LTE PTA EXEC Meeting Minutes

October 28, 2014 – Science lab room #116

The Executive Board met at LTE and was called to order at 8: 31 am. The following members were present: Janene Angulo, Constanza Heitkoetter, Cary Goldsmith, Alysia Transou, Shelly Penner, Linda Briscoe, Wendy Martinez, Onie Gonzalez, Angela Frankhouser, Joanna Hess, Kerri Newton, Paloma Rodriguez, Carrie Suh, Brittan Chepak. A quorum was confirmed by Shelly Penner, Laura Guerrero.

Welcome

Approve: 1 min

 September 30th Exec Board Minutes
Onie motions to approve September 30 Exec Board Minutes
Constanza 2nds the motion
Motion passes

Committee / Officers Report

 **Parliamentarian – Shelly Penner:**  1 min

Bylaw edits will be completed & submitted to Texas PTA

by Janene and Shelly. Let us know if you have any updates.

 **Programs – Carrie Suh:** 2 min

 **Motion needed to appoint Carrie Suh – Programs Chair**

Brittan makes motion to appoint Carrie Suh as Programs Chair

 Angela 2nds the motion

 Questions/discussion

 Motion passes

1. November Membership PTA meeting is on November 11th.

4th grade is scheduled to perform.

1. Talent Show – February 27, 2015

**Booster – Carry Goldsmith:**  5 min

1. Operations Update for October
	1. Spirit Wear
	2. School Store
2. Class T-Shirts Update/Suggestions for Next Year – Possibly recycling class shirts- offline discussion

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

**Formal 2013-2014 Fundraisers:**

1. Fun Run – Chair Tiffany Kerr

Fun Run was a huge success! Exceeded our goal of $15K!

Raised $15659.42 as of 27 October. Expenses: **$2,105.55.**

(Recoup money -spirit cups/ pencils in school store).

Final pledge due date - 31 October

Miscommunication with paperwork about the pizza party!

Need to decide whether all classes that reached their goal receive a pizza party or we limited it to one per grade level?

16 classes have reached their goal:

K -Atwell ($905); McKallip (($721.75); Rogers ($425)

1st  -Burnett ($530); Retano ($685); Strauss ($400)

2nd  -Rodriguez ($540); Schmidt ($870); Wheat ($445); Neal ($1270)

4th  -Nava ($625); Thompson ($1135); Williams ($1225)

5th –Dann ($428); Womack ($510); Hatfield ($410)

1. Sponsors/donations

A big thank you to the following businesses

Partners in Building – 1000 water bottles; Kerr Construction ($400),

Mike’s Floorcovering ($300); Luxury Boat Rentals (2 hour boat rental for lucky draw); Office Max (donated stationary); Lakeshore Learning (art supplies) & $25 gift card – Decide who gets this? Teacher with the highest pledge amount?

1. **Ways of improving it for next year.**

Should we reconsider the time of year? Early November?

Confusion with too many incentives and prizes. Select one collector item for individual pledges? Keep classroom & school goal?

Can we vote to have this money put towards mini grants before the New Year?

Onie motions to amend budget of $400 up to accommodate commission to classes and provide school pizzas. Paloma 2nds the motion. Motion passes.

Angela makes motion to make fun run for next year October 2015. Linda 2nds the motion. Motion passes.

**Ongoing Fundraisers:**

1. Spirit Nights – Chair Amy Offield
2. P. Terry’s – 10/29
3. Chick-fil-a – 11/13
4. All Star Burger – 12/3
5. P. Terry’s – 1/14
6. Chick-fil-a- 2/18
7. Mangieris – 3/24
8. Chick-fil-a – 4/15
9. All Star Burger – 5/20
10. **Randall’s Community Buck program –** Mayra Agis

Turned in 122 coupons. $122 will be received back in the form of gift card –

to be used for teacher luncheons.

