

Lake Travis High School PTO
Meeting of the 2012 – 2013 Executive Board
August 13, 2012 – 9:00 am – Room E207

1. **Call to Order/Welcome:** Stacy Jespersen called the meeting to order at 9:40 am. A quorum was determined with the following attendees: Stacy Jespersen, Maggie Spinks, Cindy Bermudez and Kristie Hagar.
2. **Approval of Minutes from the May 15, 2012 Board Meeting:** It was moved by Lynn Ballard and seconded by Maggie Spinks to approve the May 15, 2012 minutes as submitted. ***Motion Carries***
3. **Treasurer's Report:** Cindy Bermudez reported that we have approximately \$3,000 in receipts with a net balance of approximately \$2,152. It was moved by Maggie and seconded by Lynn to accept the treasurer's report. ***Motion Carries***

4. **Principal's Report:**

Kim Brents discussed the online registration process. There have been issues but students will be able to attend Round-up even if the online registration hasn't been completed. Lynn Ballard will send an eNews highlighting the requirement for online registration and providing a link to online registration. Open House is September 10.

LTHS administration had a reenactment of a lockdown scenario over the summer. This provided the police, high school personnel and other agencies an opportunity for learning and preparation in the even of a similar situation in the future. No other school in the state of Texas has done a reenactment and debrief of this magnitude. The district has purchased "go" kits for each classroom and Kim will retrain teachers based on information learned this summer.

Kim reported that the goal for 2012-2013 school year is to use effective, differentiated instructional strategies. All teachers will have smart boards and 25 teachers were trained and will have iPads to deliver varying learning strategies.

5. **Business:**

a. *Standing Rules:*

Stacy proposed two Standing Rules for the 2012-2013 school year; a Record Retention Policy which would provide guidance as to which PTO documents should be retained and in what form and for how long and a Minutes Approval Policy which would allow the PTO Executive Board and General Membership meeting minutes to be approved by committee. It was moved by Linda Marshall and seconded by Maggie that we accept the Standing Rules for the 2012-2013 year as proposed. ***Motion Carries***

b. *Committees:*

Because we no longer have a committee chair and support from Dionne Burnett for Lake Travis Has Talent, Stacy proposed that we dissolve the Lake Travis Has Talent Committee. It was moved by Stacy and seconded by Lynn that the Lake Travis Has Talent Committee be dissolved. ***Motion Carries***

It was moved by Maggie and seconded by Lynn that Amy vanHeijningen be approved as the Directory Committee Chair for the 2012-2013 school year. ***Motion Carries***

It was moved by Maggie and seconded by Kristie that we create a Minutes Approval Committee to be chaired by Jana White. ***Motion Carries***

c. *Fundraising:*

Stacy reported that Elizabeth Macklin is considering helping the PTO as VP of Fundraising, functioning in a project management role. Maggie agreed to help Elizabeth initially should she agree to serve. If she accepts the position, the board will vote on Elizabeth's placement at the September 10th board meeting.

There is strong support from the Executive Board and Dionne Burnett for having a Fashion Show as a fundraiser for the school. However, because we have no chair and the event would need to take place in November, it was determined that the inaugural year should be the 2013-2014 school year. Jennifer Riddlebarger is interested in working on the event with a PTO chair.

d. *Budget and Plans of Work:*

Stacy presented a more detailed budget within the framework budget passed in the spring. We are currently showing a net income of -\$5,204.00. We are hoping the No Hassle Fundraiser and Directory Sales come in higher than projected.

Cindy asked that plans of work be submitted electronically (Word, Excel or PDF) if possible. She reminded attendees to try to stay within the budget on line items because overage funds might not be immediately available.

6. Committee Reports:

No Hassle Fundraiser—Tracy Henry reported that we have collected \$3,135 from the No Hassle Fundraiser (NHF) and each time Lynn sends out the PTO eNews with the Pay Pal link, more donations trickle in. Tracy and Stacy will be at Round Up with iPads in case anyone wants to contribute to the NHF. For those who are interested in the directory at Round Up, they will be asked to add a note to the form and include an extra \$15. Lynn will include the NHF and an option to purchase the directory in the PTO eNews. Tracy's form included in the first day packet will include both the NHF and the directory option. Stacy will contact Lori to set up a 'button' to order the directory on Pay Pal from eNews.

Directory—After much discussion and negotiation with the school district, we will have access to place a directory flyer in the first day packets at the middle schools and Tuesday folders at the elementary schools. Each school will receive a part of the proceeds for each directory sold, possibly \$1 per directory. Ad sales for this year will be marginal due to the late start on directory organization. Kim Brents recommended that Tracy talk with Dionne to find out who has contacted her requesting publicity opportunities. Kim also volunteered to get the contact information for National Driver Training. Kim Russell will send Tracy a list of merchants who purchased ads last year and Stacy will email the sales structure used previously for ads.

7. Minutes Approval:

Jana White asked for volunteers to approve the minutes from today's meeting. Maggie and Linda agreed to review, revise and approve today's minutes by committee.

8. Adjourn:

The Meeting was adjourned at 10:19 am.

Respectfully submitted,
Jana White, LTHS PTO Secretary
August 24, 2012