

# FORES PTO EXECUTIVE BOARD MEETING

JULY 2024

## I. President's Welcome/Introductions/Call to Order

- A. Monica Ross welcomed the Executive Board, established a quorum was present, and called the meeting to order.
- B. Attendance: Kiersten Wechsler, Monica Ross, Karie Huber, Erin Cushman, Deb Beck, Brittney Hogan, Bryce Warrington, and Jackie Peck  
Via Google Meet: Jennifer Loveless
- C. Introductions:
  - 1. Monica Ross (President) - mom to a 2nd grader and 4-year-old; likes to make things pretty
  - 2. Karie Huber (Treasurer) - mom to a 3rd grader and kindergartner
  - 3. Jackie Peck (Executive Vice President) - mom to a 5th grader and 2nd grader; second year on board; happy to help anyone who needs extra help
  - 4. Erin Cushman (Secretary) - mom to a 3rd grader, 1st grader, 3-year-old and 8-month-old; second non-consecutive year serving as secretary
  - 5. Brittney Hogan (VP of Philanthropy) - mom to 3 boys - 2nd grade, 1st grade, and TK
  - 6. Bryce Warrington (VP of Sponsorship) - mom to a second grader, kindergartner, and a 3-year-old
  - 7. Deb Beck (Principal's Secretary) - grandmother to 4
  - 8. Kiersten Wechsler (VP of Fundraising) - mom to 3rd grader, 1st grader, and 4-year-old Kaleb (our PTO sidekick)
  - 9. Jennifer Loveless (VP of Communication) - relocated from New Mexico; mom to boy/girl twins in 2nd grade

## II. President Updates: Monica Ross

### A. Motions:

- 1. Motion #1: (Ross) Motion to appoint Jackie Peck as Executive VP (via GroupMe poll on May 15,2024).  
7 favor/0 opposed/1 abstention      Motion Carried
- 2. Motion #2: (Ross) Motion to appoint Viv Serrano as VP of Programs (via GroupMe poll on May 15,2024).  
8 favor/0 opposed/0 abstention      Motion Carried
- 3. Motion #3: (Ross) Motion to approve the amended bylaws (via GroupMe poll)

Motion Tabled

4. Motion #4: (Warrington) Motion to approve 2024-2025 sponsorship levels (via GroupMe poll on July 9,2024).

7 favor/0 opposed/0 abstention      Motion Carried

- B. PTO Committees Review - Monica has added around 20 committees to the website. She also plans to add verbiage for each committee.
- C. Yearbook Distribution Update - Paige is working to get an update from Balfour. We will not have yearbooks in time for Popsicles with the Principal, so the Board will need to coordinate yearbook distribution.
- D. Mustang Market Update - The Board needs to decide if we're doing an online store (via vendor) only or if we are holding inventory. This conversation is tabled for now.

III. Executive Vice President Update: Jackie Peck

- A. Membership Drive & Incentives/Prizes - Jackie reported that our membership drive will begin on Howdy Night and go through the end of August. In the past, we've tried to push for 100 percent participation, but this year we will give the top two classes in each grade a treat (as well as rewarding the first teacher to reach 100 percent with a gift card). Jackie also stressed the need to inform parents that they don't have to volunteer if they sign up for PTO. Jackie would also like to use the thermometer and post boards on the wall and fence so parents can be reminded of the membership drive while in the carpool line.

IV. Principal's Report: Deb Beck

- A. Staff & Student Enrollment - Deb reported that there are 80 staff members and 849 students enrolled at this time. The PTO will provide food for the teachers on the following dates and times:
1. Welcome Back Breakfast - August 1st @ 7:30 AM
  2. Howdy Night - August 8th @ 12:30 PM
  3. PTO Presentation & Luncheon - August 9th @ 12:30 PM
- B. Popsicles with the Principal - Deb reported that we have an unopened box of 100 popsicles in the cafeteria freezer.
- C. Box Tops for Education - Deb reported that the school receives checks through the Box Tops for Education program. This is a program we could potentially start up again.
- D. Newsletter Protocol - Mrs. Shults needs all PTO newsletter information by Wednesday morning; therefore, Jen needs any inclusions from the Board by Tuesday evening. Jen will email Mrs. Shults the newsletter information and Jackie, Monica and Deb will be cc'd.

V. Treasurer Update: Karie Huber

- A. Goal Recommendations - Karie averaged the last three years and suggested the following goals. The Executive Board discussed and modified some of the recommendations; however, all financial goals and budgets are tentative until an official vote is recorded.
1. Fundraising Goal: CBB - \$ 40,000; ILMS - \$ 55,000
  2. Sponsorship Goal: \$ 30,000 (\$15,000 from beginning of the year sponsorships)
  3. Membership Goal: \$ 21,000
  4. Merchandise Goal: \$ 12,000 (\$ 5,200 for spirit sticks)
    - a) The Board discussed selling additional items. Seasonal monkeys from Spirit Monkey were suggested. Monica had 25 brag tags custom made. If we sold those for \$ 1, we could make a bigger profit than we do with spirit sticks.
  5. Spirit Nights Goal: \$ 1,000
    - a) Jackie mentioned that while Book Fair Bingo was a hit, other family event nights had a low turnout.
  6. Family Night Events Goal: \$ 100
    - a) The group mentioned Fralo's, Parker's, Kendra Scott, Cane's, Snowflake Donuts, and Free Roam as possible locations.
  7. \$ 165,300 gross profit if all goals were met
- B. The Board briefly discussed the budget for CBB & ILMS. Kiersten mentioned that the shirt budget should appear as a different line item.

