**PTO Board Meeting Minutes**

**September 15, 2014**

**ROE Library**

**6:00 p.m.**

The Board of Directors (the “Board”) of River Oaks Elementary School Parent-Teacher Organization (“PTO”) met on Monday, the 15th day of September, 2014, 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:

Kara Richardson– President

Chiarra Stratton– First Vice President

Chandu Chilakapati – VP Finance / Treasurer

Charles Koerth – VP- Budget & Finance

Chaunacey Broberg – VP Internal Relations

Nichole Pruitt – VP – Development

Regina Ibarra - VP – Public Relations

Liz Palmer - Past President

Sara Bloome - Secretary

Kristen Heyburn and Amanda Greenwald - Kinder Grade Reps

Susanna Watt and Jennifer Carroll - 1st Grade Reps

Tammira Phillipe and Cathy Mahoney - 2nd Grade Reps

Shenequa Animashaun and Kiko Tovar - 3rd Grade Reps

Katheryn Hung and Amy Allen - 4th Grade Reps

Kathryn Hensey and Janet Evans - Volunteer Coordinators

Madhuri Chilakapati - Specialist Representative

Amie Canfield and Allison Rudin - Teacher Appreciation

Shawn Patterson – Ways and Means

Amie Canfield and Allison Rudin – Teacher Appreciation

Dolores Bustamante and Laura Rensberger - Teacher Representatives

Kerri Fovargue - Head of School

Call to Order

Kara Richardson, President of the Board, called the meeting to order.

Kara Richardson presented the following:

New Grade Representative for Kindergarten Amanda Greenwald welcomed.

Road Runner Rally – successful. The PTO store generated $5,000 in revenue. The credit card swiper was a success.

General Meeting to be held on November 12. We need a topic and speaker.

Website Updated – Regina will take the lead. We have twitter account and Fovargue has streaming content without comments.

 Affinity program – through Robin Saiken. Amazon has been added as an Affinity like partner.

Sara Bloome

Chiarra Stratton moves for approval of May 2014 minutes. The Minutes are approved unanimously.

Development

Nicole Pruitt presents. Packets for annual fund going out tomorrow. There are four ways to donate. Each class is getting a percentage participation chart. There are incentives of the first class with 100% participation gets an ice cream party. 100% school participation or $45,000 raised and Fovargue has offered to kiss a pig. Each family with multiple students will get participation credit in all classes with family students. Every child who participates will be entered into a raffle for prizes such as an ipod mini and kindle fire. – This is the “Annual Fund Challenge.” An email will go out to grade reps to send out as well.

The live auction will be in the spring.

Madhuri expresses concern about teachers turning in monies timely as it relates to the first class to have 100% participation.

Beck’s Prime Back to school event will be set up for Annual Fund donations as well and will kick off the campaign. Beck’s Prime is donating a % of sales to ROE. Heritage Texas is also sponsoring.

The fund drive will end on November 1, 2014.

The online auction for great gatherings is also getting going. There is 100% teacher participation. Liz and Kara spoke to the online auction folks about showing who else has bid on a great gathering and that will be set up this year. The intent is to pull together great gathering events after the annual fund has been launched. The Auction will be 2nd week of November.

Jennifer Carroll questions about if you lose on a bid, is there any easy way to make donations accessible for those that were willing to give. Also, can receipts show what you purchased and the timing of your event.

Report is Bob Casey is working hard on corporate development. Heritage is funding movie night, Beck’s Prime, Martha Turner and Frost for the Fun Run. Need a sponsor for Book Fair. Frost can be the only bank sponsor per our agreement with Frost.

Financial Update – Chandu Chilakapati presents – spirit store supplies money is coming in. Fovargue submitted math expenses – first in math in the amount of $25,000 in June. This was an accident. PTO paid the bill, should have been paid by the school. The school will take over field trip expenses and staff training expenses that historically have been paid for by the PTO to balance out this error and reallocate the line item

PTO approves this line item. Shawn makes motion, Chandu seconds. Motion is approved.

Directory Update – The directory is up. It can be saved to your phone.

Jennifer Carroll mentions cover art contest through Ms. Lieber; this will conclude 9/30.

Teacher Appreciation – Madhuri Chilakapati presents – she suggests that we also add the specialists to the teacher appreciation program. She estimates the cost is $250 per specialist. Question of whether to include Nurse Petner with the specialists or not. The cost of the lunches are about $10-$12 per person. Kara suggests increase the budget by $2,000 to be taken out of the holiday budget.

Chiarra makes the motion, Amy seconds – it is approved.

Movie Night – presented by Chaunacey Broberg - scheduled for 9/26. Screen was not donated this year as in year’s past. The cost is about $650, movie is Monster’s U. The popcorn will be sourced locally and Heritage is supplying waters.

Fun Run – presented by Chiarra Stratton - the logo is in and was shown. Registration up tomorrow. Sign up by 9/24. Online registration is up, entertainment booked. HISD is catering. Need to add volunteer link.

Fovargue presents – teacher’s cannot provide class information to parents. Chaunacey requests that Fovargue give each grade rep the number of kids in each class to be provided for room parents to make sure no child is left out of class communications.

Ms. Bustamante is new teacher rep this year, along with Laura Rensberger, 3rd grade teacher.

Ms. Stowe, the new music teacher is doing well. Ms. Fisackerly helped in the selection process. Stowe previously taught at the British School of Houston. Ms. Vasquez is recovering. She fell at school and ended up having shoulder surgery. Instead of getting a temporary sub for Spanish, Fovargue choose to have an assistant for Ms. Timmerman who is having a delicate pregnancy. Technology is now a specialist rotation. Ms. Brenner is not back for Spanish due to budget and funding issues.

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.