

Roberts Elementary School

PTO Minutes

September 4, 2002

(Approved at PTO meeting October 9, 2002)

Attending: Victor and Sandra Israel, Ann and Malcolm Ross, Doug Culver, Kathi Fletcher, Claire Auchter, Georgette Lockwood, Siva Mallela, Sharon Babitt, Tony Black sitting in for Pearl Black, Susan Rafte, Betsy Taylor, Bob Brown, Annie Flanders, Tamara Thompson, Jenny Sommer, Suzannah Morris, Joyce Woodward, Kim O'Reilly, Sam Sarabia, Pat LaPadula, Kelly Teague, Deborah Hussman, Diane Roskar

Deborah Hussman and Diane Roskar, co-chairs of the Hospitality Committee, provided lunch for the meeting. Thank you!

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 October 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, October 9, at 11:30 AM in the library.

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1.Meeting Called to Order (Victor and Sandra Israel)

Discussion:

Victor welcomed everyone for the new year. He reported that Marsha Mills who was the Bookfair chair was recently diagnosed with thryoid cancer and the PTO sent her flowers. Victor read a letter from her thanking the PTO and reporting on her treatment schedule. She wants to get back involved but will need time off. PTO (the Hospitality Committee) had a welcome breakfast for the teachers. PTO meetings will be on the 2nd Wednesday for the remainder of the year at 11:30 AM. Victor reminded the PTO of why we are important, especially regarding fundraising. He pointed out two recent news articles – "Texas can't shake poor SATs" and "Funding for new prisons greater than schools".

2.Introductions ()

Discussion:

Victor asked everyone to introduce themselves and answer "Why do you feel optimistic about the year?" We got a variety of wonderful responses and the year is off to a great start.

3.Treasurer's Report (Doug Culver)

Action Items: (Using Savings Account/ Adjusting tech budget/Research consolodating accounts)

- Using money from the savings to pay the Teaching Aid budget item for Sep.

- Adjusting the way the technology budgets are reported to even them out over the years (see discussion).
- Investigating consolidating the checking and savings account funds.

Discussion:

Doug handed out cash and budget analyses for 8/31 and 7/31 and explained some of the items. On the cash analysis the reserve amount is money in a savings account. On the budget sheet, the first two columns are the budget for those items for the past two years (in thousands of dollars) for comparison with this year's budget.

7/31/02 Budget: Last year the technology budget is listed as \$72K(K is Thousand), but it reflects paying this year's technology payment in the summer out of last year's budget. Doug will adjust that budget item to \$34K for each year.

8/21/02 Budget: The ending balance for 8/31 of ~25K (~ is approximately) reflects the money received selling the school packets, but most of that money will be paid out in three weeks to the private company that makes the packets. The beginning of year school packets are not intended to earn money for the school ((kef) – Later discussion suggested that they may actually earn a few dollars for the school per packet). Other school supplies sold throughout the year earn \$3000.

The VISA charge is for the school to be able to allow parents to charge purchases at fundraisers. The VISA organization charges \$54 per month plus approximately 2% of each purchase.

Doug asked whether he could take the whole \$4000 payment under "Teacher Aid" payment out of reserve savings account and this was eventually approved. Georgette explained that the original purpose of the reserve account was to earn interest on accrued money when interest was high. Since that is no longer the case it might be better to put all money in one account for convenience. Doug will find out the details on the savings account and come back next month with the information. Malcom reminded us that wherever the money is kept, we do need a cushion at end of year and Doug said that technology payments over the summer and beginning of the year expenditures need to be "reserved" at the end of the school year.

4. Budget and Finance Report - No Report(Bob Brown)

5. School Report (Sam Sarabia)

Discussion: (New Teachers, The Learning Center, Cleaning, Mold, Enrollment, Science Program).

((kef) This is a paraphrasing of Mr. Sarabia's report). **New Teachers:** One of the most important part of principal's job is staffing and Sam has had wonderful comments on the new teachers. His overall feedback from new teachers has also been extremely positive. **Learning Center:** He recommends that everyone go and visit the learning center. It is starting on a small scale but when we can hire an additional non-special ed teacher we will be able to send any student out for remediation or acceleration. Spanish is focusing on spoken Spanish and not on verb conjugation which will be left for middle school. **Cleaning:** Roberts received the cleanest school award from the Central District. The hallways have 10 coats of wax and when they need repairing, the tenth coat is stripped and the 9th coat is then buffed. A new cleaning machine replaces mopping and is much more efficient allowing one person to clean the cafeteria floor in the time in previously took four people. The cleaning is done by zones

