*LTE PTA EXEC Meeting Minutes*

*November 18, 2014 Room 116 (Science Lab)*

*The Executive Board met at LTE and was called to order at 8: 36 am. The following members were present: Janene Angulo, Constanza Heitkoetter, Laura Guerrero, Alysia Transou, Onie Gonzalez, Angela Frankhouser, Paloma Rodriguez, Carrie Goldsmith, Carrie Suh. A quorum was confirmed by Janene Angulo.*

Welcome 1 min

Approve: 2 min

October 28th Exec Board Minutes

* + Motion required to approve the minutes of the LTE PTA Executive meeting  
    held on October 28th, 2014.

Second, Questions/Discussion, Vote

Approval will be on next board meeting

Committee / Officers Report

**Parliamentarian – Shelly Penner:**  0 min

**Fundraising VP – Linda Briscoe:** 15 min.

**Formal 2013-2014 Fundraisers:**

1. **Fun Run** – Chair Tiffany Kerr

Pledges raised $17,270.78 (Online $8510 + In-school $8760.78)

Online credit card usage fee = $664.38.

Expenses: $3111.55 (exceeded $2300 budget by $811.50)

Recoup $470 credit for spirit cups/pencils in school store

Reconsider food incentive/ cheaper award next year?

Net profit: **$13,571.85** (PTA budget $9000)

Reconciled accounting report with GMC – expecting refund

$7055.62 within the week.

Prizes have been sorted & delivered to every classroom

Thank you cards sent to donors and helpers

**Ongoing Fundraisers:**

1. Spirit Nights – Chair Amy Offield
2. Chick-fil-A – 11/13 raised $200.22
3. All Star Burger – 12/3
4. P. Terry’s – 1/14
5. Chick-fil-a- 2/18
6. Mangieris – 3/24
7. Chick-fil-a – 4/15
8. All Star Burger – 5/20  
   Janene to follow up on Pterrys spirit night check
9. **Box Tops – Myra Agis**

Raised $629.40 in the first batch

Next deadline – 20 February 2014

**Spring Carnival and Silent Auction – Brittan Chepak April 11th**

No report – report to be supplied for minutes.

**Programs – Carrie Suh:**  1 min

1. The next general membership meeting is on Dec 9th and 3rd grade performs.
2. There will be no January general membership meeting.   
   Talent show & application going out on 1/6 Tuesday folders and due on 1/20. Auditions will be 2/4 & 2/5 after school. Talent show 2/27.

**Booster – Carry Goldsmith:**  5 min

1. Operations update for November
   1. Spirit Wear
   2. School Store  
      Holiday Store in Dec.
2. Class t-shirts – final report – all shirts are delivered $1075 initial- gone up since then.

**Volunteer Chair – Constanze Hietkoetter:**  8 min.

1. Hours October 2014 - \_2431\_hours due to watch dogs.
2. Total Hours for 2014 YTD – \_4513 hours
3. Volunteers of the Month
   1. March
   2. February – Jennifer Forke
   3. January – Norma Castillo
   4. December – Matt Garcia
   5. November – Tiffany Kerr
   6. October – Sergio Guerrero
   7. September – Jennifer Wright
4. Staff of the Month
   1. March
   2. February – Aron Forgey
   3. January – Matt Bowers, Music
   4. December – Tina Pena, PE
   5. November – Elizabeth Cardle, Receptionist
   6. October – Kim Wood, Librarian
   7. September – Alicia Martinez Duran, Assistant Principal  
        
      Constanza motions to approve Jennifer Forke as Feb Volunteer of Month and Aron Forgey as Feb Staff of the month. Onie 2nds the motion. Motion Passes

**Secretary –Oneida Gonzalez:** 0 min

**Teacher Liaison – Kerri Newton** 5 min

**Treasurer – Wendy Martinez:** 15 min

1. Financial Report
   1. Previous Month Balance:
   2. November Income to date:
   3. November Expenses to date:
   4. Current Bank Balance:
2. 2014-2015 Budget Update
   1. $15,000 has been added to the mini grants budget as a result of fall Fun Run fundraiser. It was approved via email by the board and by the membership at the November 2014 General Membership Meeting. Current balance as of 11/17/14 is $17,657.67
   2. Fun Run net profit $13,571.85
3. Texas Sales Taxes Filed for October but need to revise and remit local portion of taxes.
4. Need to submit back sales tax reports for 2013-2014 fiscal year.
5. Federal 990 Mailed 11/14/2014. Need to find tax preparer for next 990 report.
6. Need to be sure we completing paperwork correctly and proper signatures are obtained.
7. A small safe has been installed in the PTA cabinet in the front office for money that  
   is for PTA items and events. Procedures and who has access to the safe and when will be forthcoming.   
     
   Shelly Penner will step in to help Wendy who is working full time now.

**Membership VP – Laura Guerrero:** 1 min

1. Current members total – 325
2. Cards have gone out to everyone.  
   list of members will be provided by Laura to put in minutes.

**Communications – Alysia Transou/Paloma Rodriguez:** 2 min.

**Health and Welfare – Rebecca Gunn:** 8 min.

Next event will be Career Day – Details TBD

**Hospitality – Joanna Hess:**  5 min

1. November lunch was a success. Thank you to those that

helped out with “Family Favorites” last week.

1. Shop the Market is December 18th – helpers needed

**Principal – Angela Frankhouser:** 15 min

Grants Update and Requests.

Versitile math 9 incorporates hands on and manipulates for 2nd grade for TEKS. $3064.25

4th grade CD to help memorize math facts $61.56

PE Projector Screen System & Cage to protect screen. $13,345.09 Total of 3 mini grants $16,470.84.

Onie motions to approve the mentioned 3 mini grants totaling $16,470.84. Laura 2nds motion. Motion passes.

**President’s Report – Janene Angulo:**  15 min.

1. PTA Social – Suggest we hold a get together on Tuesday, January 13th since no general membership meeting in January.
2. Many positive comments and compliments being received regarding PTA’s contribution and efforts. Thank you for the hard work. Teachers, Staff, and Membership have all expressed gratitude.
3. Positions next year
4. Last November we talked about a Gaga ball pit being provided to school for the playground. Would like to revisit this for this year. Below is text from last year’s agenda.
   1. PTA present to the school: Gaga ball pit from Coach Cliff’s (wood not included); 30” high wall octagon $520.00, 30” high wall hexagon $390.00. Kit includes corner brackets, all fasteners, templates & Instructions. Other Elem. schools in our district had the wood donated by Lowes/Home Depot and a group of Dads put it together. We could also present this at the silent auction as a ‘donate to this’ (like we did with the IPAD cart).  
        
      Angela makes motion to approve gaga ball for $520.00. Carrie G. makes 2nd motion. Motion Passes.

Position Available-

Fundraising

Membership

Secretary

Parliamentarian

Next General Meeting – **February 10th at 6pm**

Next Exec Board Meeting – **January 27th at 8:30am**

Adjourn Meeting

The meeting was adjourned at 10:15 am

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Oneida Gonzalez, Secretary