

**Randolph Field ISD PTO
Board Meeting Agenda
Tuesday, September 4, 2019, PTO Building**

Call Meeting to Order: 0836

In attendance: Liz Howard, Deanne Acker, Rachel Anderson, Michelle Wood, Krista Hunter, Kristi Duffett, Alison White, Astrid Wisser, Ann Walls, Shelley Smith, Amy Urbina, Jaime Lowe, Mandolin Barnes, Stephanie Hudson, Kallie Beinhower, Marie-Celine Murawski, Carla Hall, Callie Decena

Approval of July Minutes: Deanne made motion to approve the July minutes, Krista seconded the motion. All in favor, none opposed.

Opening Discussion: Introductions of New Board Members

PTO Board Committee Chair Reports:

Treasurer: Kallie was in attendance and submitted a treasurer's report. Stephanie made a motion to approve the request for styluses for 2nd grade, Alison seconded the motion. All in favor, none opposed. Krista made a motion to approve request for reimbursement for 10 photo cases for 2nd grade. Callie seconded the motion. All in favor, none opposed. Four requests from last year that we approved, but are awaiting the purchase are still in limbo.

Vice President ES: Jaime Lowe will be assisting Mandy, as 2nd vice. Mandy and Jaime were present and submitted a board report. We hosted a BooHoo/YaHoo Breakfast on August 22nd in the ECC and had a great turnout. It was held from 8-9am but everyone was gone by 0845. We had 2 dozen doughnuts, one carafe of coffee, Apple and Orange juice, a bunch of bananas and cut-ies. 50 goodie bags were made up but only 25 were taken. Doughnut order was spot on but we did run out of coffee early, perhaps have 2 carafes next year.

We held our first workroom training with Jaime Lowe training. We had 6 attendees but will have another training in September in case there are some who missed the training.

We have begun Turkey Bingo planning, some donation requests have already been sent out and we have received 3 donations so far.

September 12th is the ES Open House. Regina has already provided the ice cream for that evening. We will have a membership table set up and we will need at least 3 volunteers at the table.

September 18th the Sunshine Committee has a teacher appreciation lunch, a potato bar.

Vice President MS/HS: Kristi was present and submitted a board report. We hosted the MS Back to School BooHoo/Yahoo breakfast and had a great turn out. We bought 3 dozen donuts but only went through 1 dozen. Next year maybe only purchase 2 dozen.

The first workroom training of the year was also a success. We had 9 new parents show up for it.

MS QA is going to be 9/11 0800-1000 with Dr. Fox, tech, cafeteria services and Ms. Spears. Dr. Fox is advertising it in her weekly bulletin as well as the flyer has been posted on FB. Astrid will run that for me since I will be out of town.

Working with Dr. Malone on getting the HS QA session set up. He is wanting to do "Pudding with the Principal." We are looking at after the Open House on 9/18 since that always sparks questions for HS parents. *Food trucks will be present. We need membership present.

Kristi Duffett, MS/HS Vice President

ES Publicity: Stacy was not in attendance and did not submit a report. Our hope for this position, at the elementary level is to take pictures and upload them for Facebook. We will discuss other ideas at a later time.

Spirit Night: Krista was present and submitted a report. First SPIRIT NIGHT of the year will be at Freddy's at the Forum from 5-9 pm.

October 3rd will be at Rapid Fired in Universal City outside main gate from 4-8 pm.

November 2nd, Saturday event at Chipotle at Forum from 4-9 pm.

New yard signs have been ordered for advertising.

Events to be advertised on FB and via newsletters at each campus.

Krista Hunter/ Spirit Night Coordinator

Webmaster: Alison was present and submitted a report. I updated the PTO website with the new executive board, and committee chairpersons. I also added information for the upcoming Spirit night at Freddy's at the Forum. As soon as I get the new teacher/staff favorite form PSDFs, I'll upload them into the Teacher Appreciation tab. A reminder to all chairpersons that if they have a signup link for an event (or workroom, etc.) please forward the links to me as well as put them on Facebook. That way I can add them to the Volunteer tab on the website, allowing a more streamlined process for parents deciding what and where they can volunteer. I'm always happy to promote any upcoming events at our campuses on the website, but you have to send me the info first.

Yearbook ES: Ann was in attendance and will meet with Deanne and possibly Cathy(?) soon to talk about items such as a logo/cover competition, should art help, or yearbook club? Target date: late October.

