

**Minutes**  
**September 12, 2012**  
**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 12th day of September, 2012, 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  
Meredith Maierson – VP Internal Relations  
Ryan Dolibois - VP Development  
Kef Wilson - VP Public Relations  
Kara Richardson - Secretary  
Holly Shilstone - Past-President  
Lisa Thompson – Budget & Finance  
Stefanie Moll - Volunteer Coordinator  
Jennifer Farnell – Volunteer Coordinator  
Teri Gerber - Teacher Appreciation  
Jennifer McCormick – Teacher Appreciation  
Maria Onufrow - 5<sup>th</sup> grade Representative  
Sandy Shaw – 5<sup>th</sup> grade Representative  
Tina Salem - 4<sup>th</sup> grade Representative  
Kathryn Hensey – 4<sup>th</sup> grade Representative  
Case Noles - 3<sup>rd</sup> grade Representative  
Madhuri Chilakapati – 2<sup>nd</sup> grade Representative  
Sean Patterson-2<sup>nd</sup> grade Representative  
Tiffany Hawkins – 1<sup>st</sup> grade Representative  
Jacqualin Seely – 1<sup>st</sup> grade Representative  
Jeannie Beebe – Kindergarten Representative  
Liz Daniel – School Life Director  
Christine Rodriguez – Ways and Means  
Anna Taylor – Faculty Representative  
Ruth Beery – Faculty Representative  
Becca Pfeifer – Faculty Representative  
Keri Fovargue – Head of School  
Dottie Lawrence – Assistant Head of School

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.

## Minute Approval

As the first order of business, Paul Heyburn presented for approval the minutes from the May 21, 2012, and May 24, 2012, Board meetings. Holly Shilstone, Past President of the Board, made a motion to approve the minutes as written. Ruth Beery, Faculty Representative, seconded said motion which carried unanimously.

## Bylaws

Kara Richardson, Chair of the Bylaws Committee, next reported that the review of the Bylaws was underway and that the Committee has been sharing input and putting together a list of recommended revisions to the Bylaws, and that the Committee hopes to present the recommendations to the Board within the next couple of months.

## Development

Ryan Dolibois, VP Development, next reported on the status of the Annual Fund and noted that his committee launched the campaign and that there is now a website available to make donations. Ryan stated that the committee is building a donor database to track donations and noted that he and Charles Koerth are the only persons privy to the names of the donors. Holly Shilstone next suggested that a link to the online donation site be included in the ROE News.

Ryan next discussed the plan for the Great Gatherings online auction. He stated that the committee is anticipating an early November launch date, and that he will be sending flyers home with students in the next week seeking donations for Great Gathering events. Ryan encouraged the members of the Board to find volunteers to help with flyer distribution/copying, catalog creation, host solicitation, graphic design and other signage, and staffing at Open House nights.

## Bond Election and Update

Dr. Fovargue introduced the new Faculty Representative, Anna Taylor, along with Dottie Lawrence, the Assistant Head of School, and distributed a flyer giving information on the upcoming HISD Bond Referendum to be held on November 6, 2012. Dr. Fovargue gave a brief history on ROE's receipt of bond money in the past, and reminded the Board that the grant of \$170,000 received from HISD this year was surplus bond money left over from previous HISD bond issues. She noted that, although ROE is not slated to receive funding from the proposed issue on the upcoming ballot, it is possible that funds will be left over after all projects included in the proposition have been completed and that ROE may, once again, be a candidate to receive any such funds. She further noted that Minh Tran serves on the HISD Bond Oversight Committee, which

monitors the status of any leftover funding, and that she is forming a Facilities Committee to review and monitor the status of ROE facilities to determine which facilities at ROE would benefit from any leftover funding in the future. She encouraged those interested in serving on such committee to contact her.

Paul Heyburn next encouraged the Board to help the PTO make a concerted effort to support the bond referendum since HISD does not allow its employees to campaign with respect to the referendum.

The Board next held a discussion relative to the status of money raised several years ago for a new library, and the possibility of re-invigorating that campaign.

