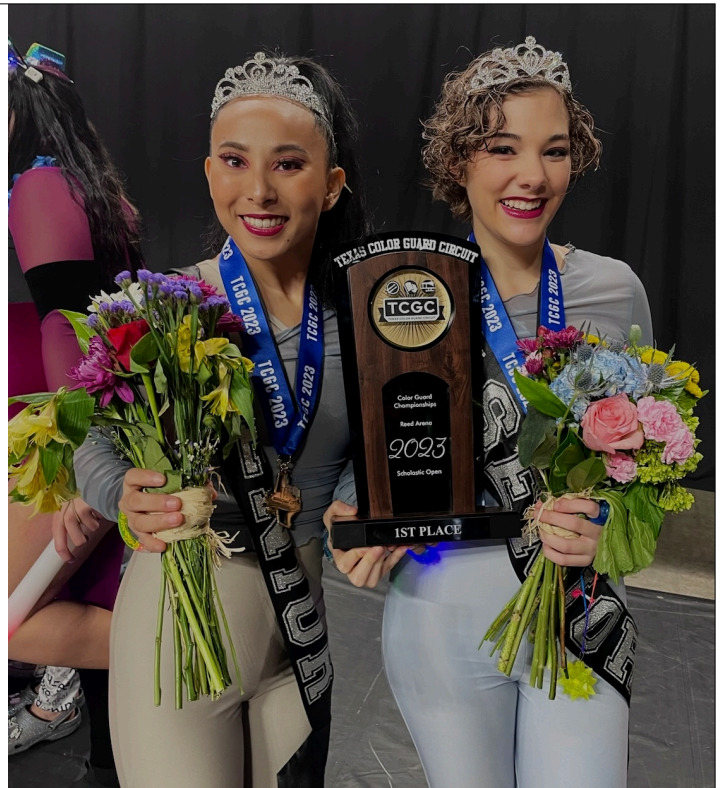
Jerri Ann Yznaga: jyznaga@eanesisd.net
Lisa Groover: lgroover@eanesisd.net

Lisa and Jerri Ann will be your contacts for any facility needs that you might have.



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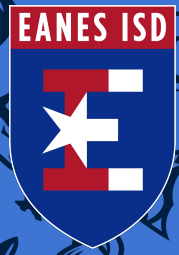


FACILITY RENTALS

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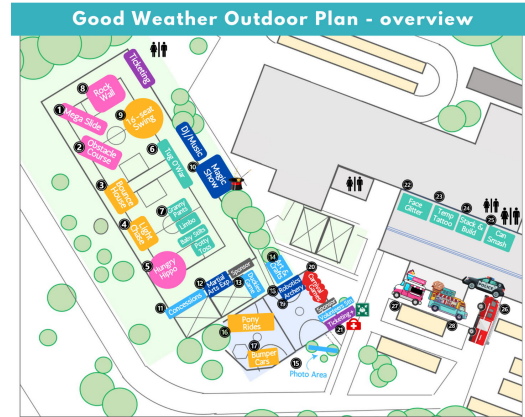
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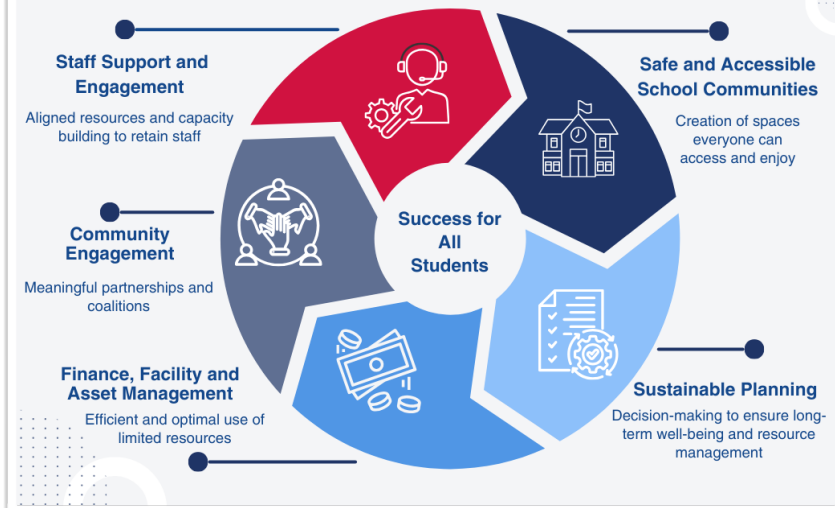
MAINTENANCE & OPERATIONS



