

Randolph Field ISD PTO
Board Meeting Minutes
February 3, 2020, PTO Building

Call Meeting to Order: 0833

In attendance: Liz Howard, Krista Hunter, Amy Urbina, Jaime Lowe, Ann Walls, Shelley Smith, Stephanie Hudson, Mandy Barnes, Kallie Beinhower, Astrid Wisser, Ashely Randall, Deanne Acker, Kristi Duffett, Carla Hall, Alison White.

Approval of January Minutes: Kallie made a motion to approve the January minutes, Stephanie seconded the motion. All approved, none opposed. Minutes approved.

PTO Board Committee Chair Reports:

Treasurer: Kallie present. Treasurer report attached. Sr class requested \$500 to help off-set the price of t-shirts. Board voted to deny the request.

Vice President ES: Mandy and Jaime present. Report submitted.

January was a light month for Elementary.

We are helping Amy collect donations for the MS/HS Mardi Gras Bingo Night.

Apex is coming up in March 16-27th. We have a meeting on the 12th with the Apex Group.

BookFair is also in March!

On the 5th, the Sunshine Committee is having a Teacher Luncheon.

Vice President MS/HS: Kristi was in attendance. Report submitted. Dr. Malone wants to do another Q & A session in February. He said he wants to keep the same format, Pudding With the Principal, and have it open to PTO parents again. I am working on a time and date with him. He had proposed either Feb 18th or 19th and I suggested the 18th since Bingo is on the 19th. I'm waiting to hear back from him if the 18th will work. As soon as I hear from him, I'll get a sign up out and flier made.

The sign up for the MS/HS workroom has been sent to volunteers and posted on the FB page as well.

Spirit Night: Krista was present and submitted report. MOD pizza sent a check for \$222.04 Whataburger is confirmed for March Spirit Night.

We have raised \$1293.49 thus far for PTO.

Advertising via yard signs, flyers, FB pages and bulletins at each campus.

Webmaster: Alison was present. PTO website updated: front page with upcoming events and PTO scholarship info. Added new volunteer links to the website. Added a counter on the front page to track each visitor to the website. In the 60 days since adding, more than 200 visits logged.

Please continue to send links that need to be added for the volunteer tabs.



Yearbook ES: Ann and Ashely both present and submitted report. Yearbook sales are still rising slowly; we are currently at 156 sold. We have sold 39 ads and those are due no later than 2/10/2020. Yearbook sent flyers and reminders out about the ads last week and another will be sent this week as a final reminder for those who have not submitted their ad to submit. If people forget or do not submit their ads before we submit those pages are we going to refund their money?

The last two years we have not sold the number of yearbooks that have been ordered so we have changed the contracted amount to 250 from 270 books. This number does not change the price per book on our end. Balfour does send a 'buffer' amount when they send our ordered books, but we will not know what that amount is until we receive the books. If we do not sell those buffer books we send them back at no charge.

Ashley and I are putting new flyers up around the school to do another large push to sell yearbooks. We will also be sending more flyers home. At our meeting Thursday, January 30th with our Balfour rep, Kathi, over half of the yearbook pages were submitted! We have our next meeting set with Kathi for February 18th.

Highly recommend in upcoming years, to continue to offer ads. Well received and a great money maker.

Membership: Deanne was present. There is nothing to report at this time.

Event Coordinator: Amy present and report submitted. Mardi Gras bingo which is on the 19th of this month. Have gotten a lot of donations from great restaurants and shops! Getting ready to put the baskets together. Hunt housing will donate pizzas. Need to have them ready for pickup by 3:30. Mandy and Jaime helped out so much! Couldn't have done it without them!

Sunshine ES: Rachel was not present. Nothing to report, except Wednesday is the luncheon until 1330

Sunshine HS/MS: Stephanie and Shelley present and submitted a report.

Old Business

- * Teacher Appreciation Week is still TBD. After the Winter Luncheon is completed, we'll discuss with Dr. Fox and Dr. Malone to start the conversation re: what their plans are for their staff .
- * We'll try to talk to Chuck Debney soon re: the possibility of another key for the PTO room to be kept in the HS and Elem. Offices.

New Business

- We will roll out the red carpet for our winter luncheon with a Hollywood VIP theme on Feb. 14. The Sign-Up Genius for a baked potato bar is already mostly full. We still need a few donations for desserts and salad.
- All food donations will need to be in disposable containers as there is not a sink/kitchen area nearby in the new MS multi-purpose room.
- Kevin, the GM with Golden Corral is graciously donating ~150 baked potatoes; they will be ready for pick up on Friday at 10am.



- Keeping with the Hollywood theme, teachers/staff will have an opportunity to win prizes during the Luncheon. Oscar ballot sheets will be distributed in their boxes today to be collected by Friday. We will tabulate the results and award Hollywood Swag Bags to the winners. Swag Bags will include movie passes, snacks, etc.
- Feb. birthday cards will be delivered later today.
- Teacher Appreciation Week theme is “We Appreciate You All Year Long”. We will provide daily treats in teacher workrooms and a cumulative raffle drawing for prizes at the luncheon. Menu TBD.
- We’re beginning to collect seasonal prizes for the End of Year Luncheon. Anyone who has any holiday or seasonal décor/donations, please let us know.

