LTE PTA EXEC Meeting Minutes

August 26, 2014 Room 116 (Science Lab)

The Executive Board met at LTE and was called to order at 8: 07 am. The following members were present: Janene Angulo, Constanza Heitkoetter, Laura Guerrero, Cary Goldsmith, Alysia Transou, Melissa Nelson, Shelly Penner, Linda Briscoe, Wendy Martinez, Onie Gonzalez, Angela Frankhouser, Joanna Hess, Kerri Newton, Paloma Rodriguez. A quorum was confirmed by Shelly Penner.

Welcome and THANK YOU!!!!! 1 min

Approve: 2 min

 May 2014 Exec Board Minutes
 Onie motioned to approve the May 2014 Exec Board Minutes

 Linda 2nds

 Motion passes

Committee / Officers Report

 Helpful websites:

* [www.lte.my-pta.org](http://www.lte.my-pta.org) - LTE PTA’s website! PLEASE sign up to request access to website! Then log in for important information including meeting minutes, forms, calendar, etc.
* <http://www.ltisdschools.org/lte/site/default.asp> - LTE’s official website!!!
* <http://www.ltisdschools.org/laketravis/site/default.asp> - LTISD’s website!!!
* <http://www.laketraviseducationfoundation.org/> - Lake Travis Education Foundation
* <http://www.txpta.org/> - Texas PTA’s website!!!
* <https://www.v-volunteer.com/> - Website to log all of your volunteer hours!!!

 **Parliamentarian – Shelly Penner:**  4 min

 Janene wants board members to review by laws by next meeting

 **Programs –**  4 min

1. September General PTA meeting is September 9th @ 6:00 PM – no performers
2. Curriculum Night is September 4th – scheduled to sell tshirts and memberships
3. Jennifer Wright has resigned .

**Booster – Carry Goldsmith:**  5 min

1. Sell all outdated shirts/hats/hoodies/water bottles for $5.00
2. Class t-shirts – New shirts on order with new vendor. The order forms will go out on \_\_?
3. School store Schedule - Will not open school store till class shirt orders are finalized and we find a school store chair.
4. New Spirit Wear t-shirts $15.00 and visors $15.00
5. Cary will follow up with Adrienne Booth and Alison if they are ready for Curr. Night.

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

1. Fundraisers – proposed dates and events

**Our Formal 2014-2015 Fundraisers:**
Fun Run – October 25th; Chair will be Wendy Tomajan
Spring Carnival and Silent Auction - April 11th – Need Chair/Committee

**Fuss Free Fundraiser**

**Ongoing Fundraisers:**

Randall’s, Box Tops, Campbell’s, etc: Myra Agis will collect Box Tops
Spirit Nights – Linda Briscoe and Myra Agis will schedule.

Chair possibly by Amy Offield. Melissa Nelson will follow through.

Chick fila Mangieris Pterrys
Craigo’s All Star

 **Spring Carnival Chair – TBD** 5 min

1. Carnival date – April 11th
2. Silent Auction Chair – TBD

**Volunteer Chair – Constanze Hietkoetter:** 7 min.

**TBD Volunteer Training Meeting** will confirm with E. Cardle

1. Importance of Logging Volunteer Hours
2. Log all Board members hours from summer
3. Volunteers of the Month?
4. Staff of the Month?
5. Curriculum Night – status of the sign up – (Wear LTE Shirt)

Constanze motioned to approve as Jennifer Wright for Septemver Volunteer of the month and Alicia Martinez as September Staff of the Month. Onie 2nds the motion. Motion Passes.

