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

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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 of 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

Lake Travis High School PTO Executive Board Meeting Minutes
Monday, September 10, 2012 – 9:00 am – Room E203

1. **Call to Order/Welcome:** Stacy Jespersen called the meeting to order at 9:02 am. A quorum was established with Stacy Jespersen, Cindy Bermudez, Maggie Spinks and Jana White. Minutes from the August 13, 2012 executive board meeting were approved by committee and posted to the website prior to the meeting. The minute's approval committee for today's meeting will be Maggie Spinks and Kristie Hagar.

2. **Treasurer's Report:** Cindy Bermudez reported that we have deposited $2,160 from directory sales, and $18,001.00 in donations from the No Hassle Fundraiser and incurred pay pal fees of $160.17 for a net income of $19,231.38. It was moved by Maggie and seconded by Kristie to accept the treasurer's report. ***Motion Carries***

3. **Special Guest, Jolene Weinstein, Lake Travis Education Foundation Liaison:** Jolene explained to the group that the LTEF is trying to raise funds on a grander scale, but do not want to interfere with our fundraising efforts. She asked for suggestions and feedback on this process. Jolene also reported that LTEF is considering giving grants at the campus level versus the classroom level. Additionally, the "Fore" golf tournament raised $30,000 and the Hollywood Glamour-themed Gala will be on March 2, 2013. Jolene will contact Lynn Ballard to have LTEF information included in our eNews.

4. **Principal's Report:** Kim deferred the report for the General Meeting.

5. **Business:**
   ***Budget*:** Stacey presented the budget and reported that we have met our No Hassle Fundraiser revenue estimate with $18,000. The directory and advertisement sales revenue estimate of $17,500 is conservative with our early sales. The estimate was based on selling 700 directories at $15 each ($11 per directory for printing costs and $1 to the Principals' fund) and we have 200 directories sold in the high school with the elementary schools' order forms just going out. Middle schools will have their Open House on Wednesday and Kim suggested we contact the respective PTO's to see if we can offer the directory at Open House. We will check with Dionne Burnett to see if directory marketing can be done at the middle and elementary schools. We discussed having our tax-free day be designated for the directory. Cindy volunteered to send the comptroller's office a letter concerning whether the directory is considered non-taxable. Our total revenue anticipated is $27,250, with a homecoming budget of $1,200 (this does not include fireworks; to be revisited for next year). Stacey also reported that the Psychologist expense this year is $5,000 because we already paid $2,000, but will be $7,000 in next year's budget. Our budget shows a net income of $4,446 for the year.

   Stacey proposed that we accept the budget as presented to the Executive Board to present to the General Membership for approval. It was moved by Maggie and seconded by Cindy. ***Motion Carries***

   Directory Expenses: Stacey explained that with increased directory sales would come increased directory expenses. The PTO treasurer will need to be able to pay expenses that exceed the budgeted amounts for the directory. Stacey will propose this motion for general membership: "to grant the treasurer authority to pay the printing expenses for the directory and directory sales expenses if the expenses exceed the budgeted amount due to an increase in sales of the directory."

   VP of Fundraising*:** After a very brief introduction, it was moved by Maggie and seconded by Cindy that Elizabeth Macklin be approved as the 2nd Vice President: Fundraising for the 2012- 2013 school year. ***Motion Carries

***Annual Review Statement*:** Stacey requested that the PTO officers sign the Annual Review Statement for the 2012-2013 school year. The Annual Review Statement was signed by all the officers and filed in the PTO notebook by Jana White.

6. **Committee Reports:**

E-News: Lynn Ballard reported via email. Lynn requested that anyone on the board who has a student in an activity, academic or sports, email activity information and/or competition results to her for the eNews. She is not receiving a lot of information due to the change in the email address after the conversion to a PTO. Lynn has drafted a communications policy for the PTO which she will present at the October board meeting for review and discussion. We need to send the email address for eNews updates to Debbie Black so she can tell the staff.

Volunteer Coordinator: Beth Harrison reported via email that she's had fairly good response to volunteer requests so far. We discussed whether we should we put our information on Joy's List and Bee Cave Bee community boards. We would need to contact the City of Bee Caves to get on the Bee Cave publication. Kim is encouraging parents to go to the LTHS PTO website to register for eNews.

Teacher Appreciation: Shelley McCannon reported via email that the committee hosted a great back-to-school luncheon on the first day of school. The next event will be a baked potato bar with brisket on September 20th.

Homecoming: Kim Russell reported via email that Homecoming parade plans are progressing well with a change in the routing of the parade. Kim requested that the PTO review the map of the route at the meeting and the map be placed in the eNews and on the webpage. In addition, she recommended that we tell the principals to announce to their campuses that if people are only attending the parade, they should park at the back of the school in order avoid traffic congestion. Kim also wanted us to ask Kim Brents if she thinks another police officer might be needed.

Volunteers needed for Homecoming:
3-4 parents to sell t-shirts on Monday, Tuesday and Wednesday during lunch in the cafeteria.
5-10 parents to help with the parade; direct float drivers, walk the route to make sure everything is running smoothly, be available for the judges, help with float line up, etc. Kim asks that anyone who wants to volunteer to email her at austinliving4u@gmail.com.

Directory: Amy van Heijningen reported that she has a great team helping with the directory. She has filled out an application for an electronic directory order form to be put into the middle and elementary schools' electronic newsletters. This application must be approved by Dionne Burnett. The advertising team has covered our revenue estimate and the Lakeway Regional Medical Center committed to buying the cover for 2 years. If anyone has a friend or connection who might want to buy an ad, let Amy know through the directory email on the website. The committee is meeting with the printer tomorrow.

7. **Adjourn:**

It was moved by Maggie and seconded by Elizabeth Macklin to adjourn the meeting at 9:58 am.

Respectfully submitted,
Jana White, LTHS PTO Secretary
September 26, 2012

Lake Travis High School PTO General Membership Meeting Minutes
Monday, September 10, 2012 – 10:00 am – Room E203

1. **Call to Order/Welcome:** LTHS PTO President, Stacy Jespersen, called the meeting to order at 10:02 a.m. It was moved by Maggie Spinks and seconded by Linda Marshall to approve the minutes from the May 29, 2012 general membership meeting that were posted previously to the website. ***Motion Carries***

   Going forward, minutes for general membership meetings will be approved by committee: one general membership member and two executive board members. The committee to approve the minutes for the September 10, 2012 meeting will be Elena Brooks, Maggie Spinks and Kristie Hagar.