with each zone managed by one person who has responsibility for the maintenance of all aspects in that zone. **Mold:** The school has been inspected by HISD's Facilities and Maintenance Organization (FMO) and by the City of Houston and no unsafe conditions were found. Some ceiling tiles look like they are molding but they are not and are sometimes left in place so that the positions of previous leaks can be rechecked after rains to make sure the new roof is working correctly. The whole roof is being replaced by Charter Roofing. **New doors and windows:** The new doors are installed and minor corrections will be made before the signing off on the work. The windows will be replaced after two other schools receive theirs. The good news about not being first in line is that Mr. Sarabia and Mr. LaPadula can confer with the previous schools. **Enrollment:** Enrollment is down by 37 students from last year's final enrollment. Enrollment is down by 17 students from the initial (beginning of the year) enrollment at Roberts in 2000 and 2001. Final enrollment is determined on the last Friday in October and International students typically enter the school between now and then. Because the initial enrollment is lower than previous initial enrollments, Roberts likely will have 10 to 17 fewer students and will lose about \$3000 per lost student from the budget. Some of that money may be recouped from funding that Kay Stripling (the District head) has allocated for Technology and "De-centralized" funds. Also Mr. Sarabia is lobbying Mr. Reiner (our Superintendent) and Margaret Stroud (the Associate Superintendent for the district in charge of funding) to provide additional funds. We will be competing for funds against schools that have dire needs for teachers to reduce very large class sizes. Declining enrollment is due to the fluctuations in the medical center employment and fourth graders leaving for private schools (18 left last year). **Science:** Hiring a science teacher will be difficult due to these constraints. But the school is doing very well on class size – Fifth grade is below 22 students in every class whereas last years classes had 27 students each. The current science curriculum will be taught by the classroom teachers with use of the Science Lab when they need it, possibly once a week. Each teacher will be submitting science plans for their class soon.

6. Reports on Current Fundraisers

Action Items: (Allow VISA payment/ Meet with Budget and Finance)

- For all fundraisers, consider using our VISA account to allow donators to pay with VISA.
- For all fundraising chairs – to influence your budget expenses and earnings target, meet with the Budget and Finance Committee.

Discussion:

Victor warned that all fundraising may be affected by decreased enrollment, layoffs, and the economy. Don't forget to allow parents to use VISA to pay for fundraising items because it increases sales. Chairs of fundraising committees should go to the Budget and Finance Committee meetings. Georgette thinks the By-Laws specify that the fundraising committee chairs are automatic members of the Budget and Finance Committee.

Sally Foster Fundraiser (Pearl Black and Susan Rafté)

Action Items: (Show 4th Grade I-movie)

- Show the 4th Grade I-movie at the PTO presentation at the Open House Sept. 5th.

Discussion:

Susan Rafté was recruited during the summer for the Sally Foster Fundraiser – she is new to the school and has lots of fundraising experience and everyone was extremely grateful that she took over on short notice. Susan said to be sure and use the internet for out-of-

town family orders. Last year's revenue was ~\$23,000 out of ~\$48,000 thousand dollars. This year's incentives include two from last year: an ice cream social for the class that sells the most, a limo ride to skeeters for any child whose sales are \$250 or greater. A new incentive has been created for the class with the most kids participating – the teacher will get a gift basket of Sally Foster paper. Susan will speak to the parents at the Open House and would like to show the new laptops and the I-movie created by the 4th graders to show what the money is used for. Don't forget to buy candy, it is good. The Peppermint bark is good and keeps well. There are lots of items for under \$10 that are good for girls' birthday parties.

Membership Drive Fundraiser - No Report (Barbara McAfee)

Auction Fundraiser (Betsy Taylor)

Action Items: (Adjust earnings target/ Recruit donation solicitors)

- Meet with Budget and Finance Committee to adjust the earnings target for the auction.
- Recruit ten people to solicit donations.

Discussion:

Betsy is worried about the Auction target of \$30,000. This amount has been exceeded for the past two years but previously the Auction raised between \$20,000 and \$25,000. She will work with the Budget Committee to come up with a realistic target. This year's auction theme will be International and the kids will be encouraged to create items that mesh with the theme. The auction will be held at St. Thomas again this year around the 3rd Saturday in February. Betsy wants to get 10 people to solicit donations from community businesses rather than a single person. Victor Israel volunteered to be one of the ten.

7. Standing Committee Reports

VIPS Report (Tamara Thompson)

Action Items: (Jenny Sommer Volunteer of the Month)

- Jenny Sommer is the Volunteer of the Month for September for her summer grounds beautification work.

