

**Roberts Elementary School
PTO Board Meeting Minutes
October 11, 2006**

Attending: Kelly Teague, Carol Tindall, Tracey Bruhn, Stephanie Walton, Helen Dreyfus, Sherri Walsh, Kristina Brosig, Michelle McCormick, Tom Black, Claire Auchter, Deidre Hawkins, Karen Wagner, Valerie Tompson, Marta Eskin, Grace Pierce, Pat LaPadula, Alyssa Hightower, Rochelle Platt, John Savage, Yang Sun, Lisa Somara, Linda Smith

Recording Secretary: Carol Tindall

These minutes were approved by the PTO Board on November 8, 2006.

Next PTO Board Meeting: Wednesday, November 8, 2006

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1. Meeting Called To Order (Kelly Teague)

Kelly called the meeting to order and asked that everyone please sign in and pick up handouts. There is a card to sign for Shelia Wilson, who is having surgery tomorrow.

2. Approval of Minutes

Marta Eskin made motion to approve the September minutes. Claire Auchter seconded the motion. The minutes were approved.

3. School Report (Linda Smith)

Kelly introduced our new principal, Linda Smith, who gave school report. We have a new Special Ed. teacher, Julia Guerrero and assistant, Deborah Steele as well as a new custodian, Delores Edison. We will also be getting a new 5th grade teacher, Jennifer Konvicka. We are waiting for HISD Human Resources to complete their paperwork. Security has been a district wide issue and we are currently getting bids for a close circuit system and keyless entry for teachers. The School Street and Greenbriar doors will be locked during the day. The Swift Street, playground, and Third Grade doors are the only doors that will remain unlocked during the day. We are looking into getting a system where you scan visitor's driver's licenses and it keeps a log. It will also identify anyone in the sexual offender database nation wide. This option is less expensive than close circuit. It can also keep track of absences and tardies. Roberts is a TEA exemplary school. On October 18 at 3:30 Dr. Saavedra will be here for an ice cream party for teachers to commend them on a job well done.

4. Reports on Current Activities

a. Membership (Grace Pierce)

Grace reported that the membership drive is officially finished. It raised \$32,000. Participation awards went to Ms. Sheets' and Ms Webb's classes. It seems that a lot of new parents signed up as well.

b. Sally Foster (Kelly Teague)

Kelly gave the report Melissa Padden sent her. It looks like Sally Foster raised about \$18,000 but they still have to go over everything with the Sally Foster reps. Roberts is allowed 2 tax free days per calendar year. Last year the Board discussed making Sally Foster tax free instead of the Carnival. Carnival was, however, a tax free event so Sally Foster sales this year will have to be taxed. That will take about \$3,000 off the top. We will make sure that Carnival will be taxed this year so that Sally Foster can be tax free next year.

c. Directory (Alyssa Hightower)

Alyssa reviewed the attached report from Robin Owens. Marta Eskin asked where the class sponsor money goes. Kelly Teague said it goes into the general fund. Rochelle Platt asked for the information on the printer because she is going to try to get a printing quote encompassing all fundraisers.

d. Cookbook (Rochelle Platt)

Committee members from the cookbook, directory and memory book are trying to coordinate in order to stream line some things. Deidre Hawkins purchased new software through the technology committee and it is installed on a computer in the school and licenses were purchased as well so that more than one person can use it. Rochelle has also purchased a sophisticated binding machine through the cookbook and memory book budgets. Each contributed \$1000. We will save a large amount of money with binding for all the school events. They have received a lot of illustrations and are trying to decide on the front cover. They are looking at selling at \$15 per copy. There will be some color pages, but mainly pages will be black and white. Pre-order forms will go out in 2 weeks and the cookbook will be ready for delivery at the beginning of December. There will be a mock up at the International Festival and pre-orders will be taken there as well.

e. Book Fair (Kelly Teague)

Kelly reported that Sandra Fossum is moving at end of semester. Karen Wagner reported that Sandra asked her to look for a replacement chair. Karen met with Sandra and Tammy Harris and they have plans to work on replacement. They have ideas of who to ask and are waiting for confirmation.

f. International Festival (Rochelle Platt)

We have received \$2,500 in donations including contributions from St. Arnolds Brewery and Stena Bulk. The t-shirts have been printed and will be distributed next week. They will also be on sale at the festival. Sponsor's logos will be put on the sleeve. Geoservices is included as a sponsor because they provide the printing services. Everyone seems to be on board and all classrooms have been covered. Classes are making backdrops for the walls and the committee is getting positive response from teachers. There are about 50% new volunteers including lots of Kindergarten parents.

g. VIPS (Karen Wagner)