2. **Principal's Report, Kim Brents:**
   a. Open House is tonight. There will be a parent meeting at 6:00 p.m. to discuss the overall mission for the school year and how to stay connected. Parents will go to all 8 periods and meet their student's teachers.
   b. There will be a social norms presentation by Michael Haines from 6:30–7:30 p.m. at the high school on Wednesday. Norms are rules used by social groups to help identify appropriate and inappropriate values, beliefs, attitudes and behaviors. The goal of the program it to change perceptions of problems in order to increase perceptions of solutions. Mr. Haines will show results of an earlier school-wide survey, present misconceptions to the faculty, help get discussion going and follow-up with a survey at the end of the year.
   c. Parking is getting tighter on campus, but there are a large number of spaces behind the Ag barn. There is a shuttle that runs all day to bring kids from the Ag barn parking lot to and from school. We also discussed concern for kids' safety at the intersection of the high school and RR 620.
   d. The cafeteria lines have been lengthy, but this will level out after the first few weeks of school. Staff in the cafeteria is very experienced at serving the students efficiently and there is enough seating for 3000. If students are late getting through the line, the staff on lunch duty will write passes to class.
   e. There have been several changes this year; the Homecoming parade route has changed to make flow of traffic and float staging easier. In addition, txConnect now sends an explanatory email when you receive an alert.

3. **Special Guest, Dionne Burnett, LTIS Community Programs Coordinator:**
   Dionne is in charge of the Volunteer Program, Mentoring Program, Extended Care and Fundraising. The BEST card, which allows free admission to most LTISD events after achieving 100 volunteer hours, now allows hours between multiple schools to be counted. Fill out verification forms from your campus volunteer coordinator (LTHS coordinator is Mrs. Chalmers) and submit the forms to the Administration building in order to qualify for the BEST card. We asked Dionne to consider changing the expiration on the cards. Currently, the cards expire at the end of the school year and there are many volunteers who accrue most of their hours toward the later months in the year. Dionne will discuss this with Marco Alvarado. Directories were approved for the high school to sell this year in hard copy format, but Dionne does not know if that will be an option going forward.

4. **Treasurer's Report—Cindy Bermudez:**
   Cindy reported we have a net income of $19,231.38. It was motioned by Tammi Berry and seconded by Glenda Watters that we approve the treasurer's report as presented. ***Motion Carries***

5. **Business and Announcements:**
   Budget Highlights
   a. Stacey reported that we have the No Hassle Fundraiser budgeted at $18,000, but believes revenue will be higher.

b. The Organizational Fees/Dues line item in the budget reflects a one-time cost associated with establishing the PTO as a tax-exempt organization with the IRS.
c. The Psychologist fee of $5,000 will be $7,000 in future budgets because $2,000 was paid earlier in 2012.
d. We discussed providing scholarships for Project Graduation once we have more funds available. We will amend the budget when needed to support Project Graduation and provide the funds.
e. It was moved by Lorena Masferrer and seconded by Melanie Ellsworth to approve the LTHS PTO 2012-2013 budget as proposed. ***Motion Carries***
f. It was moved by Shelley McCannon and seconded by Tracy Henry to grant the treasurer authority to pay the printing expenses for the directory and directory sales expenses if the expenses exceed the budgeted amount due to an increase in sales of the directory. ***Motion Carries***
g. Stacey introduced Elizabeth Macklin to the membership and made a motion that Elizabeth Macklin be approved as the 2nd Vice President: Fundraising for the 2012-2013 school year. ***Motion Carries***

6. Officer and Committee Reports:

a. Tracy Henry reported that the response to the No Hassle Fundraiser has been great. We are at $18,000 currently. Having a NHF form at round-up and in the first day packets really helped us. The average donation is at the $100 level. Directory sales are also going well at the high school.
b. Beth Harrison reported via email that she's had a good response from volunteer requests, but that some parents aren't aware of the volunteer needs. We should encourage parents to sign up for eNews to see volunteer opportunities. We need volunteers to hand out schedules tonight at Open House. In addition, we need ten volunteers for college day on 9/25 from 10:45 am – 2:30 pm.
c. Lynn Ballard requested via email that anyone who has a student in an activity, academic or sports, email activity information and/or competition results to her for the eNews. She has not been receiving a lot of information due to the change in the email address after converting to a PTO.
d. Shelley McCannon reported that the first Teacher Appreciation luncheon happened the first day of school and the next event will be a baked potato bar with brisket on September 20th.
e. Linda Marshall requested volunteers for the homecoming parade on 9/26. She explained that the route of the parade has changed in order to ease traffic flow. There will also be a Halloween costume contest at school during lunch in the cafeteria. We will need volunteers for decorating the Monday before the contest.
f. Amy Van Heijningen is pleased with directory and ad sales. The directory team is meeting with the printer tomorrow and asks if anyone has a connection to someone who might want to purchase an ad for the directory to please contact Amy at directory@lthspto.org. Current ad sales are at $7,000. We discussed starting ad sales for next year's directory in January.

7. Adjourn

It was moved by Linda Marshall and seconded by Kristie Hagar to adjourn the meeting at 11:23 a.m. ***Motion Carries***

Respectfully submitted,
Jana White, LTHS PTO Secretary
October 04, 2012

Lake Travis High School PTO Executive Board Meeting Minutes
Monday, October 15, 2012 – 9:00 am – Room E207

1. **Call to Order/Welcome:** Stacy Jespersen called the meeting to order at 9:06 a.m. A quorum was established with Stacy Jespersen, Cindy Bermudez, Elizabeth Macklin, Kim Brents and Linda Marshall. Minutes from the September 10, 2012 executive board meeting were approved by committee and posted to the website. The minutes approval committee for today's meeting will be Elizabeth and Stacy.

2. **Principal's Report**: Kim talked with the Chamber of Commerce last week…they asked what the top 3 priorities for Kim at the high school were. Kim's reply was ensuring student safety, building relationships with kids, providing quality education.

   The PSAT will be administered for sophomores and juniors on Wednesday, October 17, 2012 during the school day. Last year, LTHS had 32 national merit scholars and 11 semi-finalists. These results were more inline with those seen from Westwood and Westlake High schools. In previous years, LTHS students paid for the test and it was administered on Saturday. This yielded far fewer participants and results that were not consistent with comparable schools.

   LTHS is working with ASA to do an anti-tobacco presentation with bikes, longboards and skateboards geared to connect with this population of kids.

   Kim will run a debate tournament on campus this weekend and our debate coach will take another group of debate students to Corpus Christi for a meet.

   Kim discussed plans for LTMS when the high school absorbs that campus. There are no plans to make the LTMS campus a self-contained 9th grade center. Most likely, there will be core 9th grade classes in that building, but there will be elective classes throughout the campus. The current LTMS band hall will become the new orchestra space and the current orchestra space in the high school will be absorbed by the band. The new middle school and changes to the existing LTMS campus will be completed in 2015. Once a second high school is built, the LTMS will most likely revert back to a middle school.

3. **Special Guest, Mira Pearce, Senior at LTHS:** Mira attended the High School Diplomat Program, a Japanese Culture Exchange Program, this summer. She wants us to encourage other sophomores and juniors at LTHS students to apply to this program. It is a 10-day expenses-paid program at Princeton University with 40 American and 40 Japanese students. Teamwork, leadership and open-mindedness are goals of the program. The application deadline is January with interviews in mid-March. HSD is scheduled for July 30 – August 10, 2013. Applications can be sent to celinezapolski@highschooldiplomats.com.

