

## **Fair Oaks Ranch Elementary**

### **August 2019 Executive Board Minutes**

**Date and Location:** August 20, 2019, Fair Oaks Ranch Elementary School

**Meeting called to order by:** Angela Jones at 10:12 am

**Attendance:** Angela Jones, Shannon Lucas, Sarah Faulkenberry, Brooke Maier, Lisa Alley, Paula Mokry, Lauren Walch, Jessica Shults, Sharon Wotipka, Krista Kimball, Erika McCullough, and Megan Waterman

**Motions:** Angela motioned to approve the July 2019 PTO minutes, Sarah seconded and the motion was approved.

### **Committee Updates:**

Room Parent Coordinator – Megan Waterman

- May 4-8<sup>th</sup> : Teacher Appreciation Week, we need background checks for everyone wanting to volunteer.
- Staff and Board agreed to keep Field Day and end of year party the same day

\*\*Sarah motioned to increase room parent amount from \$20 to \$25 to cover all of the specials teachers' gifts, Angela seconded and the motion was approved.

### **Officer's Reports:**

- Debrief by Angela for Neely:
  - o Ms. Walch will send "Welcome Letter" prior to school tours next year. Have smaller tour groups next year and train the parents that run the tours and have a "cheat sheet" for them to answer questions.
  - o PTO needs less time during Howdy Night, plan to start at 4:30 and cut PTO time to 30 minutes, add a microphone to help direct families to the gym.
  - o Great turnout for Taco's and Tears and the Committee/Volunteer Orientation, take more group pictures of events to post to social media.

President – Angela Jones

- Volunteers are needed for T3 meetings the 3<sup>rd</sup> Tuesday of every month at 3:15 pm to watch faculty children, and during faculty meetings the 1<sup>st</sup> Tuesday of every month at 3:15 pm. Ms. Walch will send dates for a sign up.
- Picture day is Tuesday, 10/8, and will need 3 runners volunteers and 3 volunteers to line up the kids.
- Communications going out in student folders this week are: Memberships, Enrichment, Watch Dog Pizza party and Birthday Opt-In forms.

- 9/13 is the deadline for membership and t-shirt orders.
- Grandparents lunch is broken up A-L on Thursday 9/5 and M-Z on Friday 9/6 during the student's lunchtime.
- PTO plans to have a table at the general meeting but not during parent orientation times.

#### EVP – Shannon Lucas

- Membership Toolkit demo is scheduled on 9/3 at the PTO Board Meeting so that everyone can observe and give feedback.
- Coffee with the Principal is scheduled for Friday 9/13 from 9:00-10:00am and Brooke will attend this date to answer questions on ILMS.
- Shannon presented a draft calendar of events for the fall and for Ms. Walch to review the dates with staff prior to the calendar being finalized. It was agreed that the board would approve a final calendar at the September 3<sup>rd</sup> Executive board meeting.

#### Principal- Lauren Walch

- CKH “Parent University” on growth mindset and self-management scheduled for October 17<sup>th</sup> at 5:30pm.
- Want parents to take CKH home with them to use with their kids. Teachers will be sending home their student's social contract. Every staff member is trained on CKH.
- Closed Campus Weeks for Testing: April 6-10 and May 4-8.
- Move Bike Rodeo to Friday, November 15<sup>th</sup> and reach out to SAPD if kids will still qualify for SA Bike Rodeo if the FORPD helped with the event.
- Gold Out shirt forms need to be returned by 8/30 and gold shirts to be worn every Thursday in September for Childhood Cancer Awareness Month, and to all of the “Gold Out” games.
- The nurse could use volunteers to help with hearing and vision screenings and training dates will be sent out.

#### Treasurer- Summer Calong

- Specific line items were added to the proposed budget in order to formulate a more accurate budget for all events in the 2019-2020 school year.
- Special Events line item in the proposed budget includes the following: Donuts with Dads, Muffins with Mom, grandparents' luncheons, and Veterans Day recognition.
- Storia needs to be a grant and not budgeted under Library programs going forward. Storia is already paid for through the end of the 2019-2020 school year, however; Mrs. Montez needs to write a Spring grant for Storia for the 2020-2021 school year.
- After-school extracurricular programs can now apply for a grant to help support the teacher running the program.

#### VP of Fundraising – Neely McGinty absent, given by Angela Jones

- Sponsorships are on pace to meet the \$17,500 budgeted goal.
- Cash Back Program Dates:
  - 9/4 Willie's Night

- 9/13 Ninja City
- 9/20 ILMS Mixer with Kendra Scott
- 10/2 Willie's Night
- 10/14 Altitude 10-12:00pm
- Neely will book FORPD for the Glow Run and Bike Rodeo events
- Formulating a plan for "Survivor Bags" for all new students and families to the school with essentials about the school and area.

Secretary – Paula Mokry

- Moving forward without our last staff spot filled on the By-Laws Review Committee will be looking at a meeting date for the week of 9/3 or 9/9. Ms. Walch is still looking for a second faculty sponsor to sit on the committee.
- Three volunteers interested in assisting with Inventory Manager will be meeting next week to inventory what is currently in the closets and start formulating a system of checking items in and out.
- Once minutes are sent out to the Executive Board, even if there are no changes needed for their sections of the minutes please confirm with Paula that no changes are needed. Paula will email the final approved minutes to Viki Fresca so that she can post the minutes to the PTO website.

VP of Spirit – Brooke Maier

- ILMS:
  - Ms. Walch will run the ILMS pep-rally.
  - Everything is set for the ILMS Parent Mixer on 9/20.
  - Get a spreadsheet to all teachers to take down sizes for students Glow Run ILMS t-shirts
    - Look into making the FORE logo larger on these shirts next year.
    - Sponsor logos are needed by 9/4 for the Glow Run t-shirts.
- Spirit Wear shirts should be worn every Friday and the Sprit Wear competition day is scheduled for Friday 9/27.
- 8/22 is the set meeting to discuss the Family Nights for the school year.
- Ms. Walch will get dates to us to help plan for the next staff appreciation date.

VP of Programs – Sarah Faulkenberry

- FORES Gives Back scheduled for 9/7 at Herff Ranch and again in November at Hill Country Daily Bread.
- PTO will cover \$100 in rewards to Box Top winners for the entire year. Money earned from Box Tops funds the school and not PTO.
- Canva will be made for Ms. Walch to send out for Grandparents Day by this Friday.
- Workroom Trainings are scheduled for this Thursday and next Wednesday and a sign-up genius will be emailed out.
- Room Parents will add an "opt-in" on form for collecting email addresses to be used for receiving PTO communications.

VP Communications & Volunteers – Lisa Alley

- Beautification will use seasonal décor around the front door and entrances to the school.
- Bike Rodeo scheduled for November 15<sup>th</sup>, and will send a sign-up genius out for volunteers to sign up.
- Birthday Board opt-in forms will go out this Friday in students' folders.
- Lisa confirmed that all social media or email information needs to be submitted to her no later than 14 days prior to the event.
- Send all Newsletter items to Lisa by Thursday for Ms. Walch's Friday Newsletter.

**Meeting Adjourned:** at 3:37 pm

**Minutes Compiled by:** Paula Mokry

**Next Meeting:** Tuesday, September 3, 2019 @ 10:00 am