Membership: · Deanne was present and submitted a report. 118 teachers joined- 61 (ES) and 57 (MS/HS)

· 43 General Members

- All members will receive a welcome letter (ASAP) thanking them for being part of our team. This letter will reiterate ways to contact each chair, our social media account information and how to set up reminder accounts for each school. *** If there is something else you would like for me to include in the letter, please let me know ASAP.

- All board members will be receiving an excel spreadsheet via email with 2019-2020 PTO members name and contact information ASAP;

- o I will update this spreadsheet monthly as members continue to join. I will send the updated form prior to the monthly PTO meeting.

- o If you are a chairperson, please take the time to reach out to members who are interested in volunteering in your area of interest. One of the biggest complaints is that people say they want to help, fill out the form and never hear from anyone. I am not contacting them for specific jobs, that is for each chairperson, I am welcoming them and connecting them to you. So please take the time to reach out and cultivate a warm and welcoming group so that you are able to reach out to them when you need extra hands for your position.

- For fun, and hopefully to get people talking about joining, we will be drawing a member of the month. General members (not teachers) will be added to a drawing. The member drawn will be highlighted in the newsletter with some information about them. This member will also receive \$20 scholastic bucks as a thank you.

§ Children of members entered into a monthly drawing for gift cards?

§ Yard Sign for the school with PTA member family name of the month?

- Membership packets will be provided for the ES, MS & HS office staff so they have them when parents ask for them.

- Idea? Membership Monday E-blast on facebook and website

- September 18th HS meet the teacher. I will have membership packets available as well as scholarship information for PTO members who have children who are seniors.

- All teachers who are members will receive a THANK YOU FOR BEING A PTO MEMBER sign for their classroom doors.

- Membership drive ideas;

- o Elementary school class competition. The class at the elementary school with the most members will receive a party. Teachers choice (pizza/popcorn/popsicle). First class to receive 100% wins even if other classes reach 100% membership. Or maybe one for each class that gets 100% after the first with a cheaper party like only popsicles or popcorn.

- o Ideas for MS and HS membership drives?

§ Certain percent of families join, principal promises to do something crazy like: be duct taped to a wall, dye their hair hot pink, offer their parking spot for a week, dress as a super hero, etc.

§ Decorate a ceiling tile (MS) ~ Unsure if this is an option. Ill speak with Dr Fox

§ MS vs HS or most in each campus or most members per grade at each campus wins and then compete in a Kick ball game or water balloon fight, etc. teachers vs students

§ MS vs HS clothing challenge i.e UGLY TIE or crazy dress, etc. for teacher/admin of choice

Event Coordinator: Amy was present. Looking for ideas, welcomes input. Hoping for two events per campus. Mardi Gras bingo for MS/HS around Fat Tuesday (2/25)? Possibly a dance at the elementary school. Have to watch budget because if events such as Q&A provides donuts and coffee, that comes out of the event budget.

Sunshine ES: Rachel was present and submitted a report. ❖ Met with Rachel, Callie Decena, and Michelle Wood on 8/11/19 from 6pm to 9pm to discuss proposed events for the 19/20 school year. ❖ (CONFIRMED) Fall themed potluck on September 18, 2019. Fall Themed décor, Baked Potato Bar. PTO will provide the large baking potatoes out of Sunshine Committee budget. Budgeting \$150 in case of low participation in donations. If all donation needs are met, budget will roll over to next event. ❖ (PROPOSED) “Halfway there” potluck on January 15, 2020. Theme will be “You’re at the 50 yard line”. Decorate with a football field with cutouts of players with teacher photos, running towards the summer break goalpost. Will serve soups, salads, and some breads. Budgeting \$150 in case of low participation in donations. Any overage from earlier events will be included here. If all needs are met, all remaining excess budget will be put into Teacher Appreciation Week. ❖ (PROPOSED) Teacher Appreciation Week. Budgeting \$300 for tote bags as the main teacher gift. Plan is to do a teacher breakfast, lunch, or snack/treat each day of the week. \$750 will be set aside for this series of meals, with any remaining budget from the two potlucks to be included. Most days will be outright purchased, but when it makes more sense to get donations, we will create a sign-up genius for volunteers/donations. ❖ (PROPOSED) 2 door decorating contests for teachers. One in the fall and one in the spring. Prize TBD (may use leftover potluck funds for giftcard) ❖ New this year, we would really like to include a small personal gift with Teacher birthday cards. Cards have been ordered from Snapfish, and we would ideally like to spend about \$1 per teacher/staff on a small item off of their preferences list (candy bar, preferred snack, preferred drink, etc). Something to show we aren’t just handing out cookie cutter cards and that we really appreciate them! ***Proposed events have been submitted to Dr Hemenway for final date approval.