Dr. Fovargue next reported that based on feedback she received from parents at the end of last school year, ROE hired an additional Spanish teacher on a part-time basis so that students now receive an extra 30 minutes of Spanish instruction each week.

Dr. Fovargue next discussed anti-bullying measures being implemented at ROE. She stated that she has been meeting with teacher groups to assess what is going on in the classrooms and that she plans to put together a student advisory committee to get an understanding of the bullying issues at ROE from the students' perspectives. Dr. Fovargue further explained that all teachers receive anti-bullying training and the students receive training how to combat cyber-bullying. She noted that she wants to gather all necessary information to ensure that a particular path works and is supported by faculty, administration, students and parents before ROE implements a specific program.

Dottie Lawrence next distributed a flyer from Parent Further, an organization that educates and provides resources to parents regarding how to handle bullying issues. Dr. Fovargue explained that she plans to set up an anti-bullying group to pull together information and resources to ensure that any idea that is implemented has across the board buy-in.

Dr. Fovargue next reported that the new website is under construction and should be launched on October 1. She noted that the website is paid for by HISD and is modeled after HISD's website.

Dr. Fovargue next thanked the Board for the wonderful teacher appreciation luncheon.

#### Promulgation of Info From Vendors

Paul Heyburn next reported that he receives lots of emails from vendors seeking advertisement opportunities with ROE. He suggested that selling ad space to advertisers on the PTO website might be a way to bring extra revenue the PTO, and further suggested that the Board investigate ways other schools such as West U and Briargrove handle issues related to advertising. The Board next discussed the need to implement a set of policies and procedures if the Board decided to offer ad space for sale. Kef Wilson

stated that he will lead the advertising effort and gather the information from other schools.

### Finance

Charles Koerth, VP Finance/Treasurer, next reported on the PTO finances. He stated that the PTO has been receiving income from Directory Ad sales, Spirit Store sales and donations to the Annual Fund, and that the PTO has used funds to purchase the Everyday Math curriculum and to fund the annual IB expenditure. Dr. Fovargue next inquired as to the possibility of opening the Spirit Store on occasion during the week. Liz Daniel, School Life Director, noted that she could likely find volunteers agreeable to working the store during the week on occasion.

Holly Shilstone next discussed the need to ensure that all students have an opportunity to have ROE shirts and the possibility of providing t-shirts to economically disadvantaged students. She noted that, in the past, the PTO has provided shirts to these students for the Fun Run and Carnival. Dr. Fovargue stated that she will put Leonore in contact with Liz Daniel to coordinate same and further noted that names are confidentially maintained with Leonore who only provides the size and quantity needs to the Spirit Store. Liz Palmer reminded Board that t-shirts are provided at no cost for Fun Run and Carnival and to be sensitive to budget and costs. Holly next told the Board that anyone reporting problems with the polka-dot binders should be directed to Liz Daniel.

Sandy Shaw asked about the line item on the budget for 5<sup>th</sup> grade activities, and Lisa Thompson provided information as to what is covered by such amount which is noted in the approved May budget allocation.

### Internal Relations

Meredith Maierson next reported on Internal Relations activities. In that regard, she thanked all of the Grade Level Representatives for planning the successful play dates over the summer. She stated that she is working with the Grade Level Representatives to help them promote participation in Great Gatherings and the Annual Fund within their respective grade levels. She reminded the Board that ROE Movie Night is scheduled for October 5<sup>th</sup> and asked the Faculty Representatives in attendance to encourage the teachers to come to the event. Anna Taylor stated that Ms. Villarreal's husband has offered use of the Alamo Draft House's inflatable screen to ROE at no cost.

### School Life

Liz Daniel reported that the Spirit Store has generated \$6000.05 in gross sales so far this school year. Lisa Thompson stated that an acquaintance of hers has a small bow and headband business and that she can make ROE inspired hair accessories to sell in the Spirit Store. She presented to the Board a sampling of such bows and headbands and stated that the cost to the PTO would be approximately \$3-\$8 per accessory.

### Other Business

There being no other business to bring before the Board, Holly Shilstone made a motion to adjourn the meeting. Sandy Shaw seconded said motion, which unanimously carried.