4. **Officer and Committee Reports**
   a. ***President:*** Stacy attended a district leadership meeting on September 25 with PTA/PTO presidents and principals. A video screen for the football field is being discussed tomorrow at the board meeting. Kim pointed out with 50 cents of every dollar leaving our District, the screen would generate income for the school with paid advertisers. Based on studies from two different advertising firms, the payback on the screen would be less than five years. All filming put on the screen would be done by LTHS students.

      Dionne Burnett spoke at the meeting. BEST cards are issued at the administration building and hours can be combined between schools. Dionne also discussed changes to

the Mentor Program. Criminal background checks will be required this year and fingerprinting the following year. The cost of fingerprinting will be paid for by the volunteers but will be reimbursed after the volunteer does the mentoring work. Dionne also asked for three weeks notice to approve fundraising activities and stated that annual fundraising requests have to be turned in by September 1.

Ed Wooten spoke about the copy center and emphasized that the center should be doing the copying for all campuses. Copy jobs can be sent electronically and the copy center will deliver the job. For jobs using non-copy center paper, Ed requested that the paper be counted and an email be sent to the copy center (cc: Ed) that non-copy center paper is being used.

Stacy met with Empower LT Chair, Lisa Vondoersten. Kim Russell has started several parent groups and Lisa does not want to conflict with those efforts. Empower LT will focus on helping parents navigate through the high school years. Lisa would like to focus on the college application process, work with the counseling office and have someone talk about the mental and physical changes going on in our teens' lives.

We discussed the District-wide Olweus bullying program and having parents focus on developing the civility of our students before it gets to the bullying stage. We also discussed the need to communicate the activities we will be doing and services we will provide to the community. Linda Marshall volunteered to work on the bullying topic.

b. Vice-Presidents:

Elizabeth reported that directory sales are over 1,000 and the print date is set for November 7-9 in order to get the directories out the week of Thanksgiving. Online registration has hampered inputs to the directory. Advertising sales are $14,000. We have shifted from listing athletic schedules to contact information only due to schedules not being firm.

Linda Marshall told us the Halloween contest will be on October 31. We will give out candy and have gift cards for best costumes. Winners will be announced during 4th period. Kim requested flyers so she can put them out in the school. Kim will announce the competition and it will be in the eNews as well. Linda stated that Homecoming was executed well with a much-improved parade flow. Kim Russell ran the event and did a great job.

c. ***Treasurer:***

Cindy reported that our financials are in Quick books and that Shelley McCannon worked with Cindy to set up the chart of accounts. Cindy filed an "all zeroes" tax return for the PTO last week and sent a letter regarding sales tax to the Comptroller's office.

It was moved by Linda and seconded by Elizabeth that we designate our tax-free day to be the day the directories are delivered. **Motion Carries**

d. ***Committee Chairs:***

Tracy reported that we have collected $22,525 through the No Hassle Fundraiser.

Beth Harrison reported via email that we had a great response for PSAT coverage and that Lynn's volunteer requests in eNews have been very helpful.

Shelley McCannon reported via email that there will be a Halloween breakfast hosted by Chick-fil-A for teacher appreciation.

Lori Martin explained that we are receiving 200 visitors per week to our website. The content of our website should include PTO sponsored events and other links that support the school's activities, efforts and focus. We will not post fundraising links for other organizations. We discussed class representatives and putting class specific information on the website. Linda will contact our class reps. to put together roadmaps and milestones to update the website. These roadmaps will include items that kids and parents need to know throughout the year.

Appleton Learning is a ACT/SAT prep course and the owner would like to introduce his business to us. In addition, Campus Slice, a college investment service, would like to provide information on their offerings. We will discuss this with Dionne Burnett before proceeding.

5. **Business**
   a. ***Communications Policy:***

   We discussed the proposed communications policy briefly. Achievements of students that come from the school will go directly into eNews, those brought to us by a parent will need to be approved by Mrs. Brents. We will include information for the Sunshine Committee, tasked with helping LT staff in need.

6. **Adjourn**

The meeting was adjourned at 11:00 a.m.

Respectfully submitted,
Jana White, LTHS PTO Secretary
October 25, 2012

Lake Travis High School PTO General Membership Meeting Minutes
November 12, 2012 – 10:00 am – Room E203

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1. **Call to Order:** Stacy Jespersen called the meeting to order at 10:07 am. Minutes from the September 10, 2012 General Membership meeting were approved by committee and posted previously to the website. The committee to approve the minutes from today's meeting will be Maggie Spinks, Kim Brents and Lynn Ballard.

2. **Treasurer's Report:** We have a balance of $45,562, which is $21,780 over budget.

3. **Principal's Report:**
   Kim discussed the High Performing Schools Consortium. The consortium is tasked with looking at education in Texas for best practices and making recommendations to TEA. Out of over 1000 school districts in Texas, only 33 applied. Of the 33, Lake Travis High School was one of 23 districts chosen to participate. Our current accountability system (STAAR) and the "no child left behind" ruling forces teachers to teach to the test. Kim believes an alternative accountability system which would also measure individual student growth might be presented by the consortium to the TEA on December 7.

   Several teachers went through OLWEUS training (on bullying) last week. The concept is to change the climate; isolate the bully and help the victim. The program probably won't be school-wide until next October. Individual student groups will be trained initially.

   Margaret Kilgo is being brought in December 10-13 to train teachers on how to use STAAR testing data to change future instruction.

4. **Officer & Committee Reports:**
   Linda Marshall—Halloween costume contest went well (and came in under budget!). Anyone could participate. We had a panel of judges and handed out gift cards for the winners.
   Tracy Henry—$23,451 has been raised through the No Hassle Fundraiser; $23,236 after PayPal fees.
   Amy van Heijningen—We sold just over 1100 directories with 195 at the high school and 57 at LTMS. We had $14,050 in ad sales. The directories will be distributed the week after Thanksgiving. We are printing extra copies and additional sales at the campuses will be tracked by the Directory Committee. Each school will receive $1 for each directory sold at that campus. We discussed asking Marco Alvarado to send out a general email blast for additional sales as well as letting each school know how much money they earned for their campus.

Maggie—Lynn prepared the documentation we submitted and our 501c3 status has been approved as of March 6, 2012. Our transition to PTO from PTA is now complete!
Lynn—Other than a large amount of new bounces this weekend, eNews preparation and distribution is going well.

5. **Business & Announcements:**
   Stacy reminded us that because our PTO started with no funds, we only included essential items in the budget. Because we now have excess funds, we discussed adding a line item to the budget.

   A motion was made by Maggie and seconded by Linda to add a line item for volunteer appreciation in the amount of $250. ***Motion Carries***

   Lynn explained that we are putting a committee together to develop a presentation for 8th grade parents for the transition to high school. This presentation will be put online as a reference, and will be helpful for new students to the district as well. We will include the basics and add information with time.

6. Adjourn
   The meeting was adjourned at 11:03 am.

   Respectfully submitted,
   Jana White, LTHS PTO Secretary
   November 28, 2012

Lake Travis High School PTO Executive Board Meeting Minutes
Monday, November 12, 2012 – 9:00 am – Room E203

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1. **Call to Order/Welcome:** The meeting was called to order by Stacy Jespersen at 9:00 am. A quorum was established with Stacy Jespersen, Cindy Bermudez, Kim Brents, Kristie Hagar and Maggie Spinks. The minutes approval committee for today's meeting will be Maggie and Kristie.

