

LTE PTA Executive Board Meeting
August 21, 2019

Meeting called to order by president, Shiann Metheny, at 9:05 am at Lake Travis Elementary School. A quorum was established. List of board members present includes: Shiann Metheny, Tammy Busch, Tracey Franciosa, Joanna Hess, Rebekah Ellis, Alys Moore, Angela Frankhouser, Kori Wydman, Megan Ohkrulik, Ashley Gallegos, Kim Taylor, Heidi Spencer, Paige Richardson, and LeAnna Hart.

- Introductions of board members present and review and edit of roster information.

- Treasurer's Report- Kim Taylor
 - * 2018-2019 Audit- a copy of the audit has been provided for the secretary binder. The audit committee recommended that edits to the budget and a vote/ approval of the budget for the following school year should occur before the start of the new school year, preferably at the last general PTA meeting of the school year.
 - * 2019-2020 Budget- a copy of the budget overview has been provided. Before the budget is approved by the board, a few changes to be noted. Expenses line for Discovery, decrease amount to \$200.00. Angela to discuss with Ms.Pena regarding Discovery t-shirts, this may be presented as a mini grant item in the future. Health and Wellness expense line will include the bereavement funding as needed.
 - * Vote to approve the Budget with above changes noted. Tracey Franciosa makes a motion to approve the budget, Tammy Busch seconds the motion. The motion is approved by all board members present.
 - * Sales Tax- the tax exempt cards are available for all who will be making purchases for PTA/ events. Sales tax can not be reimbursed.
 - * Procedures- Kim will provide a procedure guideline for board members on handling money, and for reimbursement/ disbursement.
 - * Bank Balance- 07-31-2019 is \$48,439.11
Available balance 08-21-2019 is \$47, 659.06

- Principal's Report- Angela Frankhouser
 - * School store- after discussing with staff, we would like to decrease the frequency of school store to once a month, it will still be held during lunchtime in the cafeteria.
 - * Evening Meetings/ events- interested in suggestions on possibly changing frequency of the PTA general meetings and possibly the time they are held. Evening events are difficult for families to attend. Could we possibly hold less meetings? Could there be morning meetings as opposed to evening meetings? Could we push back the time of the meetings to 6:30? Could we incorporate meetings with other events such as an Art night or Math and Science night? Could we possibly incorporate food, such as food trucks or food provided by Watch dog dads? We will revisit these ideas and address again at another time to come to a decision.
 - * Many changes as new school year starts- New furniture throughout entire school, all new Language arts resources, Skyward information system, currently interviewing for 5th grade

Teacher, new playground, remodeled cafeteria. End of this school year, LTE will be getting new flooring throughout and new HVAC. Room 118 will be available for PTA meetings/ event planning.

Room 118 will also be used for broadcast this school year.

* Make note, Talent Show will be on February 21,2020

* Our teacher liaison for this school year is Ms. Calderone.

- Membership Report- Rebekah Ellis

* We currently have 81 members after our teacher luncheon and meet the teacher day

* Reminder that all board members must join PTA.

* Potential changes- distribute membership card and decal at time they sign up and possibly offer something other than a car decal for silver, gold and platinum memberships.

* Offer a Raffle prize on curriculum night for those who join that evening, perhaps it could include carnival tickets, t-shirt?

*We will conduct another membership drive, winning class will get extra recess time. More to come on that at a later date.

- Box Tops- Meghan Ohkrulik

* There is a now a box tops for education mobile app that will eliminate the need to clip Box Tops and send them into school. However, you can still clip them and send them to school for now.

* We will no longer be holding the Box Tops classroom drive as it will be difficult to keep track of who is using the app to submit the Box Tops.

- Carnival Update- Paige Richardson

* Our Fall Carnival is going to be on September 28th from 1-6 pm, 1:00 to 2:00 time frame is open to our families with disabilities only. Theme for carnival is Beach Blast.

* We have about \$12,000.00 committed from sponsors already. We need volunteers to help secure silent auction items and additional sponsors. If any board members are willing to help with this task, Paige and Simone can direct you.

* Much volunteer help is required day of carnival and also in the days prior for decorating and prepping. Joanna Hess to post volunteer opportunities on the Young Men's Service League calendar and she will also contact the LTHS football team to secure their help again this year.

* August 27th at 12:15 there will be a carnival committee meeting, all are welcome.

- Communications- Alys Moore and Tammy Busch

* Some Reminders of the process- Copies The number of copies you need and the date they are needed must be communicated. The more time in advance the better, but there is a 3 day turnaround time.

* Emails to teachers- let's make an effort to decrease the number of emails being sent out to teachers by incorporating as much info into one email as possible.

* Peachjar- Any information needing to go on peachjar, must be reviewed by Tammy first. She will then forward to Alys for final review and Spanish translation.

* Need for a PTA printer- there is a need that arises frequently for last minute copies to be made by PTA. Heidi Spencer makes a motion that PTA purchase their own printer, price \$300.00 or less. LeAnna Hart seconds the motion, the motion is approved by all board

present.

* Tammy Busch- Tammy will send out an email that will review the Communications Process for peachjar, PTA website, Facebook, copies, Instagram and Twitter posts.

Tammy's new email address lteptacommunications@gmail.com

- Kinder Playdate- Paige and Rebekah to research potential locations for this event. We will follow up on this agenda item at the next meeting.
- Upcoming Dates- October 4th is first Staff Luncheon hosted by PTA and 5th grade
September 25th next PTA board meeting
- Curriculum Night- is August 29th, PTA board volunteers will be needed to cover both times as well as set up and break down our spirit wear and membership tables.

11:03 am Meeting Adjourned