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**Capital Outlay Committee Minutes**

**Tuesday, November 16, 2021**

**8:00 a.m. – ROE Cafeteria**

***(To be approved at the next SDMC meeting)***

The Capital Outlay meeting was called to order at 8:00 AM by Dr. Fovargue. The participants were as follows:

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| Name of Participant | | |  | |
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| Keri Fovargue - [kfovargu@houstonisd.org](mailto:kfovargu@houstonisd.org) | Head of School |
| Candice Klein - [candice.klein@hotmail.com](mailto:candice.klein@hotmail.com) | Parent |
| Leslie Hillendahl – [lesliehillendahl@yahoo.com](mailto:lesliehillendahl@yahoo.com) | Parent |
| Haruko Cho - [kaito0110@hotmail.com](mailto:kaito0110@hotmail.com) | Parent |
| Elena Demidova - [edemidova@hotmail.com](mailto:edemidova@hotmail.com) | Parent |
| Katheen Hochberg - [kwells79@msn.com](mailto:kwells79@msn.com) | Parent |
| Mayur Khare - [khare.mayur@gmail.com](mailto:khare.mayur@gmail.com) | Parent |
| Justine Klinke - [theklinkes@gmail.com](mailto:theklinkes@gmail.com) | Parent |
| Stephen O’Leary - [swoleary55@hotmail.com](mailto:swoleary55@hotmail.com) | Parent |
| Melanie Savitz - [melanie.savitz@gmail.com](mailto:melanie.savitz@gmail.com) | Parent |
| Parul Vyas - [parulvyas@gmail.com](mailto:parulvyas@gmail.com) | Parent |
| Mac Walker - [budget@riveroakspto.org](mailto:budget@riveroakspto.org) | PTO Budget and Finance Director |

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| To be added to committee communications | | |  | |
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| Eduardo Ramirez - [eduardo.ramirez@gmail.com](mailto:eduardo.ramirez@gmail.com) | Parent |
| Mayur Khare - [khare.mayur@gmail.com](mailto:khare.mayur@gmail.com) | Parent |

Dr. Fovargue welcomed the committee and introductions were made. Participants identified individual interests in participating in a committee to discuss and propose improvements to ROE. Dr. Fovargue explained the main purpose of the Capital Outlay meeting was for her to gauge the interest in participants to create a subcommittee of the SDMC to brainstorm and seek to implement action items to make immediate and long-term improvements at ROE. After Dr. Fovargue provided some background and history of ROE, a discussion occurred on efforts made this school year by the Dad’s Club and others to clean, repair, and work to beautify ROE. The following action items and needs of the school were proposed by participants to be explored in more detail and inquire of others in the ROE community on additional proposed action items:

* Immediate needs of the school, i.e., regular landscaping maintenance.
  + Candice Klein and \_\_\_\_\_\_\_\_\_\_ will work on obtaining quotes from landscaping services in order to make a reoccurring maintenance budget line-item proposal or a one-time request for annual maintenance funding at the January 12, 2022 (6:00 PM), PTO meeting.
  + Dr. Fovargue to provide HISD mowing schedule – idea is to add additional regular maintenance to the ROE grounds for safety of students and aesthetics of school.
* Improvements and capital outlays provided by HISD (items that can be requested and template for same to be provided by parent/architect, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Proposed ROE facility needs include the following, to be expanded by further inspection of ROE:
  + replacement of cafeteria floors (currently shortage of lumber). This would be an HISD expenditure. Floors are uneven and warped in many places.
  + Kinder playground.
  + working electronic gates for teacher’s parking lot (currently these gates must be manually closed).
  + repair of screen over amphitheater.
  + repair of light in front of ROE damaged by recent storm (Brian Hillendahl and Stephen O’Leary to endeavor to repair on a weekend)
  + repair or alternative use of donated fountain in atrium. There is a leak in the fountain and possible electrical issue that needs to be repaired. (Stephen O’Leary and Brian Hillendahl to strive to repair or identify issue on a weekend).
  + consideration of use of nature space at ROE and upkeep such as pond needs to be redone, management of mosquitoes, etc.
* Discussion of public use of ROE Spark Park afterhours and what can be done to maintain the grounds of ROE, i.e., trash left on park over weekends, misuse of outdoor gym resulting in damage to the gym floor.
* Brief discussion of River Oaks Neighborhood Annual Fund Campaign. Possibility to seek funding for select improvements to ROE.

Action Items:

* This group will look to becoming a subcommittee of the SDMC.
* Determine frequency of Capital Outlay Committee meetings. Next meeting will be held at ROE (location/via TEAMS TBD) on December 14, 2021, at 8:00 AM.
* Leslie Hillendahl to prepare and maintain minutes of the Capital Outlay Committee meetings. Leslie will provide the meeting minutes to Dr. Fovargue and Candice Klein who will then have them added to the ROE website.
* Candice Klein will maintain the email distribution list for the committee, sending out minutes and preparing emails about future meetings.
* Mac Walker to provide committee a list of the PTO’s pending maintenance approvals so we do not duplicate efforts of the PTO.
* Dr. Fovargue will locate and provide to committee the needs and safety survey previously completed at ROE.
* Request Tricia Wycliff, President of ROE PTO to place Capital Outlay Committee on January 2022 PTO meeting agenda.

The meeting concluded at 9:10 AM.