Volunteer Coordinator MS/HS: Shanita was not in attendance but submitted report. At this time, a Sign Up genius for each event that information was received for. UPCOMING EVENTS NEEDING VOLUNTEERS: MS Lunch Monitors (NEED 6 MORE volunteers) on Friday 2/14/20. MS Mardi Gras Bingo (NEED All Pto Board hands on deck, 10 MORE volunteers) on Wednesday 2/19/20. ES (4th & 5th), MS, HS Spring Fling (We need all hands on deck from the pto board to help fill the many spots that are open) The Sign Up links are Live and have been emailed to all parents that had selected willing to volunteer from their PTO membership forms. There is a full list of all volunteer opportunities currently available at the MS and at the HS with the links on Remind and these .pdf files can be viewed anytime. Via Remind I have generated a scheduled weekly announcement of “Upcoming Volunteer Opportunities” and a scheduled weekly Facebook post in the Randolph AFB Schools group with the same info the parents that have not yet registered for the remind notifications. The list of all volunteer opportunities for all members of the board needing this information (President, MS/HS VP, Webmaster, and Newsletter) Shanita Bush MS/HS Volunteer Coordinator High School Volunteer Opportunities FRIDAY MARCH 6TH – SPRING FLING 2020 - <https://www.signupgenius.com/go/30e0549a4a728a20-springfling2020>
SATURDAY APRIL 4TH - PROM CHAPERONES - <https://www.signupgenius.com/go/30e0549a4a728a20-rhsprom2020>
Middle School Volunteer Opportunities FRIDAY FEBRUARY 14TH - LUNCH MONITORS <https://www.signupgenius.com/go/30e0549a4a728a20-monitorsfeb14>
WEDNESDAY FEBRUARY 19TH - MARDI GRAS BINGO <https://www.signupgenius.com/go/30E0549A4A728A20-mardigrasbingo>
FRIDAY MARCH 6TH – SPRING FLING 2020 <https://www.signupgenius.com/go/30e0549a4a728a20-springfling2020>
FRIDAY APRIL 3RD - LUNCH MONITORS <https://www.signupgenius.com/go/30e0549a4a728a20-monitorsapril03>
FRIDAY MAY 8TH - LUNCH MONITORS <https://www.signupgenius.com/go/30e0549a4a728a20-monitorsmay08>

Volunteer Coordinator ES: Carla was in attendance and submitted a report. Created sign up geniuses for the work room, distributing it to all elementary school parents that said they were interested in volunteering, as well as posted it to Facebook. Talked with any parents around the school to gauge interest in volunteering time or items in the future.



Created the January newsletter and turned it in in a timely fashion.

Book Fair: Marie-Celine and Michelle were not present, but submitted a report. Elementary School

1/27 Scholastic Showcase Meeting

2/11-14 Book Fair Delivery

2/18 Setup at 9am with Deanne from Scholastic

2/19 Teacher / Volunteer Preview (same night as Mardis Gras Bingo)

2/20 First Day of Book Fair

2/25 Family Night (putting together a committee for assistance)

2/28 Last Day of Book Fair

Volunteer opportunities will be: Clifford, Setup, Take Down, assisting the fair

Looking into themed mornings (7:30 -8:30)

Family night will have games, raffles, crafts

Coloring contest for grades Pre-K - 2

Book poster contest for grades 3-5

Caught reading contest daily drawing

Middle School Important Dates

2/26-27 Book Fair Delivery

2/28 Book Fair Setup with Deanne from Scholastic at 2pm

3/6 Last day of Book Fair (Spring Fling)

The middle school NJHS group will assist with this book fair. (Clifford, Promotions)

Would like to surpass last year's \$3k sales.

All for Books with Spin the wheel contest, selling stickers, and Guess How Many

Boxtops: Stacie was not in attendance. No support submitted. Treasurer noted there was a total of \$675.80 deposited this year from boxtops.

Spirit Wear: Beth was not in attendance. No report submitted.

Old Business:

Penguin Patch-Due to ES construction and no place to hold the penguin patch, did not sign up to do it next year even though it was extremely successful.

New Business: MS Bully presentation will be held Wednesday 2/5 at 2:15 in the MS/HS cafeteria.

HS scholarship committee being assembled. No Randolph school affiliation. The group of three will meet in the PTO room at the same time to look through applications.

STAAR snacks-VP's take care of their campus. \$500 per campus has been budgeted

Volunteer appreciation lunch-After Mardi Gras bingo is over, Amy will contact Rachel,



Stephanie and Shelley to meet and discuss details. \$500 budgeted.

SchoolToolBox- signed up for next year. Received 2 scooters for signing up early. Can use scooters for next year's bingo prize.

Board positions. Board positions open that need to be filled: President, ES Vice, MS/HS Vice, Membership, ES Sunshine, Bookfair, ES volunteer coordinator, Boxtops, and Spirit Wear. Carla agreed to combine Webmaster and Newsletter (Publicity). Need to find members by April. New board in place by May.

Meeting Adjourned: 1019

Next PTO Board Meeting: March 2, 8:30

February 2020:

3- PTO Meeting
6- Spirit Night
14- MS Extended luncheon
14- MS/HS Teacher luncheon
20-28- ES Bookfair
19th- MS Mardi Gras Bingo

March 2020:

2- PTO Meeting
5- Spirit Night
2-6 MS Bookfair
6- MS/HS Spring Fling
9-13 No School
17-27 ES Apex Color Run
27- Apex Event

April 2020:

2- Spirit Night
3- MS Extended luncheon
7-8 STAAR
6 PTO Meeting
10/13 No School
24-30 ES Bookfair BOGO

May 2020:

4- PTO meeting
4-8- Teacher Appreciation Week
8- MS Extended luncheon
8- MS/HS Teacher Luncheon
11-13- STAAR
22- 5th grade graduation
22- 8th grade breakfast/cake
22- Early Release

Respectfully Submitted,



Liz Howard, PTO secretary 2019-2020

