



ADOLPHUS ELEMENTARY SCHOOL PTO

7910 Winston Ranch Pkwy
Richmond, TX. 77406

ADOLPHUS ELEMENTARY Minutes of PTO Board Meeting

DATE: July 31st, 2019

LOCATION: Lettie Brown's Home

PRESENT:

Lettie Brown - President
Kristi Falkenhagen – Vice President
Heather Owens – Treasurer
Nicole Tindall - Membership Coordinator
Rebecca Keasler – Secretary
Erika Walker - Volunteer Coordinator
Roz Barber, Gwen Kalkomey, Kristyn Belter – Historians

Meeting called to order by President Lettie Brown at 6:30 p.m.

AGENDA ITEMS

1) First Day of School Preparation

- **Volunteer Day** – Wednesday, August 14th, 8:00 am – 3:00 pm
 - Will post on Facebook on 8/1 and 8/12
- **Teacher Luncheon** – Thursday, August 15th, 11:30 am – 12:30 pm
 - set up at 10:45
 - 3 vegans and one teacher severely allergic to bananas
 - Staff count – 85 per Boarman (estimate)
 - Ideas for lunch – Gringo's cobb salad bar, fruit (no bananas!), dessert (churros?), drinks
 - Any other ideas for food? Decorations, etc.? Budget?
 - PTO Board introductions to staff
 - Discuss PTO fundraising events/goals – more technology, outdoor classroom, teacher requests (educational programs and resources)
 - Discuss procedures on teacher grants (staff request/consumable form)

- Discuss work room procedures (copying, laminating, etc.); encourage parents to help with their classrooms
- Encourage teachers to get 100% PTO membership from their class; possible incentives/contests?
- GOAL – 100% teacher/staff participation (same as last year)
- ALL ABOUT ME FORMS
- **New Student Orientation** – Tuesday, August 20th, 6:00 pm
 - Set up to sell spirit shirts at 5:00; will request tables (how many?)
 - Sell from 5:30-6:00 and 7:00-7:30
 - Sell PTO memberships
- **Meet the Teacher** – Thursday, August 22nd, 3:00 pm
 - Set up to sell spirit shirts at 2:00 (people will get there early); will request tables
 - Sell until 5:30ish

Sept?

- **Tea & Tissues** – First Day of School, Monday, August 26th, 7:30 am – 8:00 am
 - For new Adolphus/Kindergarten parents only (we somehow need to gently remind people that this is for parents only; students need to go to class)
 - Small tray of pastries (or donuts), orange juice, coffee (?)
 - Do we want to call it something else? BooHoo/YaHoo Breakfast?
 - Who can help purchase items; set it up? Budget?
 - PTO Board introductions; membership and volunteer forms
 - Send flyer to Boarman for approval; hang on front door of school, library, office, etc.
 - Will post on FB week before school starts (8/19) and day before school starts (8/25)

2) Vice-President/Fundraising - Kristi

- **Spirit Nights**
- **Fundraiser Letter to Parents**
- **Fall Fundraiser**
 - 5K Fun Run?
 - Date
 - Sponsors
 - Shirts
 - Volunteers
- **Free Dress Weeks**
 - Fall: October 14 - 18
 - Spring: February 24 – 28
- **Bootleggers' Ball**

- Saturday, April 25, 2020 – Safari TX – San Antonio Ballroom
- Do we want to change the timing of event?
- Start booking vendors – DJ (make sure they have projector/screen), auctioneer, and casino tables
- One Time Launch (OTL) Collection – do we want to continue this donation drive?

3) Treasurer – Heather

- **August Forecast**
 - What expenses to expect this month?
- **5th Grade Committee**
 - Set budget; last year was \$5,000 but they spent \$5,326

4) Secretary – Rebecca

- **Newsletter/E-Blasts**
 - First newsletter to be sent on 9/3; need to submit to Boarman for approval by 8/27.
 - E-blasts as needed with important info
- **Minutes/Votes**
 - We need to “ratify” at each meeting