Discussion:

VIPS is starting a volunteer of the month to appreciate volunteer work. The volunteer will have their picture out in front and in the newsletter. Jenny Sommer is September's volunteer of the month. She spent tons of time over the summer on the grounds.

Directory (Ann Ross)

Discussion:

Flyers have been sent home and 75 letters were sent to community businesses about purchasing ads. Room sponsors donating \$50 will have their kid's artwork in the directory. Last year's pictures were by kids whose parents donated to the room.

Building and Grounds (Jenny Sommer/ Suzannah Morris)

Action Items: (Cost for painting awnings/Stepping stones at auction/Share Programs)

- Mr. Sarabia – Getting cost for repainting awnings.
- Jenny – Increase participation in "Share" programs and use funds for this committee
- Explore selling stepping stones at the auction.

Discussion:

Jenny had to leave before we got to the report. Victor was impressed with the number of things she got donated. New umbrellas for outdoor picnic areas were donated by ((kef) I

think it was Builder's Square). Mr Sarabia is getting an estimate on painting the awnings. Jenny will likely want more funds than her budget allows and so she will be trying to increase participation in the Business Share programs where businesses donate a percentage of parents purchases. (Target, Randall's, Krogers ...) Finally, we may sell stepping stones at the Auction to raise funds.

Community Liason (Beth Brown)

Action Items: (Getting high-quality tapes of local news coverage/Reporting interesting events)

- Anyone who can help obtain high quality copies of local news coverage of the school, please contact Beth.
- Report any interesting class news or projects to Beth and she will write articles for the community newspapers.

Discussion:

Channel 11 has said they will cover the September 11 commemoration at the school. Beth wants a good clean copy of the program for the school to use at school functions and for tours. The cows will be officially presented at the September 5th Open House. When they go outside, the West University Examiner wants to cover it. Anything that comes up, please let Beth know, she will write it up and the Examiner will cover it.

International - No Report (Jennine Johnston/Guilia Maioli)

Library – No Report (Joyce Woodward/Kim O'Reilly)

School Store (Sharon Babbit)

Action Items: (Roberts Shirt)

- Investigate sources for the Roberts red shirt.

Discussion:

Sharon is having trouble finding the red shirt through the previous provider. Someone suggested looking into Lands End because they will print a logo on their shirts. Also, the suggestion was made to sell gently-used "experienced" Roberts shirts. If parents donate the ones that no longer fit, and other parents buy them for a reduced price, the school profits.

Room Parents (Annie Flanders)

Discussion:

Annie is hoping to get more involvement from international families this year.

Workroom – No Report (Fay Shapiro/Liz Tepikian)

Hospitality – No Report but a nice lunch was provided. (Deborah Hussman)

Historian -- No Report (Georgette Lockwood)

8. Housekeeping Issues – Vacant Positions for Book Fair and Carnival ()

Action Items: (Carnival Chair/ Book Fair co-chair)

- Report any ideas about someone to chair the carnival to Victor and Sandra.
- Find a co-chair or assistant for Kim O'Reilly who volunteered for Book Fair.

Discussion:

Kim O'Reilly has been approached about the Book Fair and she is willing but concerned about knowing the ropes. Last year's Board created Officer and Committee Handbooks for each position. Kim felt that this would be what she needed and accepted the position. She still wants a co-chair or assistant to organize. ApAppA

9. Appendix – July Budget Summary

Beginning Balance 6/30/02	46,559.98
Reserve	<u>10,412.68</u>
Restated Balance	56,972.66
Receipts	52.15
Disbursements	<u>-34,715.68</u>
Ending Balance 7/31/02	57,024.81

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Roberts PTO Budget Analysis
7/31/02

00-01	01-02					21-02	
<u>Actual</u>	<u>Actual</u>	<u>Description</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Total</u>	<u>Budget</u>	<u>Difference</u>
19.4	21.0	Membership			0.00	20,000.00	20,000.00
16.0	22.1	Gift Wrap			0.00	20,000.00	20,000.00
7.7	0.5	Golf Marathon			0.00	0.00	0.00
-1.2	0.9	Directory			0.00	0.00	0.00
39.0	46.9	Auction	50.00		50.00	38,000.00	37,950.00
8.7	8.9	Carnival			0.00	8,000.00	8,000.00
4.2	-0.7	School Store		22.33	-22.33	3,000.00	3,022.33
2.9	4.9	Bookfair			0.00	5,000.00	5,000.00
2.5	0.6	Interest Income			0.00	0.00	0.00
1.8	0.9	Other Income	2.15		2.15	3,500.00	3,497.85
101.0	106.0	Total Net Revenue	52.15	22.33	29.82	97,500.00	97,470.18