EANES ISD



Maintenance & Operations



EANES ISD



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EANES ISD



TECH SUPPORT

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Booster Club/PTO

In Eanes ISD, we encourage the participation & involvement of parents in the education of their children.

Booster Clubs are support organizations formed by parents to promote school participation in extracurricular activities or complement a particular student group. When students participate in extracurricular activities and programs, they enrich their education and expand their horizons.

Campus Booster Club/PTO Websites

- Westlake HS PTO
- Westlake HS Chap Club
- Westlake HS Band
- Eanes Orchestra Parent Organization (EOPA) - Middle & High School
- Hill Country MS Cougar Club
- West Ridge MS Booster Club
- Barton Creek ES Booster Club
- Bridge Point ES Booster Club
- Cedar Creek ES Booster Club
- Eanes ES PTO
- Forest Trail ES Booster Club

Resources

- 2025 PTO/Booster Club Boot Camp Presentation
- Booster Club Financial Template
- Booster Club/PTO FAQs
- Booster Club/PTO Handbook
- Booster Club/PTO Project Request (Ace Form)
- Data Use Agreement Form
- Eanes ISD Catering
- iPad Checkout Form
- Naming Rights Policy
- Parking Spaces Policy
- Request Wifi Access
- Strategies for Inclusion
- Subscriptions & Software Form



iPad Check Out

- iPads may be requested via the iPad Checkout Form
- Devices include access to district-approved payment tools (e.g., Square, Venmo)
- Subject to availability

EANES ISD



TECH SUPPORT

Home > Parents > Booster Club/PTO

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Wireless Network Access (Events)

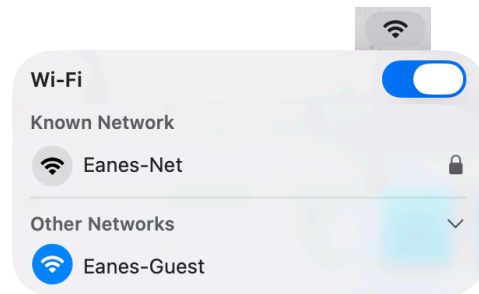
- Submit requests through the Booster website at least 72 hours in advance
- Advance notice is required for proper setup and testing
- Event WiFi cannot be enabled during instructional hours to avoid impacting classroom performance
- Request a mobile hotspot (limited availability)



TECH SUPPORT

Options for Outside Speakers/Participants

- Connect to the Guest WiFi network
- Borrow a campus substitute laptop



RESOURCES FOR PARENTS

TECHNOLOGY ROADMAP (K-12): This website provides comprehensive information and resources to help parents and guardians better understand the technology landscape within Eanes ISD.

Key features of the site include:

- An overview of the technology available to students, organized by grade level.
- Detailed information about the digital tools and resources utilized by students.
- An outline of the security measure in place to protect student devices.



RESOURCES FOR PARENTS

ONLINE SAFETY: The District's online safety page offers crucial guidelines and resources for maintaining digital security.

Key recommendations for parents and students include:

- Tips for secure password and device management.
- Resources for being proactive about phishing and email/text scams.
- Best practices for remaining safe online.
- Information about two-factor authentication for enhanced security.

BE ALERT!
Stop and think about it



RESOURCES FOR PARENTS

Canvas Learning Management System: Eanes ISD is transitioning to Canvas as a districtwide learning management system in the 2026-2027 school year. It was chosen after a lengthy review process for its flexibility, powerful tools, accessibility, and integration features.