5) Membership/Merchandise/Website - Nicole

- **PTO Welcome Packet**
 - Boarman approved us sending all of the PTO membership information (including Volunteer form) at one time in the first Tuesday folder; she will need to approve all forms before we make copies for folders
 - Do we need to purchase any paper for the welcome packets?
- **Teacher Membership**
 - should we just have a \$10 flat rate for teachers regardless of number of students they have? They would still have the option of choosing and paying for the Silver membership to include free dress weeks.
- **Spirit Shirts**
 - Still no pink shirts allowed, but Boarman will allow us to use pink designs on the shirts; Nicole has mockups of the shirts with pink designs; waiting for Boarman to approve so we can order
 - New red/black digi camo to replace red/gray digi camo
- **PTO Board Shirts**
 - PTO will purchase one shirt; other shirt to be paid for by individuals
 - Nicole has designs for shirts
- **Website**
 - Keep up to date with meeting minutes, financials, All About Me forms, and any important/relevant PTO news

6) Volunteer Coordinator - Erika

- **Volunteer Form**
 - will be included in welcome packet; do any changes need to be made to it?
- **Room Parent/Volunteer Meeting**
 - we need to set up meeting ASAP; give me some dates to present to Boarman (early September)
- **PTO Remind**
- **Volunteer Incentives**
 - Boarman suggested that we offer incentives to parents for volunteering (i.e. free dress pass for their student, etc.); not sure how effective that would be in getting volunteers. Any other ideas?
- **Dads on Duty**
- **Field Day**
 - Not until 11/22, but may want to get poster boards ahead of time

7) Historians – Roz, Kristyn, Gwen

- **First day of school**
 - Pictures to be taken in hallways as students arrive
- **Grandparents Day**
 - Still don't have date set, but we will want a photo booth set up

8) General Housekeeping Items

- **Bylaws**
 - Motion to change due to the monthly meeting changes and some other minor changes. I will work on these with Sheila; they will need to be approved/voted on at the General PTO meeting.
- **Tuesday Folders**
 - All PTO information goes out in Tuesday folders only
 - All flyers must be approved by Boarman before making copies for folders
 - We need to place information in teachers' boxes on Friday before so that they have enough time to place in Tuesday folders
- **Marquee Requests**
- **Staff for Lunch on Early Release Days**
- **Texting/Emails**
- **Next Meeting**
 - General PTO Meeting – Tuesday, Sept 3rd @ 5:30 pm and Thursday, Sept 5th @ 5:30 pm
 - Board Meeting – do we need a board meeting in August?

DISCUSSION

1) Preparation for First Day

- a. Volunteer day on 8/14 - Kids can be with parents, but need to stay with them and be supervised in the building
- b. Teacher lunch on 8/15
 - Add chips & salsa to order
 - Don't worry about decorations
 - Just tablecloths for food tables
 - Lettie is going to reach out to a couple people that were interested in sponsoring, ask to sponsor the lunch
 - Check on paper goods, plates, gringos may provide
- c. Goals for next year
 - i. More technology for classrooms
 - ii. Possibly add bench on kinder area
 - iii. Outdoor classroom

class/grade, such as one day free dress, and gift card for that teacher

- ii. Incentive for teacher participation, first grade with all teachers signed up will each get a \$25 gift card, Lettie will tell teachers that all money will go to the pto box (not to front office). Label PTO box so teachers know where to put it
- iii. Teacher will take money, label paid and then give forms to Nicole
- e. Have teachers fill out "all about me" forms before meet the teacher, laminate and post outside of rooms
- f. New student orientation
 - i. Ask Ms. B if we can sell shirts in the gym, not the hallway
- g. Meet the teacher
 - i. Set up at 2:00
 - ii. Will not take orders, but will give out forms, will only sell what we have
- h. Tea & Tissues
 - i. Possible super themed name, Tears & Cheers
 - ii. Nicole will make a flyer, send to Lettie and she will send to Ms. Boarman for approval
 - iii. Lettie is going to ask Starbucks about donating coffee, Kristi can pick up
 - iv. Donuts holes, not pastries
 - v. Ask Ms. Boarman to mention at new student orientation
 - vi. Lettie will post a week before, and night before school starts, ask to put on marquee