1.1	0.8	Gifts & Awards			0.00	1,000.00	1,000.00
4.5	9.2	Teachers Aid			0.00	10,000.00	10,000.00
45.1	66.4	Educational Materials			0.00	40,000.00	40,000.00
37.1	72.1	Technology		34,638.40	-34,638.40	34,000.00	-638.40
2.3	2.6	Library			0.00	2,500.00	2,500.00
1.7	2.8	Building & Grounds			0.00	3,000.00	3,000.00
	2.8	Hospitality			0.00	2,000.00	2,000.00
	0.3	Historian			0.00	500.00	500.00
	0.2	International			0.00	2,000.00	2,000.00
	0.7	Newsletter			0.00	1,000.00	1,000.00
		Performances			0.00	1,000.00	1,000.00
		Camp Read-A-Lot			0.00	500.00	500.00
		Other		54.95	-54.95		-54.95
91.8	157.9	Budget Commitments				97,500.00	62,806.65

Restricted Funds:

					Beg. Bal.	End. Bal.
0.9	4.1	Library			0.00	
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			0.00	10,412.68
		Art Car Fund			0.00	
0.1		Bazarsky fund (library)			0.00	
		Total Receipts	52.15			
120.4	170.0	Total Expenditures		34,715.68		
		Net Receipts				-34,663.53

11. Appendix – August Budget Summary

		Next month Projection
Beginning Balance 07/31/02	11,896.45	24,789.18
Reserve	<u>10,412.68</u>	<u>10,412.68</u>
Restated Balance	22,309.13	35,201.86
Receipts	12,892.73	98.00
Disbursements	<u>-9417.95</u>	<u>-16681.00</u>
Ending Balance 8/31/02 **	35,201.86	35,299.86

** Projected pending August Statement

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Roberts PTO Budget Analysis
8/31/02

00-01	01-02					21-02		
<u>Actual</u>	<u>Actual</u>	<u>Description</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Total</u>	<u>Budget</u>	<u>Difference</u>	
19.4	21.0	Membership			0.00	20,000.00	20,000.00	
16.0	22.1	Gift Wrap			0.00	20,000.00	20,000.00	
7.7	0.5	Golf Marathon			0.00	0.00	0.00	
-1.2	0.9	Directory			0.00	0.00	0.00	
39.0	46.9	Auction	100.00		100.00	38,000.00	37,900.00	
8.7	8.9	Carnival		22.33	-22.33	8,000.00	8,022.33	
4.2	-0.7	School Store	12,681.00		12,681.00	3,000.00	-9,681.00	
2.9	4.9	Bookfair			0.00	5,000.00	5,000.00	
2.5	0.6	Interest Income			0.00	0.00	0.00	
1.8	0.9	Other Income	163.88		163.88	3,500.00	3,336.12	
101.0	106.0	Total Net Revenue	12,944.88	22.33	12,922.55	97,500.00	84,577.45	
1.1	0.8	Gifts & Awards			0.00	1,000.00	1,000.00	
4.5	9.2	Teachers Aid		5,265.00	-5,265.00	10,000.00	4,735.00	
45.1	66.4	Educational Materials		4,000.00	-4,000.00	40,000.00	36,000.00	
37.1	72.1	Technology		34,638.40	-34,638.40	34,000.00	-638.40	
2.3	2.6	Library			0.00	2,500.00	2,500.00	
1.7	2.8	Building & Grounds		98.00	-98.00	3,000.00	2,902.00	
	2.8	Hospitality			0.00	2,000.00	2,000.00	
	0.3	Historian			0.00	500.00	500.00	
	0.2	International			0.00	2,000.00	2,000.00	
	0.7	Newsletter			0.00	1,000.00	1,000.00	
		Performances			0.00	1,000.00	1,000.00	
		Camp Read-A-Lot			0.00	500.00	500.00	
		Other		109.90	-109.90		-109.90	
91.8	157.9	Budget Commitments				97,500.00	53,388.70	
Restricted Funds:							Beg. Bal.	End. Bal.
0.9	4.1	Library			0.00			
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			0.00	10,412.68		
		Art Car Fund			0.00			
0.1		Bazarsky fund (library)			0.00			
		Total Receipts	12,944.88					
120.4	170.0	Total Expenditures		44,133.63				
		Net Receipts			-31,188.75			