VI. Secretary Update: Erin Cushman

- A. Robert's Rules of Order - Monica explained that instead of saying "I motion," the Board should use the phrase "I move to (insert motion here)." Then another member should second and a vote should be taken (using "all in favor" and "all opposed"). This process has not been done correctly in the past.

VII. Sponsorship Updates: Bryce Warrington

- A. Secured Sponsors - Bryce has secured the following sponsorships:
1. Ancira (\$ 500)
  2. Senora Bank (\$ 500)
  3. Boerne Ortho & Pediatric Dentistry (\$500 and braces)
- B. Upcoming Give Back/Spirit Nights - Bryce is beginning to compile lists on possible give back/spirit nights.
- C. Howdy Night Secured Community Partners - Bryce has secured 11 community partners, including the following: Anthem School of Music, Boerne Gymnastics, Boerne Soccer Club, Mathnasium, Super Squad, and YMCA

VIII. Fundraising Update: Kiersten Wecshler

- A. Fall Fundraiser - ILMS & Glow Run - Kiersten would like our fall fundraiser to be held on November 8th (right after the time changes). Rather than a color run, Kiersten would like to do a glow run since it'll be dark earlier. She plans to have food trucks, a UV foam pit, glow-in-the dark stuff, and possibly the fire department with their hose.
- B. Incentives - Kiersten would like to have volunteers watch recess for the teachers as one of the incentives. She also has creative ideas such as having a spirit night at AMC theaters and then having them donate the popcorn for our popcorn party incentive.
- C. Fair Oaks HEB - Deb mentioned that Fair Oaks HEB wants to donate \$ 200 to the school, but they also want to present to the teachers. This is not allowed, but Deb will pass along the contact information.

IX. Philanthropy Update: Brittney Hogan

- A. FORES Volunteer Events - Brittany has been brainstorming and has come up with the following ideas:
  - 1. Food drive with Hill Country Daily Bread
  - 2. Cards for nursing homes and assisted living
  - 3. Boerne Bright - this program gives you a trash can and you decorate it
- B. Blessings in a Backpack - Jess Alderman will oversee this and Mrs. Collins will get us the numbers once she has them. Monica has combined this committee with the Pie Drive and Angel Tree Committees.

X. Programs Update: Viv Serrano

No official report was given on this section. We will discuss it at a future planning meeting.

- A. Upcoming Events & Details
  - 1. Popsicles with the Principals - We need to update flyers to change the location
  - 2. Popsicles in the Park (Budget?)
  - 3. Tacos & Tears (Budget?)
  - 4. Grandparent's Day (Budget?)
  - 5. All Pro Dads - We need to talk about if we will approve their budget

XI. Communication Update: Jen Loveless

- A. Beautification - Our theme this year is Stars are Born. Rachel Gremillion is leading the beautification committee and needs volunteers. Deb confirmed that the committee can access the halls and can begin decorating whenever they are ready.

- B. School Supply Distribution - School supplies will be delivered on July 22nd. The Board will work to distribute the boxes to the proper hallways.
- C. Communications - Jen plans to deliver more effective communications by using less words/long lists and increasing our social media posts. She also hopes to use the social media request sheet that was created last year.
- D. Bryce requested a social media post to help bring in sponsorships.

## XII. Additional Business

- A. Chalk the Walk - This event will last all day so people can come and go as they please. Monica will post the sign, but we need someone to create it. We will put chalk on both sides of the school.
- B. Room Mom Responsibilities - Monica will create a form to help us understand what teachers need from their room moms. We also want things to be consistent. For instance, some teachers give their room moms lists of parent emails and some do not.

## XIII. Upcoming PTO Dates

- A. JUL 22 - School Supply Distribution
- B. JUL 23 - Popsicles with the Principal - 11 am - 12 pm
- C. AUG 1 – Teacher’s 1<sup>st</sup> Day back
- D. AUG 2 – Convocation – PTO does not need to provide anything.
- E. AUG 5 – School Tours – 9 - 10 AM - SUG link in original Shults newsletter not working
- F. AUG 7 - 9:30 - 10: 30 am Kinder Popsicles in the Park
- G. AUG 8 - 5:30 - 6:15 Howdy Night
- H. AUG 9 - PTO Presentation & Luncheon
- I. AUG 11 - 10 am - 7pm - Chalk the Walk
- J. AUG 12 – 1<sup>st</sup> Day of School
- K. AUG 12 - Tacos and Tears

## XIV. TBD Upcoming PTO Dates

- A. Volunteer Workroom Training - Shawna may help with this. We would like to have training once a month for volunteers.
- B. Grandparents Day Lunch
- C. Spirit Stick Sales
- D. August PTO Board Meeting
- E. FORES Gives Back/Spirit Night
- F. General Membership Meeting
- G. FORES Volunteer Event
- H. Bike Rodeo - We would like to hold this in October.

- I. ILMS Mixer - Pure Country would be a good location. Jess from the office works there.
- J. A full timeline with upcoming events will be provided in the future.

XV. Adjournment

- A. Motion #5: (Wechsler/Peck) Motion to adjourn meeting.

8 favor/0 opposed/0 abstention

Motion Carried

- XVI. August meeting date will be determined by email or text.

Minutes compiled by Erin Cushman.