

Roberts Elementary School PTO Minutes

(Approved February 12, 2003)
01/08/03

Attending:

Recording secretary – Kathi Fletcher. (My notes in the text are in parentheses with my initials (kef)) These minutes are unofficial until approved by the PTO board at the November meeting. In case of errors or updates, please contact me at kef-rob@focalpoint.com. If you do not hear back from me within three days, please call me to make sure that I received your email.

Next PTO Board Meeting: Wednesday, February 12, at 11:30 AM in the library.

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1. Meeting Called to Order and November Minutes Approved (Saundra Israel)

Discussion:

PTO is going to make a donation in honor of Pat LaPadula's mother, who passed away over the break. We discussed a local organization called Bo's Place.

The November 2002 minutes were approved.

2. School Report (Sam Sarabia and Stephanie Walton)

Action Items: (Grant writer needed for Science Pond funds)

Discussion: (Differentiated Instruction Study Group, TAKS information sessions, Wordly Wise, Pond Grant, Additional 3rd Grade Class)

Roberts is starting a study group to look at a teaching method called "differentiated instruction". The **study group** will be lead by Stephanie Walton and Principal Sarabia and will include interested teachers and three parents. This is the first time that parents are participating in such a group. The group is being formed to answer the question "Are we truly meeting the needs of the gifted, middle and learning challenged students?". (KEF – I am participating in this group – feel free to question me about it as it gets started.) Roberts is ordering **TAKS** materials. TAKS is the new set of statewide testing that is supposed to test more specific skills than the old TAAS test. It tests cumulative knowledge over the years. Mr. Sarabia will be **inviting parents to several sessions** to hear more about it. TAKS is testing a broader amount of skills. Mr. Sarabia reminds us of a well know phenomenon when introducing a new "reform" that he calls the "change curve". Just after a change, you may expect to see an initial decrease in performance, but if the change is really beneficial, the final performance will end up higher than the initial. So don't panic if Roberts experiences an initial drop in scores. **Wordly Wise** – Roberts is starting a new reading program called Wordly Wise for 3rd grade classes and has just purchased the materials. It is a strong vocabulary building program. It supplements a more whole language approach and has more of the phonetic rules and patterns. **Pond:** We have the possibility of receiving a \$2500 garden and pond grant, but we need a writer to work on the grant. Do you have these skills and interests? Please talk with Mr. Sarabia. **Additional 3rd Grade Class** Mr. Sarabia is continuing to pursue getting a portable building that would be located near the other portable

class for creating a fifth third grade class. Currently the enrollment bounces between third and fourth grades forcing one or the other to always have large class sizes. Admitting some additional magnet children to fill out a class would solve this problem and create stable third and fourth grade classes with nice class sizes. Before Mr. Sarabia arrived at Roberts, their were community concerns about adding any additional portable buildings. However, in this case the location is central, so the class will not be isolated and the building will not be visible but from a very narrow location. Nice landscaping will be placed around it. Growing a third grade class does not bring in more money to the school, because the added per-student allotment will be used to pay a new 3rd grade teacher. **IB update** by Stephanie Walton: Roberts was the first elementary school to submit its application for the International Baccalaureate Primary Years Program (IB/PYP) and the manager in New York has reviewed the application. They are asking for several additions and issues to be addressed before coming to do a formal site visit. The requests include: 1. additional letters from Mr. Sarabia, the school board and some others: 2. Have more teachers trained in the program. Eight are going to training over Valentines in Houston. 3. Want us to look at assessment more – want to have more of a "profile and attitudes" assessment in addition to the traditional academic grades. Ms. Walton and Mr. Sarabia think they have a report card plan that will work both for HISD and IB. 4. They would like more International Literature in the library. The library is the focal point of the IB program. 5. Finally, they want more "planner" units that the teachers have created. So they won't come to visit this Spring because need those first. A grant was written to fund the continued development of the IB/PYP program for Roberts and that money should be available soon. Roberts will be meeting with an IB representative soon.

3. Treasurer's Report (Doug Culver)

Action Items: (Send checks in right away. Don't hold monies more than two weeks.)

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Discussion:

Doug was unable to be at the meeting, but his reports are included at the end of the minutes. The membership drive brought in just under \$18,000. Don't forget to deposit checks received immediately rather than at the end of fund drives.

