

**Minutes**  
**March 20, 2013**  
**PTO Board Meeting**  
**ROE Library – 6 p.m.**

The Board of Directors (the “Board”) of the River Oaks Elementary School Parent-Teacher Organization (the "PTO") met on the 20th day of March, at 6:00 p.m., in the Library of River Oaks Elementary School. The following officers and members of the Board of Directors were present, thus constituting a quorum:

Paul Heyburn – President  
Liz Palmer – First VP  
Charles Koerth – VP Finance/Treasurer  
Kef Wilson – VP Public Relations  
Holly Shilstone - Past-President  
Kara Richardson – Secretary  
Lisa Thompson – Budget & Finance  
Teri Gerber – Teacher Appreciation Director  
Jacqualin Seely – 1<sup>st</sup> Grade Representative  
Tiffany Hawkins – 1<sup>st</sup> Grade Representative  
Madhuri Chilakapati – 2<sup>nd</sup> Grade Representative  
Judy French – 3<sup>rd</sup> Grade Representative  
Case Knowles – 3<sup>rd</sup> Grade Representative  
Tina Salem – 4<sup>th</sup> Grade Representative  
Stephanie Slobin – Specialist Coordinator  
Christine Rodriguez – Ways & Means  
Jennifer Farnell – Volunteer Coordinator  
Anna Taylor – Faculty Representative  
Becca Pfeifer – Faculty Representative  
Ruth Beery – Faculty Representative

Various members of the PTO including parents/guardians of ROE students, ROE faculty and ROE staff (collectively, “PTO Members”) were also present for the meeting.

Call to Order

Paul Heyburn, President of the Board, called the meeting to order.

Book Fair

Molly Ward reported on the outcome of the Book Fair held February 14-16, and stated that the Book Fair generated approximately \$20,000 in sales. She noted that, while this figure met the budgeted revenue amount, last’s year’s Book Fair generated more revenue. She explained that the decrease in revenue might be attributable to the fact that this year’s Book Fair was shorter than last year’s by one day and that it was not tied in with Grandparent’s Day as it has been in the past. She noted that the Book Fair was able

to provide \$1500 in books to students on the Free or Reduced Lunch Program. She further noted that the Book Fair stayed open late one evening which seemed popular with after school program attendees and parents. She suggested that, in the future, the teacher preview should be improved and that the PTO might consider doing away with the Saturday events. Teri Gerber suggested the use of an online teacher wish list to help increase teacher wish list participation and ease of parent purchases for teachers. Holly Shilstone suggested that the PTO hold a “family night” in conjunction with future Book Fairs.

### Minute Approval

Kara Richardson noted that a quorum was present and, accordingly, that the minutes could be approved. Ruth Berry made a motion to approve the February minutes. Kef Wilson seconded said motion which passed unanimously.

### Parent Social Update

Kara Richardson and next discussed updated the Board on the status of preparations for the Spring Parent Social scheduled for April 19<sup>th</sup> at the Gardens of Bammel Lane. Kara noted that the committee has made good progress in securing donations for drinks, raffle items and music and is still working towards finalizing a caterer. She stated that the committee’s goal is to send the invitations out early next week.

### ROE School Update

Paul Heyburn noted that Dr. Fovargue was unable to attend the meeting. Ms. Pfeifer stated that she had nothing to report on regarding this agenda item.

### Other Business

Liz Palmer next presented the slate chosen by the Nominating Committee for the 2013-2014 ROE PTO Board by reading the following announcement:

“It is with great pleasure that I announce the proposed slate for the 2013 – 2014 PTO Board of Directors:

President	Liz Palmer
Past President	Paul Heyburn
1 <sup>st</sup> Vice President	Kara Richardson
Secretary	Chierra Stratton
VP – Internal Relations	Madhuri Chilakapati
VP – Public Relations	Toby Fullmer
VP – Development	Bob Casey
VP – Finance	Charles Koerth
Budget & Finance Director	Lisa Thompson
School Life	Liz Daniel
Ways & Means	Travis Crabtree
Specialist Relations	Stephanie Slobin
Teacher & Staff Appreciation	Amie Canfield and Margaret Young

Volunteer Coordinators	Kathryn Hensey and Tina Salem
5 <sup>th</sup> Grade Representatives	Nicole Caver, Christine Rodriguez, Michelle Taylor
4 <sup>th</sup> Grade Representatives	Shenequa Animashaun, Amy Corron, Linda Olson
3 <sup>rd</sup> Grade Representatives	Sara Bloome and Eddie Sikes
2 <sup>nd</sup> Grade Representatives	Laurel Agris and Chaunacey Broberg
1 <sup>st</sup> Grade Representatives	Shawn Patterson and Allison Rudin

Per the PTO Bylaws, the slate will be presented for a vote at the April 10 PTO Board Meeting. All positions except 4<sup>th</sup> Grade Representative will be elected at this meeting. The 4<sup>th</sup> Grade Representatives will be elected by written vote of parents in that grade level (parents of current 3<sup>rd</sup> graders).

