

**Randolph Field ISD PTO  
Board Meeting Agenda  
December 9th, 2019, PTO Building**

**Call Meeting to Order: 0832**

**In attendance:** Liz Howard, Deanne Acker, Shelley Smith, Kristi Duffett, Jaime Lowe, Ashley Randall, Ann Walls, Alison White, Kallie Beinhower, Astrid Wisser, Carla Hall, Mandy Barnes

**Approval of November Minutes:** Kallie made a motion to approve November minutes. Jaime seconded. All in favor. None opposed. Minutes approved.

**PTO Board Committee Chair Reports:**

**Treasurer:** Kallie was in attendance. Treasurers report attached. There was a request from the Jr. class requesting funds for prom. When the request form is filled out we will vote on it at that time.

**Vice President ES:** Mandy and Jaime were in attendance and submitted a report. Turkey Bingo is finished! A BIG thank you to all the volunteers that helped make the night a great success! Everyone worked so hard to help make the night fantastic and I am so thankful. Astrid and Jaime, thank you for helping me in every way and keeping me sane and on track. I can't wait to find out the final total funds raised. A thank you note will be given to JROTC, Jr Honor Society, Broadway Bank, and Mr. Rigsby for calling bingo.

Also, for Mardi Gras coming up; several of the donations received were given by people who would like to donate to that event.

The Sunshine Committee gave all the teachers packs of Extra Gum for Thanksgiving. The Sunshine team has great ideas and treats our teachers so well! Thank you!

Coming in December we will have the Penguin Patch from December 12-16th! It will be so much fun; thank you to everyone involved!

Polar Express will be on December 18th. HEB donated hot chocolate and marshmallows.

**Vice President MS/HS:** Kristi was in attendance. The Anython Color Battle was a huge success! All the kids and teachers that participated had an amazing time and I definitely see the participation level rise for next year now that the kids that didn't participate saw how much fun it was. Early numbers from Friday were we raised \$15,500 but Roosevelt did say that any donations that come in between now and when they do the final close out and will add to that total. He said it would be 10 business days before we get the check. 80% goes to the school and 20% goes to PTO. We had plenty of volunteers for the event. We ended up having 7 at lunch and that would be the number I would recommend for next year. Up to board next year if event is held, but are currently "penciled in."

The sign up for the MS/HS workroom, MS dance and MS lunch duty is posted on the FB page.



**Spirit Night:** Krista was not in attendance, but submitted report. Rapid Fired sent a check for \$390.97. We have scheduled our February spirit night with them for a 12 hour window. Whataburger is confirmed for Spirit Night on December 5th from 6-8 pm with all customers included in our percentage of sales. Flyer has been added to weekly bulletins this week. MOD pizza is confirmed for January 9th for 12 hours window. Events to be advertised on FB and via newsletter at each campus and yard signs.

**Webmaster:** Alison was in attendance. PTO website updated with new chairpersons, new volunteer links, and updated teacher appreciation forms database. Please continue to send links that need to be added for the volunteer tabs.

**Yearbook ES:** Ann and Ashley were in attendance and report submitted. Sales are still rising, but are not going as quickly as they did in October. We have increased from 26% of our goal to 35% of our goal (270 yearbooks). Personal ads are selling well increasing from 16 to 21. The front and back covers were turned in to Kathi with Balfour November 12th and pages from the yearbook are starting to be submitted. Our next meeting with Kathi is set for December 13th to submit our first set of 32 pages by our deadline of December 14th

**Membership:** Deanne was in attendance and submitted a report. 74 members and 122 teachers – 196 total • All teachers who are members received a Magnet and THANK YOU FOR BEING A PTO MEMBER sign in their binds in the workroom. Hanging signs were not cost effective and would have negated the cost for joining due to needing to buy clips/magnets. Will consider a bulk order option in upcoming years.

**Event Coordinator:** Amy was not in attendance. No report submitted. We need Mardi Gras bingo date.

**Sunshine ES:** Rachel was not in attendance. Report submitted. We are "extra" thankful for you gum deliveries to teacher boxes were a hit! ALL gum (80 packs!) were donated. Holiday Cart is coming up this Friday! We will be offering door service of coffee, tea, cocoa, and some pastries and cookies to teachers and staff. Monthly birthday deliveries continue and are well received!

