

**Randolph Field ISD PTO
Board Meeting Agenda
Monday, November 4, 2019, PTO Building**

Call Meeting to Order: 0831

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

Approval of October Minutes: Kristi made a motion to approve October minutes, Deanne seconded the motion. All in favor, none opposed. Minutes approved.

Welcomed two new board members. Ashley Randall will be taking over ES yearbook since Ann is moving. Ashley Randall Janice White is the Event coordinator, co-chair,

PTO Board Committee Chair Reports:

Treasurer: Kallie was in attendance and submitted report. See attached report under treasurer. There was a request from middle school asking PTO to help with the expense of having a speaker come to the school—topic “Bullying.” Jaime made a motion we approve the \$500 requested, Carla seconded the motion. All in favor, none opposed.

Deanne made a motion we provide \$100 for each campus (\$300 total) for holiday treats to be delivered to staff. Krista seconded. All in favor, none opposed.

Vice President ES: Mandy was in attendance. We are gearing up for Turkey Bingo! Just about all the donations are in or are on their way. We have received a very generous donation by Denise Saucedo a Realtor, Military Relocation Professional with JP & Associates and Mike Petit Homme with 315 Security! They are giving us 10 turkeys! I have let them know that Mardi Gras will be happening in February and we will be in need again if they are willing to donate then as well.

Several people from Facebook have donated items from their home businesses, thank you, Astrid, for posting the need from us! Also, Urban Air donated 10 Passes!

Jaime, Astrid, and I had a meeting on Friday morning to review all the donations we have and set a plan for the next few weeks. We will have another meeting soon to work out the last details and get in contact with the volunteers for Turkey Bingo. Also, we will have a meeting on the 15th to make the silent auction/raffle baskets.

Last month, Dr. Hemenway's father passed away, Astrid got her a card and beautiful orchid from the PTO, thank you for taking care of that!

The Sunshine Committee gave all the teachers bags of Popcorn for all their hard work on Character Day. I know the teachers loved it!

Coming in December we will have the Penguin Patch from December 12-16th. Janice and I have a meeting with Dr. Hemenway to discuss Preview Days and times the chil-



dren can go shop. There was a meeting last Friday with everyone who had either worked on or been involved in a Penguin Patch in the past. I am very excited about this! It will be so much fun!

Polar Express 12/18. Mandy Barnes, ES VP

Vice President MS/HS Kristi was in attendance and submitted report. We switched the workroom to Tuesday and Thursdays with 1 volunteer only and it seemed to work out well.

We met with the MS team and Brandon Gaston on 10/23 about the Apex Color Battle. Pep rally for staff will be 11/13 @3:45 to hype them up and get them excited. Snacks and prizes. Launch day will be on 11/19 @1210, with the Color Battle taking place on the football field Friday, December 6. We will need 3-5 volunteers for the launch day and 6-7 volunteers on the day of the event, as well as a few mid-day of event to hand out t-shirts (during lunch). There will be a mini rally for each grade and a rep from Apex will be on campus at lunch for the 2 weeks leading up to the event. This is going to be an epic event for the MS and everyone is very excited about it.

Nov 15 is HS/MS picture retakes.

Kristi Duffett, MS/HS Vice President

Publicity: Stacy was not in attendance. No report submitted.

Spirit Night: Krista was in attendance and submitted report. Still waiting for amount raised at Rapid Fired and are planning a repeat in February at this location.

Whataburger is confirmed for Spirit Night on December 5th but time has not been confirmed.

MOD pizza for possible January event.

This past Saturday's event at Chipotle we made \$96.

Events to be advertised on FB and via newsletter at each campus and yard signs.

Krista Hunter/ Spirit Night Coordinator

Webmaster: Alison was in attendance and submitted report. PTO website updated with the following information:

Added the November newsletter and information for the Turkey Bingo upcoming this month.

There was a link that didn't appear to be working, that has been fixed.

Also, as always, please send (directly to Alison) any important info you want added to the website. I try to scan Facebook periodically but may not see everything.

Alison White, Webmaster

Yearbook ES: Ann and Ashley were both in attendance. Report submitted. Sales seem to be going well. There were 70 yearbooks sold in October, which equals 26% of our goal (270 yearbooks). This year we are offering Love Lines and Grad ads to purchase and 16 have been purchased so far. The personal ads will be turned in by the



end of January to allow adequate time to get them in before the final pages are submitted. The front cover is complete and the back will be completed by November 8th. Once I receive the covers from Mrs. Rocha I will be handing everything over to Kathi for Balfour to upload. There is an added shipping option, \$10/order it can be shipped to an address of your choice, versus to the school. Helpful for those who might be moving.

My next meeting with Kathi (Balfour representative) is set for November 12th to check on progress and deliver the cover pages.