2. **Principal's Report:** Kim will give her report during the general membership meeting.

3. **Officer and Committee Reports**
   a. ***President:***
   Stacy wants to revamp class pages on our website and the roles for grade-level reps for next year. Pertinent information for that class would be added to the website such as important deadlines, upcoming events and available scholarships. We also discussed creating a job aid for class reps that could be used year-to-year.

   b. ***Vice-Presidents:***
   Linda will work with class reps depending on what we do with that role. We discussed the use of technology in the district: School Messenger, a recent purchase for the district, and CLY, a program to send text message blasts. Stacy asked about the use of Angel, which is an integrated platform for class schedules, links to teacher websites, etc. Kim volunteered to discuss this technology with Marco Alvarado.
   Maggie announced that we received our 501c3 designation and our transition from PTA to PTO is complete.

   c. ***Treasurer:***
   Cindy reported that Quick Books is up and running and we have $45,562 in our account as of 11/12/12. She changed our bank statement ending date to be the last day of the month. This will allow us to have our end of year on the last day of the year. In addition, we received a response to our inquiry from the comptroller's office and believe our directory can be designated non-taxable since we are doing all the work ourselves.

   d. ***Committee Chairs:***
   Amy van Heijningen reported the directory is at the printer as of last Friday. There was a delay on receiving the proofing from the printer, so we will most likely distribute the directory after Thanksgiving. The directory might be delivered this Friday, 11/16 and if so, the committee will have people at the school on Monday to sort and label the directories. Ad sales were just over $14,000 and directory sales were just over 1100. We will print between 1175 and 1200 directories and several elementary campuses as well as Hudson Bend

will sell the overage. The price charged by the printer will be around $11 and we sold the directories for $15, with $1 per directory sold going to the principal of the campus. The PTO will make about $3 per directory.

We discussed ways to show our appreciation to the volunteers that worked on the directory. It was moved by Maggie and seconded by Kristie that we add a $250 line item to the 2012 budget for volunteer appreciation to be presented to the general membership. ***Motion Carries***

4. **Business**
   a. ***Communications Policy:***

Lynn told the group that she put the communications policy together to help manage requests from groups for submissions to the eNews. The policy outlines what will be put in the eNews and our website, and if passed, would be added to our standing rules. It was motioned by Maggie and seconded by Lynn that we accept the communications policy as drafted and add the policy to the standing rules. ***Motion Carries***

b. ***High School Survival Guide:***

Stacy discussed the need for a guide/presentation for 8th grade parents about high school. The presentation would review procedures and expectations. Kim pointed out that much of the information is in the student handbook and course catalog. It was motioned by Maggie and seconded by Lynn that we create a high school transition committee chaired by Lynn to work with the 9th grade and middle school reps to determine what should be in the guide. ***Motion Carries***

5. **Adjourn**

The meeting was adjourned at 10:07 am.

Respectfully submitted,
Jana White, LTHS PTO Secretary
December 07, 2012

Lake Travis High School PTO Executive Board Meeting Minutes
Monday, December 10, 2012 – 9:00 am – Room E206

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1. **Call to Order/Welcome:** Stacy Jespersen called the meeting to order at 9:04 am. A quorum was established with Stacy Jespersen, Cindy Bermudez, Jana White and Maggie Spinks. The minutes approval committee for today's meeting will be Maggie and Stacy.

2. **Principal's Report:** Kim was unavailable to give a report.

3. **Officer and Committee Reports**
   a. ***President:*** Stacy reported that the PTO meeting on February 11, will feature information for the parents of junior students. This meeting is being planned by Lisa Vondoersten, Empower LT Chair, and the PTO and will include information from the parents' perspective as well as a presentation from the guidance office. Tracy Henry will also provide information on Project Graduation. Topics such as senior pictures, cap and gown and graduation announcement purchase, senior breakfast, baccalaureate service, graduation ceremony tickets, etc. will be covered.

   b. ***Vice-Presidents:*** There were no reports from the Vice-Presidents.

   c. ***Treasurer:*** Cindy reviewed our revenue and expenses. Revenue from the No Hassle Fundraiser is $23,821. The directory sales and advertising revenue is $30,684 which is $13,184 over our original goal. After expenses, our net income is $37, 642. For returned checks, Cindy will contact the donor and ask that the PTO be reimbursed for the bank fee incurred. Cindy will also request that a portion of our fees be reimbursed from PayPal since we received our 501(c)3 designation.

   d. ***Committee Chairs:*** Amy van Heijningen gave us an update on the directory. 1114 directories were sold; 1200 were ordered. There are extra copies at several campuses for sale. The directories were delivered on Friday, 12/7. The committee put hours of effort into the project and worked well together. Amy will put a debrief meeting together and discuss improvements to the process for next year; specifically a change in printer and the directory distribution process. Amy will also create a notebook with project details. Amy and Stacy will meet with Dionne Burnett to determine how to present the money earned by directory sales to the school principals.

4. **Business**
   a. ***Offsite Documents Storage:*** Cindy would like to store our PTO records in a fireproof bank safe. She will find out which banks are options and the cost information before the January executive board meeting. We will vote on the issue at the January general meeting.

b. ***Transition Committee Update:*** Lynn and Elena met several weeks ago to work on the presentation which will be a collection of links to topics such as…A/B schedule, sports activities, calendar dates, pick up and drop off flow, parking permits, etc. Lynn sees this presentation as parent-to-parent and is not meant to replace information the counselors or administration already have in place. The high school has a program during Round-Up for students new to LTHS that involves Teen Impact giving a tour of the school and helping the new students get their schedules and texbooks. In addition, there is a time for parents of new students to hear information about the school. The Transition Presentation being developed might be appropriate for the parents of new students at Round-Up. Lori Martin suggested we discuss creation of a "Welcome Wagon/Committee". Finally, the committee will have to figure out who will own the transition presentation and keep it updated.

5. **Adjourn**
   The meeting was adjourned at 10:28 am.

   Respectfully Submitted,
   Jana White, LTHS PTO Secretary
   December 31, 2012

Lake Travis High School PTO Executive Board Meeting Minutes
Monday, January 14, 2013 – 9:00 am – Room E203

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1. **Call to Order/Welcome:** Stacy Jespersen called the meeting to order at 9:04 am. A quorum was established with Stacy Jespersen, Maggie Spinks, Cindy Bermudez and Jana White. The minutes approval committee for today's meeting is Maggie Spinks and Stacy Jespersen.

2. **Officer and Committee Reports**
   a. **President**—Stacy and Lisa Vondoersten, Empower LT Chair, are preparing for the Senior Preview Meeting, February 11. This meeting will be great for any grade level, but a must for junior parents. Topics covered will include: ACC dual credit course changes (guidance office), Project Graduation, senior pictures, graduation announcements and cap and gown. The counseling office will participate.

