LTE PTA EXEC Meeting Minutes

April 28, 2015 Science Lab Rm 116

The Executive Board met at LTE and was called to order at 8:36 am. The following members were present: Laura, Onie, Joanna, Angela, Constanza, Carrie S, Alysia, Paloma, Janene, Shelly, Britton.

Welcome 1 min

Confirm Quorum (8 voting members) – Shelly Penner Confirmed 1 min

Motion required to approve the minutes of the LTE PTA Executive 2 min

Board Meeting held on March 14th. Minutes are posted online.

Motion –

Second –

Discussion

Vote

Committee /Officers Report

**President’s Report - Janene Angulo:**  15 min

1. Positions yet to be filled:
   1. Communications Chair
   2. Carnival Chair
2. May 12th General Membership Meeting
   1. Laura Guerrero leading meeting since Janene Angulo out of town.
   2. Installation of 2015-2016 Officers
3. Kinder and Pre-K recruiting opportunities
   1. May 13th 3:45 pm – 4:45 pm Destination LTE/Kindergarten
   2. June 13th 10 AM – 11:30 AM Playdate on playground  
      Mondie McFaddin will provide snow cones at a discount.
4. Summer Leadership Seminar
   1. July 17th-19th Dallas, Hilton Anatole
   2. Registration started April 22nd
5. Reminder: May board meeting was changed to May 26th at 8:30 am.
6. A meeting with the new board has yet to be scheduled. Janene is meeting

with Jason Kelley, new president, this week to coordinate.

**Principal – Angela Frankhouser:** 15 min   
End of year celebrations June 4th all parties for all grades  
Kindersplash/5th grade rally sweets that day – 5th grade parade – ½ day school  
June 1st – June 4th award assemblies/ Park & Pizza May 29th – 5th grade

**Teacher Liaison – Kerri Newton not present** 1 min

**Programs – Carry Suh:** 5 min

1. The next general meeting is on May 12thand Pre-K performs.
2. Recommendation for fewer membership meetings in 2015-2016 school yr.
   1. Bylaws only require a minimum of 3 association meetings a year.
   2. Need to determine how many needed for planning for next year. (Sept – approve budget, April – elections, May – annual meeting & maybe 1 more? Wait to vote at next meeting
      1. Motion
      2. Second

**Booster – Carry Goldsmith: Not present**  3 min

**Operations Update**

1. Spirit Wear
2. Chair for class shirts next year: any ideas or volunteers? TBD
   * + 1. Motion
       2. Second
   1. School Store
      1. Last Store Date May 15th
      2. Chairs next year: Aimee Delaughter/Amy Anderson
         1. Motion Laura
         2. Second: Onie
         3. Vote Passes

**Fundraising VP – Linda Briscoe:** 10 min

**Formal 2014-2015 Fundraisers:**

1. Fundraisers for next year –
   1. Fun Run – Approved for October 24th 2015 via motion in October 2014  
      Motion – Constanza

2nd – Carrie

Vote Passes

* 1. Spring Carnival and Fuss Free are proposed fundraisers for next year.
     1. Motion Onie
     2. Second Joanna  
        Vote Passes

**Ongoing Fundraisers:**

1. Spirit Nights – Chair, Amy Offield Proceeds Earned
2. September – Chick-fil-A $110.51
3. October – P. Terry’s (combined on Jan check)
4. November – Chick-fil-A on 11-13 $200.22
5. December – All Star Burger on 12-3 $100.00
6. January – P. Terry’s on 1-14 $893.00
7. February – Chick-fil-A on 2-18 $144.36
8. March – Mangieris on 3-24 Status?
9. April – Chick-fil-A on 4-15 Status?
10. May – All Star Burger on 5-20
11. **Box Tops**

Total earned this year - $1130

No award promised this year so nothing needs planned.

1. **Randall’s Good Neighbor Program**

Total earned year to date - $260.06

1. Chair situation for next year:

The following are confirmed next year as chairs.

* 1. Fun Run – Tiffany Kerr
  2. Box Tops – Mayra Agis
  3. Spirit Night – Amy Offield
  4. Motion to approve any confirmed chairs.
     1. Motion – Onie

Second – Paloma

Vote Passes with Shelly Penner

**Spring Carnival and Silent Auction – Brittan Chepak**  10 min.

1. Carnival Wrap-up – have all expenses been turned in?
2. Any board comments/feedback
3. Proposed Carnival Dates for 2016: April 9th 2016 2-6pm
   1. Motion Brittan
   2. Second Angela

