

Fair Oaks Ranch Elementary

July 2019 Executive Board Minutes

Date and Location: July 22, 2019, Fair Oaks Ranch Country Club

Meeting called to order by: Angela Jones at 11:14 am

Attendance: Angela Jones, Shannon Lucas, Neely McGinty, Sarah Faulkenberry, Brooke Maier, Lisa Alley, Paula Mokry

Motions: Angela motioned to approve the May 2019 PTO minutes, Shannon seconded and the motion was approved.

Officer's Reports:

President – Angela Jones

- Discussed overview of email communication guidelines for the school year. Lisa will update board with instructions on board e-mail names. Submit all information to Lisa at least 7 days prior for any social media posts and e-mail communications to be sent out. Lisa to add a box to check on new membership forms if interested in volunteering for PTO. All flyers to be e-mailed to Angela for proofing and approval prior to submitting.
- New Membership fee structure voted on through e-mail prior to this meeting and approved by five board members. Angela motioned to approve, Sarah seconded and all were in favor of the approval. See PTO website for the new membership options. Will continue the Pie Drive incentive for teachers whose classes reach 100% membership first, specific details to be determined. Any class that reaches 100% membership by Friday, September 13th will receive an ice cream party. The teacher of the first class to receive 100% membership in every grade level will receive \$75 Amazon or Target gift card. The teacher of the second class to receive 100% membership in every grade level will receive a \$50 Amazon or Target gift card.
- Parent Orientations are scheduled for Tuesday, Aug 27 (KG – 2nd) at 5:30 p.m. Brave Parenting Presentation scheduled for 6:00-7:00 p.m. Setup for Mustang Market; PTO membership table prior to BPP meeting. Volunteers needed to work a table selling spirit wear and memberships during K-2 Orientation. Thursday, Aug 30th (3rd -5th) / Life Skills 5:30 p.m. Brave Parent Presentation 6:00– 7:00 p.m. Parent Orientation. Brooke and Neely can work a table selling spirit wear and memberships during 3rd-5th Orientation.
- Angela motioned to create a Bylaw Committee, Sarah seconded and the motion was approved.
- Upcoming Events:
 - 8/15 Committee Orientation @ 10:00 am
 - 8/20 Board Meeting @ 10:00 am and Executive board will stay after
 - 8/22 General Meeting @ 6:00 pm
 - 9/3 Board Meeting @ 10:00 am

Treasurer- Summer Calong- absent, given by Angela Jones

- Committees must submit their budgets to Summer so that the Executive Board can review on 8/20 and be voted on and approved on 8/22.
- Deadlines are needed for when grants must be submitted.
- Angela motioned for Howdy Night to be one of the two tax-free days, Sarah seconded and the motion was approved.
- Teachers must submit receipts by 8/30 to receive their \$100 reimbursement and for TA's to receive their \$50 reimbursement.

EVP – Shannon Lucas

- The Committee Orientation meeting is scheduled for Thursday, August 15 at 10:00am. All Committee chairs need to strongly encourage their committee members to attend this meeting.

VP Communications & Volunteers – Lisa Alley

- Howdy Night will need 3 tables for Mustang Market (2 for spirit sticks) with 4 volunteers, 1 welcome table with 2 volunteers, 1 volunteer sign up table (Angela will provide the sign-up sheet and volunteer forms), and 1 table for PTO Membership with 2 volunteers (clip-boards needed for an easier sign up process). Neely confirmed that outside community partners for that night will bring their own tables to set up and take down themselves. Mustang Market and PTO Membership will accept cash or check only at Howdy Night, credit cards will still be accepted online.
- No folders or packets will be created for this night, but flyers will be available for parents to pick up and if they would like can be put inside their giveaway bag. One or two large posters with a list of events and dates placed on easels will be displayed for parents who don't want the paper flyer they can take a picture of the board.
- Lisa confirmed that all social media or email information needs to be submitted to her no later than 7 days prior to the message going out or being posted. Lisa will send out reminders for committees and board to submit information to her prior to the 7-day deadline.
- Waiting on confirmation from Ms. Walch on how early we can deliver school supplies and spirit wear before Howdy Night begins. Students classroom assignments will be needed in order to make deliveries.
- Beautification committee will be starting at the school to get ready for the new year and theme.
- The first week of school students will be sent home with a "Opt-In" permission slip for parents to sign for their student's name and birthday to be on the Marquee, this is free of charge for all students who choose to opt-in.
- Executive Board to email Lisa their sign-up genius links for the following month, Lisa will then include all of the sign-up genius links in one monthly email blast for volunteers to sign up, for the upcoming month of events.