   Other items from Stacy: the February meeting will include forming a nomination committee for next year's officers. In addition, Stacy and Lynn Ballard will be revising the officer positions for the executive board with a concentration on the class rep and parliamentarian positions. Finally, Stacy will be sending out an email blast in preparation for Winter Formal.

   b. **Vice-Presidents**—no reports given

   c. **Treasurer**—Income from NHF is $23,871 with Directory advertising and sales being $30,744. Total gross profit is $42,277.23. Total Expenses are $7,764.94 with a Net Income of $34,512.29. Cindy Bermudez is working the reimbursement fees from PayPal.

   d. **Committee Chairs**
   Stacy reported for Shelley McCannon on teacher appreciation. The next event will be hosted by Champion Chiropractic on January 18, with Dr. Bagley providing his analysis tools and massage chairs.

   Tracy Henry explained that everyone should have received an email acknowledging donations to the PTO (tax letters).

   Lori Martin has the directory sponsor links on our website and is currently working on a senior page. The senior page will pull links from the school's website, project graduation and have "resources" as the tab/header. She will work with Lynn and Tracy on information to include.

Amy van Heijningen reported that the directory committee will meet the week of January 21 to do a final wrap-up and report. There are still a few directories left for purchase. Stacy will meet with Elizabeth, Amy and Tracy to discuss the overall fundraising plan for next year. Amy will meet with Dionne Burnett about the directory as a fundraiser going forward.

Stacy presented Tracy and Amy a thank you card for all their hard work on the No Hassle Fundraiser and Directory fundraisers.

3. **Business**
   a. **Offsite Documents Storage** Cindy Bermudez
   Cindy recommended we secure a 5" x 10" box at First National Bank for $60 per year. We will store original documents in the box. Stacy will put a budget revision to a vote in February's meeting.

   b. **Transition Committee Update** Lynn Ballard
   The Transition Committee has put together a list of topics and subjects that parents need information on; drop-off/pick-up routes, A/B schedule, etc. This will be the basis for a presentation the committee will put together. For now, there will be an 8th grade parent coffee (informal, no presentation) on 1/25 to answer any questions.

   c. **Budget Revisions** Stacy Jespersen
   Stacy and Cindy will meet on Friday to discuss how much money to hold over for next year. We would also like to fill some teacher requests this year as well as designate money for Project Graduation.

4. **Adjourn**
   The meeting was adjourned at 10:03 am.

Respectfully Submitted,
Jana White, LTHS PTO Secretary
January 25, 2013

Lake Travis High School PTO General Membership Meeting Minutes
January 14, 2013 – 10:00 am – Room E203

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1. **Call to Order:** Stacy Jespersen called the meeting to order at 10:04 am. Minutes from the November 12, 2012 General Membership meeting were approved by committee and posted previously to the website. The committee to approve the minutes from today's meeting will be Lynn Ballard, Stacy Jespersen and Cindy Bermudez.

2. **Treasurer's Report:** Cindy reported that income from NHF is $23,871 with Directory advertising and sales being $30,744. Total gross profit is $42,277.23. Total Expenses are $7,764.94 with a Net Income of $34,512.29. Cindy Bermudez is working the reimbursement fees from PayPal.

3. **Officer & Committee Reports:**
   Stacy thanked everyone for their volunteer service and reminded us to fill out the confidentiality form. This form must be filled out to volunteer at the high school.

   Stacy asked that anyone interested in serving on the nomination committee to email her. We need 3 people to form the committee. In addition, Stacy and Lynn Ballard will be revising the officer positions inherited from the PTA. The class rep and Parliamentarian positions will change in scope for next year.

   Stacy thanked Amy van Heijningen and Tracy Henry for their leadership of the Directory and No Hassle Fundraiser campaigns. Because we are in a sound financial position, we will look at teacher wish list requests and project graduation amounts and revise our budget at the February meeting.

   Tracy Henry explained that everyone should have received an email acknowledging donations to the PTO (tax letters). Please contact Tracy if you did not receive your letter.

   Lynn and the Transition Committee has put together a list of topics and subjects that parents need information on; drop-off/pick-up routes, A/B schedule, etc. This will be the basis for a presentation the committee will put together. For now, there will be an 8th grade parent coffee (informal, no presentation) on January 25 to answer any questions.

   Lori Martin has the directory sponsor links on our website and is currently working on a senior page. The senior page will pull links from the school's website, project graduation and have "resources" as the tab/header. She will work with Lynn and Tracy on information to include.

Stacy reported for Shelley McCannon on teacher appreciation. The next event will be hosted by Champion Chiropractic on January 18, with Dr. Bagley providing his analysis tools and massage chairs.

4. **Business & Announcements:** Stacy and Lisa Vondoersten, Empower LT Chair, are preparing for the Senior Preview Meeting, February 11. This meeting will be great for any grade level, but a must for junior parents. Topics covered will include: ACC dual credit course changes (guidance office), 4 year plans, PSAT, ACT, SAT tests, Project Graduation, senior pictures, graduation announcements and cap and gown. This meeting will help parents know the timeline and plan a budget. The counseling office will participate.

5. **Special Report from Principal Kim Brents: *What's New at LTHS***
   The Dual Credit program will have significant changes beginning the 2013-2014 school year. The 2013-2014 senior class will have the option to take ACC dual credit courses on our campus during the school day. Senior courses offered will be Government, Economics and English 4. In order to sign up for the program, the student will be required to take all 3 courses. Starting the 2014-2015 school year juniors will be *added* to the program and will be able to take US History, English 3 and a .5 credit course to be determined (to create 2 full blocks). Again, juniors signing up for the program will have to take all 3 courses. These courses would be pass/fail, transferrable to some colleges and would not have "bump" points as they are not AP classes. Students could end up with 18 hours at graduation. The only course that will be offered this summer will be US History. The school will recommend the students in the dual credit program take the STARR test in July.

   Kim told us that the high school is making a push to end our first semester next year by the December break.

   There will be parent forums to discuss LTHS only reporting the top 10%. Kim encouraged us to participate in these discussions. The data on high performing districts that have quit reporting beyond the top 10% shows the positives far outweigh the negatives.

   The Cavalier showcase will be January 23. There are some new classes in health sciences that will be showcased.

   Current 9^{th}/10^{th} graders will not have the STARR count as 15% of their grade this year, but they will be required to pass the test.

Finally, Kim explained that exemptions on mid-term and end of year finals will be discontinued with the 2013-2014 class. Current freshmen, sophomores and juniors will be allowed to exempt through graduation.

We discussed funding teacher wish lists and leaving a significant amount of funds for the PTO for next year. Lynn suggested we get a prioritized wish list with budgetary amounts and decide how much to fund from the list. Dyan Emerson volunteered to get with Kim Brents about populating the wish list.

6. Adjourn
The meeting was adjourned at 10:58 am.

Respectfully Submitted,
Jana White, LTHS PTO Secretary
February 03, 2013

Lake Travis High School PTO Executive Board Meeting Minutes
Monday, February 11, 2013 – 9:00 am – Room D105

1. **Call to Order/Welcome:** Stacy Jespersen called the meeting to order at 9:00 am. A quorum was established with Stacy Jespersen, Linda Marshall, Kim Brents, Cindy Bermudez and Jana White. The minutes approval committee for today's meeting is Cindy Bermudez and Stacy Jespersen.