1. **Box Tops – Myra Agis**

The first batch to be submitted by 10/31/14

Next deadline – 20 February 2014

 **Spring Carnival and Silent Auction** - **Brittan Chepak** 5 min

1. April 11, 2015
2. Committee – Meeting Thursday 8:30 on Oct 30th
3. Attractions/Theme Update

**Volunteer Chair – Constanze Heitkoetter:**  6 min.

1. Hours Aug/September 2014 - 2082
2. Year to date: Not Provided
3. Volunteers of the Month
	1. January - Norma Castillo
	2. December – Matt Garcia
	3. November – Tiffany Kerr
	4. October – Sergio Guerrero
	5. September – Jennifer Wright
	Constanza makes motion to make Matt Garcia for December Vol of the month and Norma Castillo as January Vol of the Month. Laura 2nds the motion. Motion passes.
4. Staff of the Month
	1. January – Matt Bowers
	2. December – Tina Pena
	3. November – Elizabeth Cardle, Receptionist
	4. October – Kim Wood, Librarian
	5. September – Alicia Martinez Duran, Assistant Principal
	Constanza makes motion to make Tina Pena for December Staff of the Month and Matt Bowers as January Staff of the Month. Carrie 2nds motion. Motion passes.
5. Best Club Members – thru end of September 2013: Janene Angulo, Alison Blake, Adrienne Booth, Linda Briscoe, Carry Goldsmith, Oneida Gonzalez, Constanze Heitkoetter
6. Upcoming Volunteer Events:
	1. Book Fair: set-up Nov. 14 - preview Nov. 17, 18 - sales Nov. 19, 20
	2. Wed. Nov. 19: Thanksgiving Feast
7. Thank-you-notes (hand made by student council) for all board and committee chairs to write to their special volunteers available in PTA cabinet soon. Please use!

**Secretary – Oneida Gonzalez:** 1 min

**Treasurer – Wendy Martinez:**  10 min

1. Balance Sheet
	1. Previous Month Balance: $52,875.05
	2. October Income to date: $8811.21
	3. October Expenses to date: $16702.29
	4. Current Bank Balance: $45,739.76
2. Money Handling - Standard Operating Procedure
3. 2014-2015 Budget Update
4. Texas Sales Taxes Filed October 20th
5. Federal 990 Due November 15, 2015
6. SOP – Standard Operating Procedure being created when handling money. Do’s & Don’ts.

 **Membership VP – Laura Guerrero:**  ` 5 min

1.      Current members total - 309
 2.     Grade Level Winners: 4th grade

Pre-K: 20%, Kinder – 47%, 1st: 40%, 2nd: 41%, 3rd: 38%, 4th: 71%, 5th: 42%

Announcement of contest winners – when?

Popsicle Party Date – when?

Extra Recess for most members – when? (4th grade)
3. Cards have gone out to most of the members.

**Communications – Alysia Transou/Paloma Rodriguez-Valencia:**  2 min

1. Newsletter – November being printed. December Deadline?
November 18th due
2. Info Hotline #- 533-6515

**Health and Welfare – Rebecca Gunn:**  3 min.

1. Track and Field – Comments/Feedback

**Hospitality – Joanna Hess:** 3 min

1. October 29th – Fall Themed Treats for Teachers (need help with set-up and clean-up)
2. November 6th – Principal’s Coffee (need breakfast treats)
3. November 7th – Veterans Day (need volunteers)
4. November 12th – Family Favorites Luncheon for Teachers
5. December 17th - Shop the Market
6. January – Teacher Treat Dessert Bar
7. February – Salsa Contest
8. March – Teacher Treat Fruits and Veggies
9. April – Teacher Treat Dessert Bar
10. May – Catered Lunch for Teacher Appreciation Week
11. June – Catered Lunch for End of Year Party

**Teacher Liaison – Kerri Newton:** 1 min

**Principal – Angela Frankhouser:** 10 min

1. Status of Approved Mini Grants
	1. Motivational Math Materials – 4th & 5th Grade - ordered
	2. Buddy Bench for Playground - ordered
		1. When received we need to make plaque “in memory of Kelsi Little”
		2. Send card/letter to family when received and placed on playground
2. New Mini Grants for Consideration
	1. Olweus Banners for Entrance Hallway

**President’s Report – Janene Angulo:**  10 min

1. Olweus Committee – request for PTA board member to join
2. Leadership orientation – anyone still need training?
3. PTA Closet “Office” file retention items need to be filed.
4. Upload forms, flyers, minutes, etc.
5. December Holiday Social – ideas/thoughts on date
6. Possible uses for $ raised during FUN RUN fundraiser - Mini Grants
7. Fundraising Activity Closeout Reports for all Fundraising Activities

Next Membership Meeting – **November 11th at 6pm**

Next Exec Board Meeting – **November 18th at 8:30 am** (one week early due to Thanksgiving Holiday)

Adjourn Meeting

The meeting was adjourned at 10:00 am

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Signature of Secretary

Oneida Gonzalez, Secretary