Ann Walls, Elementary School Yearbook Chair

Membership: Deanne in attendance, report submitted. · 69 members and 121 teachers – 190 total

- All board members received an updated excel spreadsheet Saturday.
- Thank you to all of the chairpersons who took the time to reach out to members who are interested in volunteering in your area of interest.
- There will be (2) Members of the month. One from the ES and One from the MS/HS will be drawn each month. Teachers will be included in the drawing. The member drawn will be highlighted on Facebook and the website.
- A Thank you for joining letter went out to all teachers/admin.
- All teachers who are members received a THANK YOU FOR BEING A PTO MEMBER sign to be added as to their doors. Signs were delivered this morning.
- I want to host a thank you for being a member BBQ with pulled pork sandwiches. Members who bring a friend who joins the PTO will be added to a drawing for a gift. The new member is added to the drawing as well. Would like to consider the same facility as we used for the volunteerism thank you last year. Budget for the meal and drawing gift?

Deanne Acker, Membership Chair

Event Coordinator: Both Janice and Amy were present. Janice is going to speak with Dr. Hemenway about ES dance. Kristi and Amy will speak with Dr Fox regarding Mardi Gras bingo dates.

Sunshine ES: Rachel was not present but submitted report. 1) We placed Smart-Food popcorn bags in boxes for all teachers and staff with a message, "Thanks for all of your hard work making Book Character Day really 'pop'".

2) November birthday gifts are ready for boxes today (Monday). Previous months' gifts and cards have been well received!

3) We will be relatively quiet until January luncheon, though I may concoct a small something for boxes at Thanksgiving and Christmas

**Jaime will do holiday cheer cart at ES.

Sunshine HS/MS: Both Stephanie and Shelley in attendance and report submitted. Stephanie Hudson 208 598 9008 Shelley Smith 915 861 1365



Old Business

*200 new personalized birthday cards were delivered; we'll start distributing these once the older ones are completely passed out.

*Sunshine Luncheon on Oct. 18 huge success! J Positive feedback received from volunteers: ease of SignUp, detailed food requests, and teachers/staff: theme/décor, consideration of special dietary requests, massage therapists. We were excited to welcome Mr. Johnson for the 1st time!

*Winter luncheon scheduled for Feb. 14, in the new MS multi-purpose room pending approval. Theme/menu is TBD.

*Teacher Appreciation Week is TBD.

New Business

- Shelley scanned all the Teacher Favorite lists and sent them to Allison for posting on the PTO website. It appears some are still MIA?

- Nov. birthday cards will be delivered later today.

- Personal Sign-Up Genius follow-up thank you sent to all PTO members who donated food or volunteered time during Fall Luncheon.

- 15' power strips/extension cords for luncheons purchased- worked so much better! No more worries about tripping or stepping over knee-high cords.

- Most of the Fall luncheon's décor was Shelley or my personal property, but there were a few items that perhaps Turkey Bingo could use? Napkins, leaf-shaped trays, etc.

- Board approved \$100 for each campus. Astrid will take care of the holiday treats for MS/HS staff using a total of \$200.

Volunteer Coordinator MS/HS: Shanita was in attendance. October requested volunteers for lunch monitors, HS homecoming, and picture day. Upcoming volunteer needs will be for picture retakes, Senior pictures, MS dance 12/13, and lunch monitors. All needs are posted. Once someone signs up, Shanita gets an alert. Also, the person who signs up will receive a reminder a few days prior to the event.

Volunteer Coordinator ES: Carla was in attendance. No report submitted.

Book Fair: Marie and Michelle were not in attendance. There is nothing to report at this time.

Boxtops: Stacie was in attendance and submitted a report.

1. We've just completed our fall box tops collection contest & raised over \$500 (\$58 electronically) for RFISD!

2. Mrs. Najera's first grade class turned in the most boxtops, followed by Mrs. Albert's 4th grade class & Mrs. Roussel's 3rd grade class. Mrs. Najera opted to receive ice cream treats on Nov 1st & popcorn on November 8th. Spirit sticks were also awarded.

3. Many thanks to Carla, Ashley, Jenny and Astrid who helped make sorting & counting a breeze.

4. Collection folders will go back out to teachers next week with encouragement to



keep collecting. Our next turn-in deadline is March 1st, so we'll run another contest early in the new year.

5. We will consider offering prizes to teachers who collect the most box tops in addition to treats for the students.

Stacie Afflerbaugh, Redemptions Chair

Spirit Wear: Beth was not in attendance. Nothing to report at this time.

New Business: Science Night is in our budget. No help from us is needed. **Penguin Patch** has a committee (Astrid, Mandy, Ashely, Jaime, Michelle, and Janice) have met and will meet again soon, **Polar Express** will only provide hot chocolate and marshmallows. There are a couple of options where the small amount of funds needed for that event can come from—one includes the \$100 gift card we received from ToolBox for signing up early. **HEB** no longer sponsors our ES.

Meeting Adjourned: 1007

Next PTO Board Meeting: December 2nd, 8:30

November 2019:

11- No School
14- Science Night
15- HS/MS Picture Retake
19-22 MS Apex Color Battle
19- Senior Pictures
21- Turkey Bingo
25-29- No School

December 2019:

2-6 MS Apex Color Battle
2- PTO Meeting
5- Spirit Night
12-16 Penguin Patch
12 ES Winter Program
13 MS Winter Dance
13 MS Extended luncheon
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 (Pending)
6- MS/HS Spring Fling
9-13 No School
17-27 ES Apex Color Run

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, Randolph Field ISD PTO Secretary 2019-2020