Karen asked Rochelle for the names of volunteers from Kindergarten. She would like to get a volunteer news letter started for the Tuesday folder featuring a

different way of volunteering in each issue, such as helping Ancillary teachers, day to day classroom needs, Carnival, Auction, etc. She is still working on bulletin board. She is also the President of their civic association and the association is working on getting a pedestrian activated traffic light at Swift and Greenbriar. They are ready to go to city council and ask for the light as there are traffic surveys to support the request. She is also the Technology Co-chair and that committee is trying to help out by paying for the Adobe software requested by Deidre Hawkins for the memory book. The technology committee has changed a lot in recent years and has spent a lot of money updating the computer lab, buying pc's, installing a wireless system. They are in the process of writing down their mission and clarifying their role.

h. Technology (Tom Black)

521 people have registered in the web site. Thanks to Karen Wagner and Robin Owens for their help with publicity. Friday everyone in the database should receive an email to proof their student's information that will go into directory. There is a handout addressing a proposal for policy and procedures for the website to keep it from being abused. If you would like to make a broadcast email please read the information about it. There is the ability to send an email to a grade level or school wide. If you would like to send something to teachers, the policy will be to send it to Administration and they can send out to teachers. We don't have the ability to blast messages to the teachers. PTO related emails should be sent to the President-elect who will review send it to Administration, if appropriate. These requests must be sent at least 2 days in advance. This will augment what is put into the Tuesday folder. School initiated broadcasts will be handled differently from this policy. Tom made motion to approve the policy and procedures outlined. Deidre Hawkins seconded. The Board voted to approve the proposal. We currently have a Japanese translation on the website, next will be Chinese and Spanish. Volunteers are needed to do those translations.

5. Operations Reports

a. Treasurer (Kristina Brosig)

We're in good shape financially. The budget and cash analyses are attached. Kristina questioned the viability of Sally Foster being tax free. Kelly explained that had already been looked into. Kristina is working on the tax return. She has gotten the merchant fees for credit card machines waived. This will be triggered when we use the machine. She talked to Bank of Texas about moving some funds into a CD for investment and suggested \$50,000 go into a 13 month CD that gains 4% interest. It is a no penalty CD and plenty of money will still be in our account. She made a motion to approve the CD. John Savage questioned the tax ramifications for doing that since we are a non profit and non profits cannot make money. Kristina will check to make sure about tax ramifications. Helen Dreyfus seconded

the motion and the board approved. Kristina asked everyone make sure to keep copies of check requests in their notebook.

b. Building and Grounds (Kelly Teague)

There will be a family work day Saturday morning. It should be brief with light weeding. If you have a hose or hand shovel please bring them and bring water. Kids are welcome to come as well. The classes have started to plant fall crops and they are making scare crows.

c. Auction (Kelly Teague)

Carleeta Sandeen and Colleen Elliot are taking on acquisitions and Marta Eskin has agreed to do systems.

d. School Store (Tracy Bruhn)

School Store got a credit back for \$900; Tracy also thinks she will be getting a refund and she will call to check on that. There is an order for shirts that has come in and she will have to order more because of upcoming field trips.

e. Room Parents (Claire Auchter)

There was a room parent meeting last week and it went well. All but one class has a room parent/assistant room parent.

f. Family Sponsors (Kelly Teague)

Kelly presented Beth Brown's report. Training was held on September 25th. Barbara Chase Hopkins helped out with that. Beth is having trouble communicating with families. Stephanie Walton reported we have about 10 families and Beth reported that 2 matches have been made.

g. Box Tops (Kelly Teague)

Sue Marsh did box tops last month and it went well.

h. Teacher Appreciation (Kelly Teague)

Lisa Aaronson needs a 5th grade chair for their month of serving the teachers.

i. Workroom (Michelle McCormick)

There is a new laminating machine.

j. Community Liaison (Kelly Teague)

Christine Manca is the community liaison and she is looking for ideas of things to put in the neighborhood papers. Rochelle Platt said that she is working on an article that will go into West U Buzz.

6. Other Business

Marta Eskin questioned about the water supply outside for the drinking fountains. Pat and Linda are going into a meeting with new person in charge of that and will ask about it.

Kelly announced that there will be a party welcoming Linda as principal this Sunday and the Amazon. Karen Wagner asked when Linda will be here full time. Linda said that they had interviewed last Thursday for a new principal for Sinclair and the committee made a recommendation. She thinks that will go in today. She will have transition period and needs to clarify what that means. She thinks that she will be here on Monday.

7. Meeting Adjourned (Kelly Teague)

Kelly adjourned the meeting. The next meeting will be November 8th at 11:30.