2) Vice – President - Kristi

- a. Spirit Nights

- i. Lettie is going to go to meeting at chickfila
 - ii. Kristi working on places, will set dates
 - iii. Check on papa johns for 9/11
- b. Fundraising Info
 - i. Don't need to send home fundraiser page, will go back to sending out PTO packet at beginning of year
- c. Fundraisers
 - i. For fall, will have a 5K, put on by PTO (in place of Boosterthon)
 - ii. Need a date, Lettie going to ask about 10/26
 - iii. Week of Free dress, will sell 2 weeks before, put list on door, Nicole will make lists
 - iv. Heather will go ahead and book auctioneer (Shortie) & casino tables
 - v. One time launch, think about timing, possibly November before parties, 4th -15th of November

3) Treasurer - Heather

- a. Financial updates
 - i. Checking \$10840.58
 - ii. Savings \$10000.55
 - iii. Paid \$2000 bootlegger deposit
 - iv. Paid about \$800 for extra set of books
 - v. Lap tops & ipads, check cashed, waiting on approval from district
- b. Upcoming Expenses
 - i. Still need to order ipad cases once approved
 - ii. Dreambox due at end of September, \$6320 due
 - iii. Need to purchase a laptop for treasurer & software
 - iv. Shirt budget for Nicole, \$5000, will pay half now
 - v. Will pay for Teacher luncheon
 - vi. 5th grade committee budget, wait until we have class counts, **voted on \$5000, approved**

4) Secretary - Rebecca

- a. Newsletters
 - i. Rebecca will ask for info half way through month before
- b. PTO procedures
 - i. PTO will ratify votes, and have copies at general meetings of previous meeting minutes, and votes
 - ii. Once minutes have been signed, Rebecca will give a copy of minutes to Nicole to put on website

5) Membership Coordinator - Nicole

- a. PTO Info

- i. Ms. Boarman approved us sending out a PTO packet, to send home in first Tuesday folder
 - ii. Will add membership, levels, volunteer, and merchandise forms
 - iii. All on blue paper
- b. Membership Info
 - i. Flat rate for teacher memberships, \$10 regardless of number of kids
- c. Merchandise Update
 - i. Nicole is going to increase order to \$5000, any additional will come from order form
 - ii. **Voted on \$5000 purchase for merchandise, approved**
 - iii. Eliminating gray/red digi, replacing with red/black digi
- d. PTO board shirts
 - i. Shirts that PTO is personally paying for are \$15.50
 - ii. PTO will pay for 2nd shirt, about \$162
 - iii. **Voted on \$162 for PTO shirts - approved**
- e. PTO website
 - i. Nicole will continue to update website
 - ii. Nicole will post minutes after they're signed and received from Rebecca
 - iii. Nicole will upload all about me forms
- f. Remind updates
 - i. Heather will continue to send Remind texts

6) Volunteer Coordinator - Erika

- a. Volunteer form
 - i. Added 5K run to volunteer form, picture day, Dads on duty
 - ii. Add to volunteer form that job descriptions are on PTO website
- b. Dads on Duty
 - i. Lettie will ask Ms. Boarman about dads on duty, how often scheduled
 - ii. Will probably use sign-up genius to schedule
- c. Room parent volunteer meeting, possibly 9/6 at 1:30
- d. Erika will send emails to previous volunteers about volunteer day on 8/14 and to old room parents to ask if they want to volunteer again
- e. Erika will email the volunteer info to board so we can check info, will use for September volunteer meeting
- f. Need poster boards for field day

7) Historians – Roz, Gwen, Kristyn

- a. Picture Opportunities
 - i. First day of school pics, need someone in Kinder hallway, 1st & 2nd hallway
 - ii. Need help with pics for grandparents day
- b. Yearbooks
 - i. Kristen will take extra yearbooks from last year to give back

8) President - Lettie

- a. Bylaws
 - i. Motion to change bylaws
 - ii. Will ratify at October meeting
- b. Marquee, there's a form to fill out to request info to go on there
- c. Staff lunches
 - i. Decided not to do all early release days
 - ii. Will provide teachers lunch for Christmas and teacher appreciation week
- d. Group texts, use for information that whole board needs to know
- e. Board votes, please put "Board vote" in subject of emails
- f. Will not sell merchandise at bulldog basics nights
- g. Will not meet again as a board in august

Meeting adjourned at approximately 9:00 pm

These minutes were approved by the Adolphus Elementary School PTO Board Members.



Rebecca Keasler, Secretary



Date