2. **Principal's Report: Kim Brents**
   Kim explained that the high school is focusing on preparing for STAAR exam. They are targeting certain kids to make sure we have everything needed to help them be successful. Students must pass all 15 STAAR exams to graduate. The STAAR system has changed the way the high school does business; it is harder to customize a case-management plan for kids who don't want to attend college.

   Kim reported that our cheerleaders are being spotlighted throughout the early morning on KEYE this Wednesday. Basketball playoffs are starting, soccer and softball are kicking off and LTHS is hosting the PALS state wide conference on our campus this weekend.

3. **Business: Stacy Jespersen**

   a. Nominations Committee. Stacy reported that Lynn Ballard, Kristie Hagar and Elena Brooks have agreed to be the nomination committee. A motion was made by Linda and seconded by Lori Martin to present the slate for the nomination committee consisting of Lynn Ballard, Kristie Hagar and Elena Brooks to the general membership for approval. ***Motion Carries***

   b. Proposed Budget Amendments. Cindy Bermudez reviewed the proposed budget amendments: to add a line item for Project Graduation in the amount of $1,500 and a line item for Wish List in the amount of $9,000. If adopted, this would leave approximately $11,000 to be carried over to next year. A motion was made by Lynn Ballard and seconded by Linda Marshall to present the proposed budget amendments to the general membership as written. ***Motion Carries***

   c. Proposed Bylaws Amendment. Lynn and Stacy met and discussed a bylaw change to eliminate the parliamentarian position for next year. This change will be proposed in our April meeting.

   d. Appelton Learning. Stacy has been approached by several organizations wanting us to make information available to our membership. Appleton Learning provides SAT/ACT prep classes and has given us certificates that discount their services. We discussed how the PTO should deal with

businesses who want to reach our students and decided we will defer providing the information at our meetings and leave that up to the counseling office.

4. **Adjourn**
   The meeting was adjourned at 9:53 am.

Respectfully Submitted,
Jana White, LTHS PTO Secretary
February 25, 2013

Lake Travis High School PTO General Membership Meeting Minutes
Monday, February 11, 2013 – 10:00 am – D105 and Cafeteria

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1. **Call to Order/Welcome:** Stacy Jespersen called the meeting to order at 10:02 am. Minutes from the January 14, 2013 General Membership meeting were approved by committee and posted to the website. The committee to approve the minutes from today's meeting will be Linda Marshall, Lynn Ballard and Stacy Jespersen.

2. **Treasurer's Report:** Cindy Bermudez reported that we have a total income of $55,065.05 with a gross profit of $42,727.28. Total expenses are $7,794.94 with a net income of $34,932.34.

3. **Business & Announcements: Stacy Jesperson**

   a. Proposed Nominations Committee Slate

   It was moved by Rosalie Galliver and seconded by Amy Still to approve the nominations committee slate of Lynn Ballard, Kristie Hagar and Elena Brooks. ***Motion Carries***

   b. Proposed Budget Amendments

   The executive board proposed an amendment to our budget which would add two line items: Project Graduation for $1,500 and Wish List for $9,000. For the Wish List, PTO funds will be used to cover training for our science department. Any monies remaining will be used to tutor students for grade level exams. With this proposal, carry over for the 2013-2014 school year would be approximately $11,000. It was moved by Lynn Ballard and seconded by Beth Harrison to add line items to our budget for Project Graduation in the amount of $1,500 and Wish List in the amount of $9,000. ***Motion Carries***

   c. *Proposed Bylaws Amendment*

   Stacy explained that in April the executive board will propose an amendment to our bylaws to eliminate the parliamentarian position. This proposed change to the bylaws will be posted and voted on at our April meeting.

   d. Announcements

   Stacy reminded everyone that the next PTO meeting will be on Monday, April 8 at 10:00 in E203 and there will be a meeting concerning top 10% reporting in the Black Box Theater on Wednesday, February 13.

4. **Special Presentation:** ***Senior Year Preview***

   A representative from Balfour spoke about ordering letter jackets, class rings, graduation announcements and caps and gowns.

Tracy discussed Project Graduation. The scope of PG includes senior breakfast, powder puff game, baccalaureate service and graduation night party.

Kathleen Nethery spoke about how to prepare for the senior year and beyond--graduation plans, advanced measures, dual credit courses, visiting college campuses to find the right fit for your student and other college choice information.

Mrs. Brents discussed and answered questions regarding changes to dual credit course structure. Beginning next year, ACC dual credit courses will be incorporated into the school day during 2nd period Monday - Thursday. Fridays will be a study session on the courses. Only seniors will have the option to participate for the 2013-2014 school year. Government, Economics and English 4 will be offered and all three courses are required as a block. US History will be offered this summer and the US History STAAR should be taken in the second week of July (at the high school) to maximize retention. If the student fails, the high school will do remediation to retake the STAAR in December.

5. **Adjourn**

The meeting was adjourned at 11:40 am.

Respectfully Submitted,
Jana White, LTHS PTO Secretary
February 25, 2013

Lake Travis High School PTO Executive Board Meeting Minutes
Monday, March 4, 2013 – 9:00 am – Cavalier Activity Center Meeting Room

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1. **Call to Order/Welcome:** Stacy Jespersen called the meeting to order at 9:04 am. A quorum was established with Stacy Jespersen, Maggie Spinks, Jana White, Cindy Bermudez and Elizabeth Macklin. The minutes approval committee for today's meeting will be Elizabeth and Maggie.

2. **Principal's Report:** Kim was unavailable to give a report.

3. **Officer and Committee Reports**
   a. ***President.*** Stacy met with Amy van Heijningen, Chris Protass, Tracy Henry and Elizabeth to debrief on this year's fundraising efforts and discuss plans going forward. Stacy agreed to follow-up a potential fundraising lead for us running the concession stands for the Circuit of the Americas (COTA). The shifts begin at 5:00 am, last 10 hours and cannot be split among multiple volunteers. We decided the $125/day/person was not a good opportunity for us.

   Stacy prepared position descriptions for each officer and committee chair position. She also met with the nominations committee to discuss the positions and provide information to help them get started.

   The next District Leadership Meeting with all the principals and PTO presidents will be Tuesday, March 5th. Amy and Stacy will be presenting checks to the principals for the directory sales.

   Stacy received positive feedback on hosting a TAMSA speaker along with a state representative to talk about STAAR. This will provide both perspectives for parents. Stacy is trying to set this up and is waiting for a response from both groups. This meeting would most likely be done in the evening.

   Stacy is currently reviewing our bylaws for errors so that when we have the vote in April to remove the Parliamentarian position the bylaws will be corrected.

   b. **Vice-Presidents:**
   Elizabeth reported that Tracy Henry has agreed to be the chair of the No Hassle Fundraiser next year and Amy and Chris will Co-Chair the Directory. We are excited to have women who have successfully done these fundraisers agree to chair them again!

c. Treasurer:

Cindy reported a total income of $55,125.05 with a cost of goods sold of $13,248.77 leaving a gross profit of $41,876.28. With expected expenses, including a $9,000 wish list item, we anticipate a carry over for next year of approximately $11,000.

d. Committee Chairs

Lynn Ballard reported that she is now registering middle school parents for eNews. She also explained that the nominations committee is progressing and the positions remaining to be slated are 3rd VP of student activities, Homecoming Chair, Empower LT Chair and several grade level reps. Linda Marshall will become the senior class rep.