Canvas will simplify everyday learning by collecting learning materials in one place, creating a central hub where:

- Teachers can post lessons, assignments, and feedback.
- Students can access materials, submit work, and track due dates.
- Families can view course information, calendars, and student work.



QUESTIONS?

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RELATIONS WITH PARENT ORGANIZATIONS

GE
(LOCAL)

General Policy

The Board acknowledges the important role of parent groups for the support of specific activities by the organization of school booster clubs, parent clubs, and the like.

Guidelines

The Board establishes the following guidelines for the organization and operation of any such clubs:

1. All booster clubs are to submit a constitution or guidelines for operation.
2. The guidelines shall clearly indicate that the goals of the organization are to render support to a particular program, and that the events and activities of the club do not conflict with any Board or administrative regulations that regulate the organization to be supported.
3. The school employee who sponsors, coaches, or directs the activity or club to be supported shall at all times be a ware of all Board policies, administrative regulations, or UIL rules, if applicable, and assist the officers of the club to operate within those policies, rules, and regulations.
4. All fundraising projects must have prior approval of the school principal. [See FJ]
5. The club may not establish a petty cash or miscellaneous fund for a coach or sponsor's discretionary use.
6. All funds of this nature must be deposited in the District's activity fund to be spent on approval of the Board and Superintendent as provided by Board policies. [See CFD]
7. Booster clubs and other parent organizations may not give an employee any type of gift, incentive, or award that exceeds the maximum value allowed by UIL rules.
8. Booster clubs that handle any monies through dues collections, fundraising, and the like, shall have an annual audit. This should be approved by an audit committee of the organization. An annual financial statement must be filed with the Superintendent on or before September 1 of each year. This



POLICIES AND PRACTICES

- All booster clubs are to submit a constitution or guidelines for operation.
- The events and activities of the club do not conflict with any Board or administrative regulations that regulate the organization to be supported.
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POLICIES AND PRACTICES

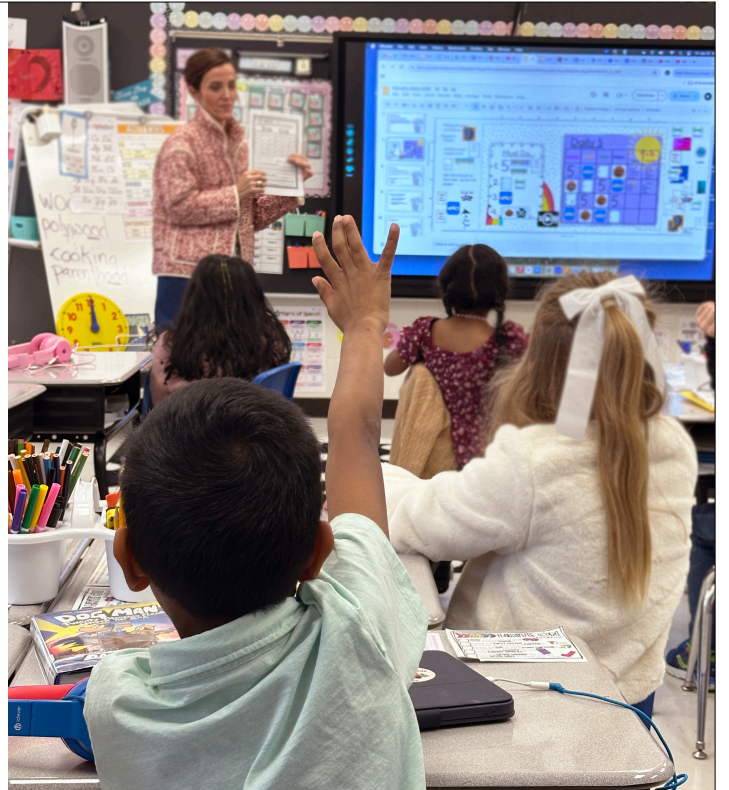
- An annual financial statement must be filed with the Superintendent on or before September 1 of each year.
- All booster club meetings shall be public meetings, and minutes should be taken at each meeting.





QUESTIONS?

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2026 PTO/BOOSTER CLUB BOOT CAMP

Thank you!