VP of Spirit – Brooke Maier

- Brooke motioned the following (1-5) for I Love My School, Shannon seconded and the motion was approved.
 1. ILMS to be 2 weeks long, starting Friday, September 20th through Friday October 4th, the ILMS pep rally to be on 9/20, and the ILMS parent mixer at the FORCC the evening of 9/20
 2. A letter going home with information on the Robin Hood plan, and the amount (TBD) per student our goal is in raising this year will be given out along with examples of purchases this money has raised in the past.
 3. The first and second class in each grade level to get 100% participation (which includes a donation of any amount) receives a kickball party & popcorn party
 4. Every student to earn/raise \$300 wins a limo ride to the park for a pizza party, additionally any student who raises the minimum suggested amount to be fundraised will be in a drawing to also win the limo ride to the park for pizza.
 5. The 1st, 2nd, and 3rd top earning students school-wide will receive prizes TBD on.
- With t-shirt sales down, Brooke is reaching out to the t-shirt company to see if we can add a blue camouflage, tie die and/or neon yellow options for the students.
- The Executive Board needs to be at the Welcome Back Luncheon for the teachers and staff to introduce ourselves on Tuesday August 13th at FORE cafeteria around 12:30 exact time to be confirmed by Ms. Walch. Some members will be coming directly from the incoming Kinder class popsicle party at the park from 10:00-12:00pm.

VP of Fundraising – Neely McGinty

- Neely reported she's been reaching out to contacts of Sponsors she had contact with from last year. The volunteer under her has been out of town and she needed to begin the process with some of the Sponsor companies.
- Tacos & Tears event location TBD once we hear confirmation back from Ms. Walch, but possibly located in the library where Neely and Sarah and Shannon will be with any welcoming volunteers immediately following student drop-off. Any board members able to come should also be there. Las Cruces tacos were said to be more cost effective than Taco Cabana so tacos may be ordered from Las Cruces instead. Neely has not reached out to The Spotted Deer yet in regards to donations and gave the "ok" for Brooke to reach out to them to see what donations for the year they would like to contribute.

VP of Programs – Sarah Faulkenberry

- A Sign-Up genius was emailed out to a list of volunteers by the previous Executive Board for the work-room volunteer sign-up. Working on finalizing a training date for the workroom volunteers for a date after school is back in. Additionally, adding another workroom training date for the Executive Board after school is back in session.
- Room Parents will ask for \$20 at the beginning of the year to cover all of the years class needs, allocated as follows: \$5 – Teacher birthday, \$5 – Teacher Christmas gift, \$5 – Christmas party, \$5 – Valentine's Day party. Any leftover money will be used in the end of year teacher gift, and

classes that need supplementation, the PTO will help. Each class will have 2 Room parent spots and 1 class photographer. Date TBD for end of class collections and a date TBD for classes to submit to PTO for short funds.

- Special Events Committee determined to keep “Donuts with Dad” and “Muffins with Mom” but to push better that the guest can be any special person in that student’s life.
- Special Events for August & September: Friday, September 6th – Grandparents Lunch, Friday, October 4th – Glow Run (end to ILMS), & Thursday, October 24th – “Hall-O-Ween”.

Meeting Adjourned: at 1:27 pm

Minutes Compiled by: Paula Mokry

Next Meeting: Tuesday, August 20, 2019 @ 10:00 am