The slate was selected by the Nominating Committee, which consists of the 1<sup>st</sup> Vice President, the Volunteer Coordinators, and all Grade-Level Representatives. The Committee convened in January, and has remained in regular contact throughout the nominating process. While the process was difficult, we are pleased with the results.

We are thankful to have had numerous candidates for each position. In determining which candidates would be slated, we discreetly and professionally gathered information from people who had worked with the candidates in the past. Factors that were considered included past volunteer activities, reliability, communication style, ability to work as a team, initiative, a positive advocate for the school, and willingness to represent the entire student body / parent community. In partner positions, we also tried to consider whether the pairing was a good match, with complementary skills as well as compatibility.

The Nominating Committee also desired a mix of new Board members and experienced Board members, as well as a mix of moms and dads. For the 2013-2014 Board, we have 7 dads, including 4 on the 9-person Executive Committee. We have 6+ members who have never served on Board before, including 3 on the Executive Committee. Fourteen + of 28 on the slate did not serve during the 2012 – 2013 Board.

Our school community is fortunate to have a large number of committed parent volunteers. Regretfully this means there are not enough Board positions to accommodate all those who are qualified and interested. There are still a number of “Chair” positions that are open, as well as numerous spots on committees. Please contact any member of the Nominating Committee to learn more about these opportunities.”

Liz noted that the Nominating Committee has not yet filled the Kindergarten Representative spot, but that she hoped to do so before sending the announcement to the Members via email in the next week.

### Bylaws

Kara Richardson, Chair of the Bylaws Committee, next presented the proposed amendments to the Bylaws as recommended by the Committee. Kara noted that the Bylaws Committee was comprised of the following Members: Sandra Ahlhorn, Marian Hilpert, Ryan Maierson, Robert Rivera, Holly Shilstone, Georgi Silverman, Chiarra Stratton, and herself. Kara summarized the proposed amendments as follows:

- Addition of language to clarify that a vacancy is filled by a vote of 2/3 majority of the Directors who are authorized to vote;
- Deletion of language regarding an Election Committee;
- Addition of language requiring VP-Finance to get pre-approval from Budget & Finance Director for expenditures exceeding \$5000;

- Addition of language clarifying that minutes will be made available to the Members after they are approved by the Board;
- Revision of VP-Finance’s duty description to share duties with Budget & Finance Director;
- Addition of Budget & Finance Director to Executive Board along with description of duties (provide reports, prepare annual budget, etc.);
- Revision of election requirements for President, Vice-Presidents, Secretary, Budget & Finance Director, and Grade Level Representatives (except Kindergarten) to require that such positions are elected by a plurality of Members casting votes (within each grade for Grade Level Representatives);
- Change in number of 5<sup>th</sup> Grade Representatives to 3;
- Addition of language to clarify that the Principal is an ex-officio, non-voting Board member and that the Administrative Representative is an ex-officio, voting member of the Board;
- Change selection method of the Specialist Representative from elected by Members to appointed by the President, with Board approval.
- Change selection method of Kindergarten representatives such that one representative is selected in the Spring by Nominating Committee, with Board approval, and the other is solicited from Kindergarten class in the fall and elected;
- Addition of language clarifying that positions of Grade Level Representatives, Volunteer Coordinator Directors, and Teacher & Staff Appreciation share votes;
- Change of Board quorum requirements to “a simple majority of the Directors, as long as a simple majority of the Directors eligible to cast votes is present”;
- Addition of language providing for limited use of proxy voting;
- Removal of defunct committees and certain committee activities from Article VII;
- Addition of language providing that meetings of the Nominating Committee are not open to the general Membership;
- Minor revisions to Article X, Order of Business;
- Clarification that certain matters requiring specified votes of the Board are determined by those Board members who are qualified to vote; and
- Various typographical and/or stylistic revisions not otherwise affecting the substance of the Bylaws.

After review and discussion regarding the proposed amendments, Stephanie Slobin made a motion to approve the proposed amendments to the Bylaws. Liz Palmer seconded said motion, which carried unanimously.

### Carnival

Max Shilstone gave an update regarding the upcoming ROE Carnival scheduled for April 6<sup>th</sup> at the ROE playground from 11 a.m. – 3 p.m. Holly Shilstone confirmed that BBVA Compass generously agreed to underwrite the event with a donation of \$5000. Max discussed the various donations received and the wonderful online volunteer sign-up tool created by Jennifer Farnell. The Board next discussed email solicitation of volunteers. Max suggested that the Board might consider upgrading some of the

Carnival's games and activities next year as some have become a bit worn out over the years. Max encouraged the Board to volunteer and asked anyone with questions to contact him or Randall Richardson.

#### Adjournment

The Board noted that there was no further business to address and adjourned the meeting.