**Secretary – Oneida Gonzalez:** 0 min Where are files? Need Record Retention Review
 Copies of minutes are needed for Dione
 Copies of budget for Dionne

**Treasurer – Wendy Martinez:** 15 min

1. Financial report $48,501.20
2. Year-end audit results/status Julie Fergerson to Dionne
3. Budget review Need Copy
4. Budget amendments – \_\_\_?
5. Disbursement Form/Reimbursement Form/Itemized Receipt Form
	1. Check signing day - Friday
	2. Getting payments to vendors, etc.
6. Signers on the bank account – done (Wendy Martinez, Janene Angulo, and Laura Guerero)
7. 2 tax-free events as follows:

a)  Class T-shirt sale to all students

b)  Spring Carnival & Silent Auction

 8. Reviewer of Bank Statements

**Membership VP – Laura Guerero:** 15 min

1. Dues Amount – Application states $12 per family (wrong form was sent out should be $15 per family not $12. 23 plus forms of $12 per family that have been turned in at meet the teacher night.
2. Deadlines/Awards – Following are the ones we can qualify for this fall:
	1. Early Bird Achievement **Sept. 30th** - 75% of previous March 15th membership
		1. 581 x 75% = 435 members needed!!! This will be a stretch for us because we have changed our forms.
	2. Golden Apple Award – 100% of FULL time school faculty (this includes principals, asst. principals, teachers, counselors, and aids).
	3. 500 Club – 500 or more members by October 11th.
3. Current members total – 352 (end of 2013-2014 school year)
4. All board members must be PTA members
5. Forms going out to parents when? ASAP
6. Goal for 2014-2015 is 500
7. Classroom Contests: Each *Grade Level* that reaches 50% participation by October 11th wins a popsicle party. (approx 130 kids per grade level). There will be a chart in the front hall with updates through Oct. 11

**Communications – Alysia Transou/Paloma Rodriguez-Valencia:** 10 min.

1. Process of Printing Forms
2. Newsletter – Process and Deadlines
3. Website training - who still needs to be trained? Wendy, Shelly, Joanna, Constanza, Carry, Kerri, and Alysia
4. Oct Friday 5th @8:30 in LTE Computer lab- Onie will train. Will follow up with Janet Graham to reserve lab.

**Health and Welfare – TBD:**  5 min.

1. Track and Field Day – Date and format?
Oct 22, 23, 24th for field day. Angela to follow up with Tina Pena.

**Hospitality – Joanna Hess:**  5 min

1. Calendar of Events – September – 19th Morning Breakfast tacos
2. Luncheon Schedule will follow PTA general meetings/programs?
3. Do we still want monthly teacher luncheons? Discussion

**Teacher Liason – Kerri Newton:**  0 min.
Review budget for teachers
Approval added to reimbursement form for teachers/staff

**Principal – Angela Frankhouser:** 15 min

1. Total number of students 877 students as of date
2. LTHS Homecoming – LTE participation

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

1. Executive Board meeting schedule
	1. **Last Tuesday of every month at 8am unless highlighted below**

 Aug 26th

 Sept 23th – TBD ( District Leadership Mtgs)

 Oct 28th

 Nov 18 th

 Dec (holiday activity – no mtg)

 Jan 27th

 Feb 24th

 Mar 24th

April 28th

 May 19th – early due to holiday and end of school year **TBD (District Leadership mtg)**

1. General PTA meeting schedule
	1. **Second Tuesday of every month at 6pm**

 Sept 9th

 Oct 8th

 Nov 12th

 Dec – 9th

 Jan – 13th

 Feb 10th

 Mar 3rd (moved to first week due to Spring Break)

 Apr 14th

 May 12th
 Agenda incorrect – Janene will recommunicate

1. Mandatory School Volunteer Training – ? TBD
2. Board Training – Needs to be completed by mid October
3. Signing of Contracts – Board Contracts
4. Reminder to follow file retention procedures.
5. Discuss possibility of starting Exec Board Meeting at 8:30 am.
6. Olweus rep
7. Resource Guide TXPTA.org – Position guide
8. Open positions- programs, health & welfare, Carnival, silent auction, school store
9. Taxes federal & state was overpaid. Janene is working on this

Next General Meeting - **September 9th at 6pm**

Next Exec Board Meeting – **September 23th at 8am** unless vote to change start time.

Adjourn Meeting

The meeting was adjourned at 10:14 am

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Secretary

Oneida Gonzalez, Secretary