**PTO Board Meeting Minutes**

**January 15th (6:00 p.m. To 7:30 p.m.)**

**ROE Library**

The Board of Directors (the “Board”) of River Oaks Elementary School Parent-Teacher Organization (“PTO”) met on Wednesday, the 15th day of January, 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 – VP Internal Relations

Charles Koerth – VP Finance

Bob Casey – VP Development

Paul Heyburn – Past President

Chiarra Stratton – Secretary

Lisa Pollock – Budget & Finance

Liz Daniel – School Life Director

Tina Salem & Kathryn Hensey – Volunteer Coordinators

Stephanie Slobin – Specialist Representative

Amie Canfield & Margaret Young – Teacher and Staff Appreciation

Nichole Pruitt & Jacqualin Seely – Kindergarten Representatives

Allison Rudin & Regina Ibarra – 1st Grade Representatives

Laurel Agris & Chaunacey Broberg – 2nd Grade Representatives

Sara Bloome – 3rd Grade Representative

Christine Rodriguez & Nicole Caver & Michelle Taylor – 5th Grade Representative

Renee Lieber – Teacher Representative

Alex Thornton – Teacher Representative

Keri Fovargue – Head of School

Call to Order

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

Minute Approval

Chiarra Stratton presented the minutes from the October, November and December meetings for approval. Kara Richardson moved to approve the minutes and Liz Daniel seconded the motion. Motion to approve all prior unapproved minutes passed unanimously.

Financial Update

Bob Casey presented the financial update. In the budget - $50K of the fundraising budget was expected to be raised through the Annual Fund. Currently, only $10K has been raised via the Annual Fund. Bob emphasized, however, that this does not mean that we are $40K short – because we are over-budget in several other fundraising categories (e.g., corporate support). Bob does feel, however, that we should do another push to try to increase participation (regardless of amount) in the Annual Fund. Bob solicited ideas from the Board regarding other options for ways to increase participation in the Annual Fund. Paul Heyburn suggested a party focused solely on the Fund. Dr. Fovargue suggested placing flyers encouraging participation in the Annual Fund in the weekly green folders. Bob would like to emphasize that percentage of participation is the key and not the amount being donated. Bob also solicited suggestions regarding incentives to increase participation – should this be class based or grade level based? It was suggested that a carnival ticket give-away be used as an incentive to increase participation (e.g., if you have 90% participation in a class, the class will receive a pre-determined number of carnival tickets).

Bingo Night Changes

Madhuri Chilakapati presented the Bingo Night changes. Bingo Night has been changed to Magic Night due to State licensure and gaming rules and regulations/issues. Food service will begin at 5:45pm and the show will begin at 6:30pm. Because the cafeteria has a capacity (per the Fire Code) of 450, we are asking people to sign-up. As of tonight, there are 150 people signed up to attend. Madhuri stated that HISD Food Services has been really good to work with for this event.

Nominating Committee

Kara Richardson, the Chair of the Nominating Committee, presented the Nominating Committee update. Per the Bylaws, the Nominating Committee is comprised of the Grade Level Representatives and the Volunteer Coordinators. Please email Kara if you would like to nominate a person for a position, or are interested in serving on the Nominating Committee.

Third Grade Representative Replacement

Liz Palmer announced that Eddie Sikes, who is currently one of the 3rd grade representatives, will be moving to Dubai shortly. Therefore, per the Bylaws, the Board will select an individual to fill this position until the end of Eddie’s term. Liz has asked for nominations for this position. She will present these nominees for a vote at the next meeting.

ROE School Update

Dr. Fovargue presented the school update. Dr. Fovargue confirmed that it has been determined that retractable basketball goals are compatible with our current pavilion structure. HISD playgrounds representative will work with Dr. Fovargue and Coach Bomersbach on this matter and will handle installation. The goals will be retracted via a hand crank. Dr. Fovargue noted that while HISD will be involved in installation, HISD will not maintain the goals, therefore, the cost of maintenance and service will be a cost to the school. She is expecting to receive a quote next week regarding this cost. Dr. Fovargue will discuss details with Coach Bomersbach and bring an update to the Board at the next meeting.

Dr. Fovargue announced that this is School Board appreciation month. The School and the PTO Board would like to recognize and thank Harvin Moore for his support of ROE and the work he does on the School Board to support our school.

Dr. Fovargue also noted that Great Day Houston will be on campus on Friday, January 17th to recognize one of the teachers that was nominated by an ROE family.

With regard to staffing, Dr. Fovargue stated that – to date – she has not received word from any faculty or staff that they will be leaving at the end of the school year. She will update this as necessary.

District 7 Meeting Update

Margaret Young attended the District 7 Meeting and presented the updates from the meeting. Margaret noted that while the District is well aware of and works hard to help those schools that don’t quite meeting performance standards, the question was raised regarding how to promote the work of the higher achieving schools. She stated that the District has parameters and mandates within which we have to (and do) work and that the District recognizes that ROE, among others, is a high achieving school and this is how it is able to maintain its waivers regarding certain addition testing requirements. HISD is supportive of our being exempt from these requirements, provided we continue to be a high achieving school. Margaret noted that the following issues were raised with regard to ROE at the District meeting: provision of funds for updating technology and updating our library. In Margaret’s opinion, the updating of both go hand in hand and would go a long way to further supporting the work that our teachers and students do here at ROE.

Fast Pass Lane

Kara noted that there is a new sign indicating the Fast Pass parking space and the hours during which this particular space in the circle drive is reserved.

Other Business

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