December Summary

Beginning Balance 11/27/02	35,872.16
Receipts	19,676.18
Disbursements	<u>-14,748.33</u>
Ending Balance 12/27/02	40,800.01
Reserve 5th grade	2605.39
Library Donations	2022.85
Restated Balance Available	36171.77

4. Reports on Current Fundraisers

Auction Fundraiser (Betsy Taylor)

Action Items: (Need Business Sponsorship Chair, and a Checkout Chair, Donations due February 4th. Collage team needs assembly help. Betsy needs business contacts, especially your banker)

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Discussion:

The auction is coming along well. We have \$8000 worth of donations mostly through the mail. Probably worth \$6000 to us. We want to have \$18,000 worth of donations. In addition to the Room Parent coordinated class projects that are traditionally sold at the auction, we have a new project from Doug Culver, Kim O'Reilly, Annie Flanders and Rochelle Platt (hereafter referred to as the collage team). Each class is doing a collage. Each grade has a collage theme. For instance, one grade has flowers and each child cuts flowers with Ms. Herrick and then the collage team combines them all into a beautiful collage that will be sold at auction. Families can be cards of their own child's art. The team wants to get one collage from each grade on display by January 13 and needs art easels to display them on (KEF – I think they got them). Selling notecards before the auction. Need help putting each class's collage together. Call the team if you are available.

We still need a Chair for Checkout. In order to do the checkout, you need to be organized and attentive to detail. The auction program will make it easier and you will train 6 to 8 helpers.

Claire Auchter is working hard on the program. Gail Black is doing the promotions and auction education. The deadlines for donated items is February 5th. Invitations will go out at the end of January. Sponsoring businesses can be listed on a fence banner, doorways in school, and in the program. We will do a software test early in February.

Give Betsy contacts at realtor, banks, other businesses. Banks are an especially attractive possibility. Ann Culver will put a cover letter from the Houston Partnership on along with your request, and the bank is likely to donate a substantial amount.

5. Parents' Science Cooperative (Malcolm Ross)

Action Items: (Health Fair?)

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Discussion:

The Science Coop progress was discussed in the latest Roberts Tuesday folder update.

Sandra Israel is discussing a Health Fair that Ms. Felder, our school nurse, would like to have.

6. Standing Committee Reports

Book Fair (Kim O'Reilly)

Report: (Submitted by Kim O'Reilly)

- Last year total sales: \$12,432.00
- **This year total sales: \$12,952.06**
- This is a slight increase of \$520.06. Of which we received 25%.
- Total profit from Scholastic this year: \$2,877.87.
- Evening Event: \$176.50 profit.
- Library Book Donations: \$2,002.00
- 142 books were donated.
- **Problems:**
 - *Poor sales service from Scholastic. We did not receive a crucial delivery.
 - *Several families wrote 2 checks/CC. This may have been due to a last minute change of location.
 - *Many families did not know about the Chik-Fil-A in the café. This was probably due to a change in the Tuesday folder format.
 - I want to **thank my co chairs**—Melonie Haegner, Rochelle Platt, Debra Fischer, Annie Flanders and Debbie Haase. They made my job so easy!!!

Building and Grounds (Jenny Sommer/ Suzannah Morris)

Action Items: ()

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Discussion:

Learning center is finally finished and the painters did a great job. We had a sign up to label it. We will start landscaping and lighting in the next month and will install two more of the lantern lights toward the learning center and then more on the back toward School street. The lanterns will use photo cells to turn on only when it is dark. We are looking at lighting the breezeway to Circle drive. Alan Rafte has been working a lot on the Science pond. The turtle has a new home and food. We have a lot of donated bulbs – 350 daffodil bulbs for Circle Drive and the front facing Greenbriar. Winter got new trash cans. (KEF – I think this refers to the Winters family, but I am not sure.) In January or February Roberts park will try to get re-sparked. If that happens we can get \$50,000 to upgrade the park area. Urban Harvest is coming next Thursday to give some ideas on the pond and the vegetable garden and get everything to flow together and ways to get activities involving them into the curriculum.

Hospitality – (Deborah Hussman)

Action Items: (Thanks to Jason's Deli)

Lunch for PTO was provided by Jason's Deli. Thank you!

Box Tops– (Joyce Woodward/Melanie D'Souza)

Action Items: (Request your family save box tops also. Want to chair this next year?)