Sunshine HS/MS: Stephanie and Shelley were both present and submitted a report. Stephanie Hudson 208 598 9008 Shelley Smith 915 861 1365

Old Business

*For budget purposes: We will need to purchase birthday cards soon to replenish those we gave out last year to all faculty, staff, admin, maintenance, custodial staff, etc. Does this come from

our Sunshine budget? Preliminary pricing from Vistaprint: best deal 500/\$300. Open to other ideas/options...

*MS requested to serve luncheons during their extended lunch hours on Fridays, however during the Fall this is quite a challenge for volunteers and potentially coaching staff (Friday Night Varsity football and volleyball games).

Proposed compromise is to have Fall luncheon during a convenient to HS Friday, and Spring luncheon during a convenient to MS Friday. Dates are: Oct. 18 confirmed in HS multi-purpose room, and Feb. 14, pending approval. We will try to utilize the new MS multi-purpose room for the Feb. luncheon if it's available.

*Teacher Appreciation Week is TBD.

New Business

- Shelley organized and updated the Sunshine Binder.
- We requested an updated list of faculty/staff birthdays from Dana Goud in Central Office. As we did last year, birthday cards will be given monthly.
- Mrs Rose has MS/HS luncheon set on calendar for Oct. 18th. Multipurpose Rm. 120/122 from 10am-2pm. Serving begins for MS at 10:45.
- Is it possible to collect power strips/extension cords as well as serving tools/utensils in a central bin for luncheons at MS/HS and Elementary?
- Menu and Sign-Ups.
 - o We will continue to set Menu/Theme and publish via principals' newsletters, PTO web-site, FB page, etc.
 - o Keeping menus easy/simple, provide many options for volunteers to bring food, supplies, etc.
 - o Faculty/staff feedback re: menus was overwhelming positive last year. We'll continue to try to provide a variety of options, including something for vegetarian and gluten-free diets.
- Crème de la Crème Massage and Wellness Spa will be on-hand to provide free chair massages to faculty/staff during the Fall luncheon. I will call this week to confirm they will be available on Oct. 18th.

Volunteer Coordinator MS/HS: Shanita was not present but submitted a report. At this time, I have updated the Volunteer Binders at both the Middle and the High School and created an updated Volunteer Sign in Sheet. Please ensure to add on all committees' correspondence and sign ups that the volunteer MUST check in at the respective of-ice AND sign the volunteer log. I have also reached out to the MS and HS Principals and their Secretaries on their campus' Volunteer needs for the Fall/Winter. I received a response back from Dr. Fox and I re-ceived feedback from Ms. Green on the Middle school volunteer opportunities; and requested that the Instructions on joining the RMS/RHS Volunteer Team on Remind be added to this week's

bulletins. I re-ceived a rapid response back from Ms. Rose on High School volunteer opportunities; and requested that the Instructions on joining the RMS/RHS Volunteer Team on Remind be added to Dr. Malone's bulletin this week. I have created a Sign Up genius for each event that I was given information for. The Sign Up links are Live and they can be viewed however emails have not been sent out as Deanne is composing our membership database from membership forms received from new members. Once our membership database is created and I receive the volunteer interest information, I will compose separate groups in the Sign Up genius program. I have copied in Kristi (MS/HS VP) on the emails with the links so that she can post to the Randolph PTO page I have also added files on the Remind website with the full list of vol-unteer opportunities currently available at the MS and at the HS with the links. These .pdf files can be viewed anytime. Via Remind I have generated a scheduled bi-weekly announcement of "Upcoming Vol-unteer Opportunities" and a scheduled bi-weekly Facebook post in the Randolph AFB Schools group with the same for parents that are not registered in the remind system. I have attached the list of all vol-unteer opportunities for all members of the board needing this information (President, MS/HS VP, Web-master, and Newsletter) Shanita Bush MS/HS Volunteer Coordinator

Volunteer Coordinator ES: Carla was present. Carla will be working closely with ES Vice on events that need volunteers.