**Sunshine HS/MS:** Shelley was in attendance and submitted report.

Stephanie Hudson 208 598 9008 Shelley Smith 915 861 1365

Old Business

Winter luncheon scheduled for Feb. 14, was approved and put on calendar in the new MS multi-purpose room.

Teacher Appreciation Week is still TBD.

New Business

Winter luncheon will have a Red Carpet/Hollywood theme- title TBD. Menu will be a baked potato bar- mostly because we need to keep all food donations super simple as there is not a sink/kitchen area nearby in the new MS multi-purpose room. All donations should be in disposable



containers. Shelley and I will be asking for potato donations and hoping our wonderful volunteers will provide toppings, salad, and desserts.

Dec. birthday cards will be delivered later today.

Teacher Appreciation Week Theme has been selected: "We Appreciate You All Year Long". Each daily treat will have a seasonal theme, (Fall Winter, Spring, Summer) and our big cumulative prize give-away will incorporate gift baskets reflecting various holidays/seasons throughout the year. We received great feedback from last year's prize drawing, so we'll continue with that same system. All teachers will be given a set of chances to win a prize and they will determine which prize they most would like to try to win. Drawing held at the end of the luncheon. Anyone who has any holiday or seasonal décor/donations, please let us know.

Can we have a PTO key kept in the HS office as well as the MS, please?

\*Astrid and Deanne will set up coffee and treats in workroom instead of a coffee cart. One time set-up, office staff will put perishables away at the end of the day.

**Volunteer Coordinator MS/HS:** Shanita was not in attendance but submitted a report. At this time, I have created a Sign Up genius for each event that I have received information for. UPCOMING EVENTS NEEDING VOLUNTEERS: MS Lunch Monitors (NEED 4 MORE volunteers) and the MS dance (NEED 3 MORE volunteers) both on Friday 12/13. All the Sign Up links are Live and they have been emailed to all parents that had selected willing to volunteer at RMS/RHS 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. I have attached the list of all volunteer opportunities for all members of the board needing this information (President, MS/HS VP, Webmaster, and Newsletter).

**Volunteer Coordinator ES:** Carla was in attendance and submitted report. Created sign up geniuses for the work room, distributing it to all elementary school parents that said they were interested in volunteering. Distributed sign up genius link to potential volunteers and the elementary school for the penguin patch. Created the December newsletter and turned it in in a timely fashion. Talked with new parents and parents during lunches and events about volunteering for the PTO.

**Book Fair:** Michelle was not in attendance. Nothing to report.

**Boxtops:** Stacie was not in attendance. Nothing to report.

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

**New Business:** PTO has been a victim of an external internet hack. No members' information or programs have been impacted. Security measures have been strengthened and an investigation is still ongoing.

This week, but especially Friday is extremely busy.

**Penguin Patch** needs lots of help. This is not a fundraiser, but a service for the RES children to



be able to buy a small gift for family members. Possibly putting it with book fair next year?

**MS Extended Luncheon** needs volunteers.

**Holiday Coffee Bar at MS/HS** (\*see notes under MS/HS sunshine)

**Mardi Gras Bingo** dates still TBD

**Scholarships-** deadline to join PTO (and be eligible) is 1 January 2020. Putting forms on web-page.

**Legacy bricks-** partnered with JROTC. Zero work for us, but if our organization is selected, we get a percentage of the profits.

**Meeting Adjourned:** 0936

**Next PTO Board Meeting: January 7, 8:30**

Respectfully Submitted,

Liz Howard

PTO Secretary 2019-2020

**December 2019:**

8- PTO Meeting

2-6 MS Apex Color Battle

6- Color Battle Event

5- Spirit Night @Whataburger

12-16 Penguin Patch

12 ES Winter Program

13 MS Winter Dance

13 ES Holiday Cart

13 MS Extended luncheon

16-18 MS/HS Holiday coffee bar

18- Polar Express

18- Early Release

19- Jan 6- No School

**January 2020:**

7- PTO Meeting

9- Spirit Night

15- ES Potluck luncheon

22- HS Senior Picture Retake

23- Academic Night

**February 2020:**

3- PTO Meeting

6- Spirit Night

14- MS Extended luncheon

14- MS/HS Teacher luncheon

20-28- ES Bookfair



**Mardi Gras**

**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