**Volunteer Chair – Constanze Hietkoetter**  5 min.

1. Volunteer hours March: 677
2. Total Hours YTD (3/31/2015): 8504
3. Volunteers of the Month
   1. May – Patricia Moon
   2. April – Karla Gailey
   3. March – Adrienne Booth
   4. February – Jennifer Forke
   5. January – Norma Castillo
   6. December – Matt Garcia
   7. November – Tiffany Kerr
   8. October – Sergio Guerrero
   9. September – Jennifer Wright
4. Staff of the Month
   1. May – Gaylonn Clemmons
   2. April – Nichole Dann
   3. March – Karla Trevino
   4. February – Aron Forgey, Art
   5. January – Matt Bowers, Music
   6. December – Tina Pena, PA
   7. November – Elizabeth Cardle, Receptionist
   8. October – Kim Wood, Librarian
   9. September – Alicia Martinez Duran, Assistant Principal
5. Best Club Members – through end of March 2015
   1. Kathy Langdon
   2. Joanna Hess
   3. Karla Gailey
   4. Hortencia Vargas-Castro
   5. Tiffany Kerr
   6. Laura Guerrero
   7. Jennifer Forke
   8. Norma Castillo-Vega
   9. Constanze Heitkoetter
   10. Oneida Gonzalez
   11. Carry Goldsmith
   12. Linda Briscoe
   13. Adrienne Booth
   14. Alison Blake
   15. Janene Angulo

**Secretary – Oneida Gonzalez** 2 min

1. Need to be sure record retention requirements are met by end of the   
   school year to prepare for the audit. Books must be turned over to auditors  
   by July 1st. Need Bank Statements for Audit

**Treasurer – Open**  10 min   
May 22nd to turn in all reimbursements from staff June 5th for all board members

1. Financial Report (detailed financial statements attached.)
   1. March Income: $ 6334.20
   2. March Expenses: $ 3734.85
   3. April Income to date: $19951.42
   4. April Expenses to date: $10104.06
   5. Current Bank Balance as of 4/27/2015 $53856.78
2. Current budget review will take place next month – please be prepared as we must review each line item. Copies will be distributed a few days before the meeting for your review. In addition, a suggested budget revision will be distributed prior to the board meeting for approval to hand off to the next board.
3. Bank Signers for next year – the board must decide who the bank signers are for next year. The banks require that we note this in our board minutes before we can change the signers. (Jason Kelley, Laura Beinke, and need 1 more backup signer.)

Motion – Constanza

Second – Laura  
 Vote Passes

1. Financial Reconciliation Committee Volunteers
   1. Dao Tran
   2. Julie Fergerson
   3. Michelle Dent
      1. Motion - ONie
      2. Second – Brittan
      3. Vote Passes

**Membership VP – Laura Guerrero:** 2 min

1. Current members total – 325
2. Class Party? What and When? 4th grade May 15th – Laura to email B. Thorp re party

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

1. Website - any files that you have created or used this year need to be put in the file section of the website. If you have never done this, directions are in the first box “Website Instructions” on the file page. If you have chairs that work under you, please pass on this information.
2. If you have any copies that need to be made for the beginning of the year, please start turning those in now.
3. Positions for next year:
   1. President – Jason Kelley
   2. VP, Membership – Jennifer Forke
   3. VP, Fundraising – Tiffany Kerr/Tina Berrum
   4. Secretary – Joanna Hess
   5. Treasurer – Laura Beinke
   6. Parliamentarian – Oneida Gonzalez
   7. Hospitality – Adrienne Booth
   8. Volunteer – Constanze Heitkoetter
   9. Booster – Karla Gailey
   10. Carnival – (OPEN)
   11. Programs – Carrie Suh
   12. Health and Welfare – Rebecca Gunn
   13. Communications – (OPEN)/Paloma Rodriguez
   14. Past President – Janene Angulo (available for questions via email or calls if needed)
   15. Principal – Angela Frankhouser
   16. Teacher Liaison – Matt Bowers

**Health and Welfare – Rebecca Gunn** 2 min

Career Day?

**Hospitality – Joanna Hess** 5 min

1. Teacher Appreciation Week: 5/4-5/8
2. Mon 5/4 (tentative) need 2-3 volunteers to help deliver snacks from 1:30 until 2:30.
3. Wed 5/6 Luncheon (Seis de Mayo theme) If you are able to provide a dessert, please sign up on the website!  Also, need volunteers to help with set-up(8:30-10:00), serving (10:30-1:30), and clean-up (1:30-2:30)
4. Fri 5/8 (tentative) coffee
5. End of Year Luncheon: June 1st.  
   Southern Picnic theme (Chicken Express cater, volunteers to provide sides)
6. Schedule of Teacher Appreciation for student participation:

Monday, May 4: Flower Day- Please bring a single flower, which will be added to a class vase to create a beautiful bouquet for your teacher  
  
Tuesday, May 5: Fruit Day- Please bring in a piece of delicious fruit for your teacher or any staff member  
  
Wednesday, May 6: Card Day- Please have your child make a card for their teacher or any staff member   
  
Thursday, May 7: Sweet Treat Day- Please bring in any small sweet treat for your teacher or staff member  
  
Friday, May 8: Pamper Your Teacher Day- On this day, we would like to create a basket of "pampering" goodies from the entire class. Please bring in a small "spa-like" item to add to a class basket for your teacher. (examples include: scented soap, bubble bath, lotion, nail polish, candles, coffee or tea, chocolates or candies...be creative!)

This meeting was adjourned at 10:17am

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Signature of Secretary

Oneida Gonzalez

Next General Meeting – **May 12th at 6:00 pm**

Next Exec Board Meeting – **May 26th at 8:30 am**