Book Fair: Michelle was present and submitted a report. IMPORTANT DATES: ● Upcoming RES book fair is 9/26 - 10/4 ● Online book fair starts 9/21 ● Extended hours coordinating with Mrs. Poronsky ● Proposed RES book fair #2 2/20 - 2/28 ● Proposed RES BOGO dates 5/1 - 5/8 ● RMS book fair 3/2 - 3/6 NOTES ON UPCOMING BOOK FAIR ● All For Books - Lollipop / pencil pull (\$0.25) and rounding up at the register, collecting coins. The money will go to a new teacher (randomly picked). Scholastic matches funds and donates to Kids in Need Foundation, REader to Reader, Inc, and the National Center for Families Learning. ● Student Contests - Caught Reading and Coloring contest combined \$65 or less in Scholastic Dollars 1. Caught Reading - 2 winners per day (14 winners) 2. Coloring Contest - 1 winner per grade (7 winners) ● eWallet Contest for teachers - Asking them to help push eWallet and teacher (or grade) with most sign ups wins \$25 ● Sneak Peak for teachers and volunteers 9/25 (after setup) Teachers will get their \$5 Scholastic Dollars with their invitations. ● Clifford and Geronimo Stilton costumes coming! Looking at getting 4 MS volunteers for costumes. (National Honor Society students need volunteer hours). 0730 - 0800 on Thursday, Friday, and Monday and the extended day. ● Goal chart - last year's fall book fair, we sold 578 books (\$11,400). Would like to have a goal chart of 650 books, a visual representation of how the book fair fundraiser is doing.

Boxtops: Stacie was not in attendance but submitted a report. Next box tops mail-in will need to be postmarked by Nov 1st, so we will conduct our first collection contest in October.

Box tops is going digital, so currently everyone can clip the "old style" box tops just as we've always done and can also use the box tops app to scan store receipts to redeem the "new style" box tops.

As of this morning, we've earned \$17.30 via the new app!

Attached is a form we could print for the newsletter or just capture part of the info (about the new box tops app) & publish that portion.

Stacie Afflerbaugh, Redemptions chair

https://www.boxtops4education.com/-/media/GMI/boxtopsforyoureducation/CRC-Downloads/August/2019-09_Buzz.ashx?la=en

Spirit Wear: Beth was not in attendance but submitted a report. We ordered 288 shirts to have stock on hand for open house. (Total \$2026.00.) This is half the number of what we sold in total last year. We sold 79. Order forms went out for shirts Monday, August 26. They are due back to teachers Wednesday, September 4. I will pick them up on Thursday. After tallying orders, I anticipate needing to place an additional order for shirts. I will order 20% more youth shirts than we receive orders for and 10% more of the adult shirts for late orders and new arrivals. Filled orders will be delivered no later than Friday, September 27.

We also sold some shirts from past years at open house for \$5. We gave away any pink shirts in stock because they were from 6 years ago. There was a batch of shirts in adult sizes still in stock from several years ago even after making them available for purchase for \$5. On Thursday, we passed those off to the front office and had them offered up to the staff, first come, first serve.

Old Business: Budget approved. Reminder to turn in receipts. School Tool Box will be done as a service to families, not as a fundraiser. Yearbook issues we cannot repeat. \$1000 too many. We will not order as many. Pre-sales only. Soft cover to help lower the cost. Get help from art or some clubs?

New Business: Q&A with Dr. Fox will have light refreshments, ES Open House will need a few volunteers for membership, Newsletter will be done by Astrid at this time. It's crucial that people give her the information by the deadline in order to have the newsletter out on time. Sock fundraiser is on hold at this time. Concerned about the cost and time of year with other fundraiser. Will the company give a military discount or go down on the price at all? Penguin Patch is a little store at the elementary school where kids can buy very small items for \$1 or less. It will run for 3 days. Boxtops going digital, some issues that need to be worked out with the digital system. Scholarship guidelines package ready to go to Ms Rose and counselor.

Meeting Adjourned: 1016

Next PTO Board Meeting: October 7th, 8:30

September 2019:

5-Spirit Night @Freddy's

11- Q&A event with Dr. Fox/Technology/Transportation/Cafeteria

12- ES Open House

18 HS Open House

18 ES Potluck Dinner

26-10/4 ES Bookfair

October 2019:

3- Spirit Night @Rapid Fired Pizza (Pending)

7-PTO meeting 0830

11-MS Extended Luncheon

12-HS Homecoming

14-No school

15-MS/HS picture day