Lori Martin added a senior page to our website which provides links back to the Project Graduation link and other helpful pages. Lori is working with Lynn and Elena Brooks to pull together a fact page under our resources tab. People can choose from questions on the fact page, and when clicked, the answer will pop up.

4. Adjourn

The meeting was adjourned at 9:42 am.

Respectfully Submitted,
Jana White, LTHS PTO Secretary
March 19, 2013

Lake Travis High School PTO Executive Board Meeting Minutes
Monday, April 8, 2013 – 9:00 am – Room E207

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1. **Call to Order/Welcome:** Stacy Jespersen called the meeting to order at 9:00 am. A quorum for the meeting was established by Stacy Jespersen, Jana White, Maggie Spinks, Cindy Bermudez and Elizabeth Macklin. The minutes approval committee for today's meeting will be Maggie and Elizabeth.

2. **Principal's Report:** The principal's report was deferred until the general meeting.

3. **Officer and Committee Reports**
   a. ***President***. Stacy received feedback from the nominations committee regarding our PTO officer positions.

      In addition, Stacy attended a luncheon with Raise Your Hand Texas to hear about potential legislative changes to graduation requirements. House Bill 5 was passed by the House and will change graduation requirements. There is also legislation being discussed related to charter schools; increasing both accountability and the number of charter schools. Finally, there is legislation being proposed that would require students take an online class.

   b. ***Vice-Presidents:*** There were no Vice-President reports today.

   c. ***Treasurer:***
      Cindy reported a total income of $55,335.05 with a cost of goods sold of $13,248.77 leaving a gross profit of $42,086.28. The PTO paid $9,000 in wish list money to Principal Bents as well as $1,500 to Project Graduation leaving a net income of $23,701.34. The psychologist payment will be made once we receive a check request from the high school.

      Ms. Brents indicated that next year she would like to have the high school teachers do their internal "grant-writing" for the Lake Travis Educational Foundation grants in March or April, and those not funded by LTEF could potentially be funded with PTO wish-list money. We also discussed taking pictures of the teachers who receive the PTO wish-list money next year for the PTO newsletter. Ms. Brents asked that we consider funding more for the Olweus bullying training for next year; specifically survey money.

   d. ***Committee Chairs:***
      Nominations Committee
      Lynn Ballard reported that we have a full slate of officers but are lacking a committee chair for homecoming.

4. **Business:** The 2013-2014 committee chair approval was deferred until our next executive board meeting.

5. **Adjourn:**
   The meeting was adjourned at 9:37 am.

   Respectfully Submitted,
   Jana White, LTHS PTO Secretary
   May 8, 2013

Lake Travis High School PTO General Membership Meeting Minutes
Monday, April 8, 2013 – 10:00 am – Room E203

1. **Call to Order/Welcome:** Stacy Jespersen called the meeting to order at 10:08 am. Minutes from the February 11, 2013 general membership meeting were approved by committee and posted to the website. The committee to approve the minutes from today's meeting will be Maggie Spinks, Elena Brooks and Lynn Ballard.

2. **Treasurer's Report:**
   Cindy reported a total income of $55,335.05 with a cost of goods sold of $13,248.77 leaving a gross profit of $42,086.28. The PTO paid $9,000 in wish list money to Principal Brents as well as $1,500 to Project Graduation leaving a net income of $23,701.34. The psychologist payment will be made once the PTO receives a check request from the high school.

3. **Principal's Report:**
   The LTHS drum line won 1st place at the state competition this weekend, our students competed in VASE and won several gold seals and scholarships and baseball, softball and track are in full swing. TAKS and STAAR testing is coming in the next few weeks; juniors and seniors will have a late start on those days with AP study sessions on the morning of the STAAR test.

   The school board voted to eliminate ranking beyond the 10th percentile with a caveat. Students will be given the option to include their class rank on their transcript in the September/October time frame. This information will be determined by October 13. Mrs. Brents will check to see if the summer transcripts requested for current juniors will include class rank or not.

4. **Business & Announcements:**
   a. Bylaw Amendments
   Elena Brooks reviewed the proposed Bylaw Amendment. The PTO is proposing elimination of the parliamentarian position from the executive board as well as the correction of several grammatical errors. These proposed changes were previously posted for public review.

   It was moved by Elena and seconded by Maggie Spinks that we approve the Bylaw Amendment as proposed. ***Motion carries.***

   b. 2013-2014 LTHS PTO Officer Nominations and Elections
   Lynn Ballard reviewed the slate of proposed officers for the 2013-2014 school year. No nominations came from the floor for any of the slated positions. It was moved by Elena and seconded by Maggie that the slate of officers be accepted as proposed. ***Motion Carries***

We will approve the committee chairs at the next board meeting.

5. **Officer & Committee Reports:**

a. *President:* Stacy attended a luncheon with Raise Your Hand Texas to hear about potential legislative changes to graduation requirements. House Bill 5 was passed by the House and will change graduation requirements. There is also legislation being discussed related to charter schools; increasing both accountability and the number of charter schools. Finally, there is legislation being proposed that would require students take an online class.

b. *Vice President:* Maggie reported that she will initiate a Change of Registered Agent form on the Secretary of State website. This will change the registered agent for the PTO from Maggie to Stacy for the 2013-2014 school year.

The PTO needs to form an audit committee, to be chaired by Elena Brooks. If anyone would like to volunteer for the committee, please contact Elena. The committee will take about 4 hours of effort in July. The audit will be quick and informative and a great way to see what our PTO does and how it works.

6. **Adjourn**

The meeting was adjourned at 10:49 am.

Respectfully Submitted,
Jana White, LTHS PTO Secretary
May 9, 2013

Lake Travis High School PTO Election Ballot

2013 to 2014 School Year

Please vote for the candidate by placing an "X" next to the candidate's name.

President

_____ Stacy Jespersen

_____ _____

(Write-in name)

1st Vice President

_____ Linda Marshall

_____ _____

(Write-in name)

2nd Vice President, Fundraising

_____ Elizabeth Macklin

_____ _____

(Write-in name)

3rd Vice President, Student Activities

_____ H. Carol Johnson

_____ _____

(Write-in name)

Treasurer

_____ Cindy Bermudez

_____ _____

(Write-in name)

Secretary

_____ Shana Defries

_____ _____

(Write in name)

Parliamentarian

Open Position Pending Bylaw Change

_____ _____

Lake Travis High School PTO Executive Board Meeting Minutes
Monday, May 20, 2013 – 9:00 am – Room E207

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1. **Call to Order/Welcome:** Maggie Spinks called the meeting to order at 9:02 am. A quorum for the meeting was established by Maggie Spinks, Cindy Bermudez, Kim Brents, Linda Marshall and Jana White.

