**Minutes**

**November 13, 2013**

**PTO Board Meeting**

**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 13th day of November, 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:

Liz Palmer – President

Kara Richardson – First Vice President

Madhuri Chilakapati – VP Internal Relations

Charles Koerth – VP Finance

Paul Heyburn – Past President

Chiarra Stratton – Secretary

Lisa Pollock – Budget & Finance

Amie Canfield – Teacher & Staff Appreciation

Kathryn Hensey – Volunteer Coordinators

Nichole Pruitt – Kindergarten Representative

Regina Ibarra – 1st Grade Representatives

Chaunacey Broberg – 2nd Grade Representatives

Michelle Taylor – 5th Grade Representatives

Renee Lieber – 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 and noted the absence of a quorum.

Minute Approval

Since there was no quorum, the minutes from the October Board and General Meeting could not be approved at this meeting. They will be presented for adoption at the next Board Meeting.

Financial Update

Charles Koerth presented the financial update. To date, the fall events raised the following: Fun Run, $10,000; Directory, $6,000 (budget $10,000). In the budget for expected corporate underwriting was $50,000, and we’ve exceeded that amount. In this regard, Charles wanted to recognize Bob Casey’s efforts in securing this year’s corporate underwriters.

We have $35, 000 in expenditures to date, which includes: traffic safety; field trips (2nd and 5th grade had big trip in the fall); IB annual fee; Director and Office insurance; and the First in Math subscription.

Development Update

*Online Auction*

Kara Richardson and Bob Casey presented the update on the Online Auction. The Online Auction opened on November 8 and will be open until Thursday, November 14th at 10:00pm. So far we’ve raised $43,000; we’d like to be at $50,000.

Bob would like to recognize the efforts of Kara Richardson and Liz Palmer for their amazing work on the auction, which has entailed an extraordinary amount of time and effort to put together and continue to maintain.

After the auction closes, parents will still be able to by spots in the Great Gatherings that are not Bid-Up items. Kara will look into keeping those up on the Black-Tie site for purchase after the close of the auction.

Renee Lieber expressed thanks to the PTO from the teachers.

*Annual Fund*

Per Bob Casey, there will be another push for the annual fund after the action closes, prior to the Winter Break.

Nichole Pruitt asked to confirm the process for corporate donation matches. Per Bob, there is a link on the PTO website for such donations. Donor should just indicate that a company will match the donation on the PTO online form or give the donation to Bob or Charles Koerth directly, so that it may be accounted for accordingly. Bob receives email confirmations of such donations made on the PTO website.

Barnes and Noble Bookfair

Madhuri Chilakapati presented the Bookfair update. The Barnes and Noble Bookfair will take place over the weekend of November 22-24. There are several activities planned, beginning at 10am on Friday, November 22. The Choir, under Ms. Hick’s direction, will perform on Friday evening to kick-off the Bookfair.

Madhuri asks the PTO board and members to spread the word about the Bookfair & the many activities planned. Flyers will be sent out with the children containing the voucher (and number) necessary to allow the bearer’s purchase to benefit ROE. It is important to let people know that, even though the Bookfair ends on the 24th in the store, online Bookfair shopping will be open through Black Friday (November 29). There are links on the ROE website to the voucher and online store. ROE receives 20% of the sales (5% for Nook) during the Bookfair.

President’s Update

Liz Palmer presented the President’s Update. Recently, Liz received an email from a parent from the Philippines requesting relief for the Philippine disaster. The email included links to various relief/donation sites. Dr. Fovargue stated that IB teaches the students to take action all the time; the kids are always doing activities to implement world-wide relief efforts, so it’s hard to concentrate on individual efforts when brought up to school. The PTO defers to Dr. Fovargue and Ms. Goodman (the IB coordinator) regarding this matter. There is no PTO-sanctioned action taken at this time.

Liz has been approached by Maureen Beck who collected pictures and history of the school for the 75th anniversary of the school. She would like to give it to the school historian for archiving. We don’t, however, have a historian at the moment. Bob Casey mentioned that Max Shilstone may have a contact and also Melissa Kean is a historian at Rice University and may be interested in taking this information as part of Houston city history. Amie Canfield and Nichole Pruitt will pursue these contacts to determine what to do with this wealth of information about the school.

Liz announced that on Wednesday, January 29, 2014, 6-7:30pm, Oscar Bukstein, MD, MPH, Medical Director of the Depelchin Children’s Center will speak on a topic TBD.

Upcoming in January is Bingo Night. Currently, Liz is soliciting volunteers for this event. Additionally, we are in the nominating process for chairs/planners for the Carnival and the Spring Social.

Our next PTO Board meeting will be on December 11th and our next General PTO Meeting will be held in April 2014.

ROE School Update

Dr. Keri Fovargue presented the school update. Veteran’s Day program was great. Parents Night (November 12) was attended by 40-50 parents. Dr. Fovargue has received good and informative feedback from parents regarding the Literacy Night. She plans to use this feedback to work with the staff for planning future events like these.

The next upcoming school event, aside from the Bookfair, is the Thanksgiving lunch on Thursday, November 21.

Dr. Fovargue wanted to let the PTO know that she is looking into a significant purchase of a computer system from the District. Dr. Fovargue is going to the SDMC in December to request approval for the purchase of 10 laptop carts (from NetSync, the District’s computer system vendor) for the 3rd through 5th grade classrooms. Total cost will be $206-220K, which will require $50K from the school. Per Dr. Fovargue, this is a necessary update to technology, and teachers recognize the need for and support this technology update. Money will come from ROE’s HISD funds: Dr. Fovargue has about $6K-$10K in general funds and will reallocate money from various other allocations in her HISD budget, i.e., the After School revenues, reserves and other sources. Dr. Fovargue explained that she and the teachers know that certain sacrifices will have to be made in order to permit this large expenditure, but they all acknowledge the need for these laptops and the update to the technology.

The lease will go for four years and will cost $50K per year for each of those four years. Loss and maintenance coverage comes with the lease. The lease of 10 laptop carts will provide 10 laptops per 3rd-5th grade classroom. The hope is to increase the students’ access to the current technology. ROE is the first school to request this type of lease on the Elementary School level.

When asked about the computers in the library, Dr. Fovargue confirmed that she was considering/pursuing other options regarding the replacement of the library computers.

Other Business

There being no quorum, the meeting is adjourned until such time a quorum is assembled and/or the next PTO Board Meeting on December 11, 2013.