**PTO Board Meeting Minutes**

**February 12th**

**ROE Library**

**6:00 p.m.**

The Board of Directors (the “Board”) of River Oaks Elementary School Parent-Teacher Organization (“PTO”) met on Wednesday, the 12th day of February, at 6:00 p.m., in the Library of River Oaks Elementary School. The following officers and members of the Board of Directors were present, thus constituting a quorum:

Liz Palmer – President

Kara Richardson – First Vice President

Madhuri Chilakapati (via proxy to Kara Richardson) – VP Internal Relations

Bob Casey – VP Development

Toby Fullmer – VP Public Relations

Paul Heyburn – Past President

Chiarra Stratton – Secretary

Liz Daniel (via proxy to Kara Richardson) – School Life Director

Tina Salem & Kathryn Hensey – Volunteer Coordinators

Stephanie Slobin – Specialist Representative

Travis Crabtree – Ways & Means

Amie Canfield & Margaret Young – Teacher and Staff Appreciation

Nichole Pruitt – Kindergarten Representative

Allison Rudin & Regina Ibarra – 1st Grade Representatives

Laurel Agris & Chaunacey Broberg – 2nd Grade Representatives

Shenequa Animashaun – 4th Grade Representative

Michelle Taylor – 5th Grade Representative

Renee Lieber – Teacher Representative

Amber Thomas – Teacher Representative

Keri Fovargue – Head of School

Various members of the PTO including parents/guardians of ROE students, ROE faculty and ROE staff (collectively, “PTO Members”) were also present for the meeting.

Call to Order

Liz Palmer, President of the Board, called the meeting to order.

Minute Approval

Chiarra Stratton presented the minutes from the January meeting for approval. Kara Richardson moved to approve the minutes and Bob Casey seconded the motion. Motion to approve January Board Meeting minutes passed unanimously.

Vote on New 3rd Grade Representative

Liz Palmer presented a motion to approve Katheryn Hung as the replacement for Eddie Sikes, per the Bylaws. Kara Richardson moved to approve and Nichole Pruitt seconded the motion. Katheryn Hung was unanimously approved to fill the position of 3rd grade representative for the remainder of the term vacated by Eddie Sikes.

Development Update

Bob Casey presented the development update. The envelope campaign for the Annual Fund had a good response but Bob would still like to increase participation (regardless of amount). There are 72 families who have, thus far, participated in the Annual Fund and $22,085 has been committed to the Fund. To incentivize participation (regardless of amount), there will be a contest among the classes – for highest participation – and the students in classes with the most participation (goal: 90% participation in class) will receive carnival tickets. Paul Heywood suggested that we ask room parents or grade representatives to send out a reminder about the Annual Fund. Liz Palmer asked Bob Casey to draft an email for the grade representatives to send out encouraging families to participate in the Annual Fund.

Frost Bank has been a great sponsor of the school this year. Bob asked to please encourage families to patronize Frost when and as much as possible to help show our appreciation for their sponsorship this year. Development Committee plans to approach Frost for sponsorship again for next school year.

Frost would like to sponsor a “make-up” type event to make up for Magic Night, which was cancelled due to the snow day in February. Discussions are underway – update forthcoming.

Nominating Committee Update

Nominations are coming in and the slate will be presented in April.

Book Fair

Book Fair is currently underway – please support it! Friday is Family Night and there are many fun events planned.

Spring Parent Social

Nichole Pruitt presented the update and stated that quotes for venues are being solicited at the moment. Tentative dates being considered are April 25 or 26.

Carnival Update

Travis Crabtree stated that plans for the Carnival are progressing – updates forthcoming. Carnival will take place Saturday, April 5th.

School Update

Dr Fovargue presented the school update. Book Fair is underway and is going well. SDMC met to discuss school demographics. Vanguard/Magnet applications are currently being processed/considered and applicants are being tested. There are over 1800 applicants this year that listed ROE as their first choice, compared to approximately 680 last year. The front office staff has been busy processing these applications.

Safety issues have driven the changes in the procedure regarding use of the front circle drive during drop-off in the mornings. Traffic is increasing in the area and this, along with the school’s drop-off and pick-up procedures, are all being well monitored by the school’s traffic and safety committee. Additional changes, if any/necessary, will be made by this Committee as necessary.

President’s Update

Liz Palmer presented the President’s Update. The January Depelchin talk was attended by about 40 people. Liz asked whether there should be a speaker at the April general meeting and, if so, solicited topics from the group. Several topics were suggested and will be taken under consideration for later determination at a later time/meeting.

Other Business and Adjournment

There being no other business to address, a motion was raised and seconded to adjourn the meeting, which was passed unanimously.