2. **Principal's Report:** Kim reported that they are currently working through the spring exemptions process. She has gotten pushback regarding discontinuing exemptions for incoming freshman beginning next year and has challenged the Campus Advisory Team to come up with an exemption system that works with minimal disruptions.

   STAAR exams have been completed and make-up AP exams will be administered this week. Master schedules are being created right now and teachers are being hired. The Cedar Park Center is the new location for graduation this year. Students will ride buses and be escorted by the police to graduation.

3. **Officer and Committee Reports**
   a. ***President:*** Stacy is working on next year's budget, touching base with the new officers and coordinating with Elena Brooks to prepare for the audit. Stacy reported that she and Amy van Heijningen have a rough estimate for directory ad sales of $10,000 for next year's budget.

      While Teacher Appreciation week was a great success, we will be examining the process next year because there was no food provided by the sophomore class on their designated day (Kim ordered pizzas). Stacy indicated that she will have committee chairs report at the meetings next year to improve communication. We will propose adding $400 to the Teacher Appreciation line item in our current budget and vote on the change at the general membership meeting today. This increase will cover the cost for the pizza.

   b. ***Vice-Presidents:***
      Maggie submitted the statement of change for the PTO registered agent from herself to Stacy. Elizabeth Macklin was out with a sick child, but Stacy submitted the fundraising requests for next year.

   c. ***Treasurer:***
      Cindy reported a gross profit $42,086.28 and total program expenses of $21,504.90. Total expenses are $24,205.83 leaving net income of $17,880.45. Everyone must submit expenses by June 30 in order for Cindy to reconcile our account by June 30, 2013.

      Stacy and Cindy met to discuss the proposed budget for 2013-2014. They are estimating $18,000 for the No Hassle Fundraiser and approximately $10,000 for

directory advertising. Next year, Stacy would like to give back more to the schools for each directory sold; possibly increase from $1 to $2 per directory. Next year's LTHS wish list is projected to be $10,000. Other issues addressed: the Olweus survey cost will be included under the Character Education line item and the Psychologist line item will be adjusted depending on Kim's input as to cost and the PTO's determination of desired proportion to fund. Our total expenses are projected to be $31,725 with a carryover of approximately $13,980 and an estimated net income of $12,555.45. The new board will go over the proposed budget for 2013-2014 and make any changes in preparation for a September general membership vote.

d. ***Committee Chairs:***
Amy has been working with Stacy on the directory numbers for next year's proposed budget. No other committee chairs sent reports to Stacy.

4. Business:

a. Stacy presented the names of 2013-2014 committee chair nominees. It was moved by Maggie and seconded by Linda Marshall to appoint the committee chair nominees for the 2013-2014 school year as presented. ***Motion carries***

Lake Travis High School PTO

2013 to 2014 Proposed Committee Chairs

Position	Name
Enews	Amy Still
Webmaster	Lori Martin
No Hassle Fundraiser	Tracy Henry
Teacher Appreciation	Shelley McCannon
Homecoming	OPEN
Wishlist	Dyan Emerson
Volunteer Coordinator	Beth Harrison
Empower LT	Maria Syversen
Directory	Amy van Heijningen
Senior Class Reps	Linda Marshall Dianne Enas
Junior Class Reps	Penny Laney
Sophomore Class Reps	Kim Yancey
Freshman Class Reps	Kara Gaskamp

Lori Martin will set up emails on the website for each committee chair on July 1.

b. Stacy explained the need for an audit process and presented a plan drafted by Elena Brooks. A motion was made by Maggie and seconded by Linda to approve the audit plan as presented and to include the audit plan in the standing rules. ***Motion Carries***

c. Stacy proposed a change to the standing rules' retention policy. A motion was made by Linda and seconded by Maggie to change the standing rules retention policy Permanent Records per fiscal year section to say "to be kept digitally with all records for fiscal year on a portable digital storage device, such as a CD or flash drive". ***Motion Carries***

d. A motion was made by Maggie and seconded by Linda to appoint Elena Brooks, Carol Johnson, and Maria Syversen to the 2013-2014 audit committee with Elena Brooks serving as committee chair. ***Motion Carries***

5. Adjourn

The meeting was adjourned at 9:57 am.

Respectfully Submitted,
Jana White, LTHS PTO Secretary
June 24, 2013

Lake Travis High School PTO General Membership Meeting Minutes
Monday, May 20, 2013 – 10:00 am – Room E203

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1. **Call to Order/Welcome:** Stacy Jespersen called the meeting to order at 10:08 am. Minutes from the April 8, 2013 general membership meeting were approved by committee and posted to the website. The committee to approve the minutes from today's meeting will be Lori Martin, Elena Brooks and Maggie Spinks.

2. **Treasurer's Report:** Cindy Bermudez reported a gross profit $42,086.28 and total program expenses of $21,504.90. Total expenses are $24,205.83 leaving net income of $17,880.45. Everyone must submit expenses by June 30 in order for Cindy to reconcile our account by June 30, 2013.

3. **Principal's Report:** Ross Sproul attended the meeting in lieu of Kim Brents and answered several questions regarding AP testing.

4. **Business & Announcements**
   a. *Audit Committee Approval:* A motion was made by Maggie and seconded by Linda Marshall to appoint Elena Brooks, Carol Johnson, and Maria Syversen to the 2013-2014 audit committee with Elena Brooks serving as committee chair. ***Motion Carries***

   b. *2013-2014 Proposed Budget Approval:* Cindy reviewed the proposed 2013-2014 budget. A motion was made by Linda and seconded by Maggie to approve the proposed 2013-2014 LTHS PTO budget as presented. ***Motion Carries***

   c. *2012-2013 Line-Item Changes to the Budget:*
   Because we had no lunch coverage on Tuesday of Teacher Appreciation week, Kim purchased pizza for the staff. The PTO wants to cover the cost incurred. A motion was made by Elena and seconded by Linda to increase the current year teacher appreciation budget expense by $400. ***Motion Carries***

   Several checks were received for teacher appreciation that needed to be added to the budget. A motion was made by Maggie and seconded by Carol to create a line item for designated funds for teacher appreciation in the amount of $680. ***Motion Carries***

5. **Officer & Committee Reports**
   Maggie submitted the statement of change for the PTO registered agent from herself to Stacy.

Stacy is working on next year's budget with Cindy, touching base with the new officers and coordinating with Elena to prepare for the audit. Stacy also explained that to improve communications for next year, she will ask committee chairs to attend and report on committee activities at executive board meetings.

Lori Martin reported that she will be updating the website with new officer and committee chair contact information by July 1.

Elena will meet with Lynn Ballard to complete the information they put together concerning the transition from 8th to 9th grade. This information is intended to assist parents and students upon entry into Lake Travis High School.

Amy van Heijningen has met with Dionne Burnett regarding the school directory for 2013-2014. Amy reports that many of the women who contributed to the directory this year will be back next year.

6. **Adjourn**
   The meeting was adjourned at 11:11 am.

   Respectfully Submitted,
   Jana White, LTHS PTO Secretary
   June 24, 2013