Get your family to keep box tops also. Joyce and Melanie are leaving next year so need to get a new person to chair box tops.

Technology (Richard Wingfield)

Action Items: (Kathi Fletcher – get PTO materials onto the new website)

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Discussion:

The Technology committee will be meeting to talk about phase two of the website. In phase two, each class will be able to have a webpage and the School calendar and Tuesday folder materials will be available. Kathi Fletcher is going to help out with getting PTO material onto the new website. Richard will get her access and she will download an evaluation copy of the software used to create and manage the website.

VIPS Report (Tamara Thompson)

Action Items: (Thank you Kim O'Reilly for the Book Fair! Thank you Jane Versalovic for the Science Room!)

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Discussion:

Kim O'Reilly received her certificate for her wonderful work on the Book Fair. January's recipient is Jane Versalovic for all the work that she did on the science program and room. She was not able to be at the meeting today.

7. Housekeeping Issues – Vacant Positions for Carnival and New Fundraising Review Committee (Victor Israel)

Action Items: (Teachers Lounge Project)

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Discussion:

The teachers would like a more soothing teachers lounge. Painting the lounge for the teachers might be a good Spring Break Program.

Look in the school newsletters for info on the new Trash Program – get caught cleaning up. Seen in the Roberts report.

Wendy's Tuesday – Get a free Junior Frostee if you mention Roberts.

8. Appendix – December Budget Details – Next page

Roberts PTO Budget Analysis
12/27/02

00-01 <u>Actual</u>	01-02 <u>Actual</u>	<u>Description</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Total</u>	21-02 <u>Budget</u>	<u>Difference</u>
19.4	21.0	Membership	17,999.99		17,999.99	20,000.00	2,000.01
16.0	22.1	Gift Wrap	43,747.00	22,776.54	20,970.46	20,000.00	-970.46
7.7	0.5	Golf Marathon			0.00	0.00	0.00
-1.2	0.9	Directory	6,715.00	2,063.24	4,651.76	0.00	-4,651.76
39.0	46.9	Auction	200.00	528.02	-328.02	29,800.00	30,128.02
8.7	8.9	Carnival		22.33	-22.33	8,000.00	8,022.33
4.2	-0.7	School Store	18,419.65	20,600.14	-2,180.49	3,000.00	5,180.49
2.9	4.9	Bookfair	8,027.33	5,589.83	2,437.50	5,000.00	2,562.50
2.5	0.6	Interest Income	41.20		41.20	0.00	-41.20
1.8	0.9	Other Income	831.88		831.88	3,500.00	2,668.12
101.0	106.0	Total Net Revenue	95,982.05	51,580.10	44,401.95	89,300.00	44,898.05

1.1	0.8	Gifts & Awards			0.00	300.00	300.00
4.5	9.2	Teachers Aid	50.00	8,471.46	-8,421.46	10,000.00	1,578.54
45.1	66.4	Educational Materials			0.00	40,000.00	40,000.00
37.1	72.1	Technology	##	35,550.90	-35,550.90	39,000.00	3,449.10
2.3	2.6	Library			0.00	2,500.00	2,500.00
1.7	2.8	Building & Grounds	2,924.00	1,957.84	966.16	3,000.00	2,033.84
	2.8	Hospitality		556.43	-556.43	2,000.00	1,443.57
	0.3	Historian			0.00	500.00	500.00
	0.2	International	1,111.29	1,440.37	-329.08	2,000.00	1,670.92
	0.7	Newsletter			0.00	500.00	500.00
		Performances			0.00	0.00	0.00
		Camp Read-A-Lot			0.00	0.00	0.00
		Other		1,022.25	-1,022.25		-1,022.25
91.8	157.9	Budget Commitments				99,800.00	52,953.72

Restricted Funds:						Beg. Bal.	End. Bal.
0.9	4.1	Library	2,022.85		2,022.85		
12.0	8.0	Fence			0.00		
0.2		Community Care fund			0.00		
		Alumni			0.00		
15.5		Technology			0.00		
		Building & Grounds			0.00		
		Reserve	2,977.35	371.96	2,605.39		
		Art Car Fund			0.00		
0.1		Bazarsky fund (library)			0.00		
		Total Receipts	95,982.05				
120.4	170.0	Total Expenditures		100,951.31			
		Net Receipts			-4,969.26		