

MINUTES

Lake Travis High School PTO Board Meeting

Date | time 8/12/2013 9:10 AM | *Meeting called to order by* Stacy Jespersen

In Attendance

In attendance were Board Officers and Committee Chairs: Stacy Jespersen, Linda Marshall, Elizabeth Macklin, H. Carol Johnson, Kim Brents, Lori Martin, Lei Streuling, Maria Syversen, Amy van Heijningen, Penny Laney, Kara Gaskamp, Kim Yancey, and Amy Still.

Approval of Minutes

The June Meeting Minutes were distributed and read by the members. A motion to approve the June 3rd, 2013 meeting minutes as presented was made by Linda Marshall, seconded by H. Carol Johnson. *Motion carries.*

Appointment of Minutes Approval Committee

In line with our LTHS PTO Standing Rules, Stacy asked for volunteers from the Officers to serve on the Minutes Approval Committee. The following officers were appointed to the Minutes Approval Committee: Elizabeth Macklin and Stacy Jespersen.

Principal's Report

Principal Kim Brents presented her report:

- Summer Construction: Tile Replacement, Moving the Nurse's Office, Bathroom Facilities Upgraded.
- New hires: 19 including new teachers and coaches.
- Round-Up: Tuesday, August 13th: Course Sheets, Textbooks, PTO, Parking Permits
- New Student Orientation: Thursday, August 15th: Welcome, PTO, Tours for New Students
- PTO Meeting: September 9th: Mr. Sproul will be speaking about HB5 and new graduation requirements.

Board Reports

President: Stacy Jespersen

- Secretary resigned and we are currently looking for a volunteer.
- Audit Report: Minor findings and the final report will be presented at the September meeting.
- Records Retention Policy: Stacy Jespersen & Cindy Bermudez reviewed all of the documents. Currently, all documents (hardcopy and electronic versions) reside with Treasurer, Cindy Bermudez.
- 2012 Annual Statement has been verified: No Tax Records until this year
- If the instant should arise, all PTO personnel issues with school staff need to be brought to the board. Additionally, PTO members wanting to contact/involve school employees, teachers, secretaries, etc. that we should not go directly to the staff, but to the President who will coordinate/communicate with staff.

1st Vice President: Linda Marshall

- Linda recently became one of the LTHS PTO check signers with Stacy Jespersen and Cindy Bermudez
- Following up on a PTA operation: LTHS PTO is establishing board /committee chair notebooks to assist in the details and logistics of the respective position and projects.

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2nd Vice President: Elizabeth Macklin, Fundraising

- Shout out to her fantastic committee chairs. NHF hardcopy will be going home with students in their first day packet. Additionally the school site will have a softcopy.

3rd Vice President: H. Carol Johnson, Student Activities

- Held a Homecoming Meeting this morning with Kim Brents so those plans are underway.
- Looking forward to meeting with Student Council Representatives to explore ideas regarding student activities

Treasurer: Cindy Bermudez *via Stacy Jespersen*

- We have had limited activity during the summer. Our first official report will be at the September meeting
- Budget Adjustments:
 - Carryover Amount from 2012-13: \$17,419 versus \$13,000
 - Psychologist Expense is expected to be: \$8800 versus \$6000: It was suggested that Cindy Bermudez meet with Kay Penrod regarding the payment plan
 - An NHF Expense was listed as a revenue versus an expense
 - Project Graduation was lowered from \$1500 to \$1000
 - Wish list: Olweus Survey needs to be included this year.
 - Three Main questions come up: What is the amount in Wish List? What time of year with the funds be available or dispersed? Does PTO want to pursue a larger project or targeted donation?
 - Additionally, our timing and procedure has varied from year to year. We need to be cautious on the wording of our funding methods due to tax requirements, accountability and documentation.
- Revised Treasurer's forms have been made and will be posted online for Board and Committee use.
- Plan of Work are due August 31, 2013. Form is available online
- Grade Level Reps have a \$500 budget each for the expenses during Staff Appreciation Week: however we would like to expand these positions, so please bring ideas to the Board. Shelley McCannon is the Staff Appreciation Chair so your Staff Appreciation expenditures need to be approved by her prior to reimbursement. Additionally, please remember ALL cash donations must go through the Treasurer.
- Cindy will bring a Budget Proposal to the September meeting upon which we will vote.

Business

- Appointment of Homecoming Chair: Stacy Jespersen presented the appointment of Lei Streuling of Homecoming Chair. A motion to accept the appointment was made by Elizabeth Macklin and seconded by H. Carol Johnson. *Motion carries.*
- Appointment of Officer to Review Bank Statement: Stacy Jespersen presented the appointment of H. Carol Johnson as Board Member to Review Bank Statements and Reconciliations. A motion to accept the appointment was made by Linda Marshall and seconded by Elizabeth Macklin. *Motion carries.*

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Committee Reports

- eNews: Amy Still: Please send items to include in the eNews
- Website: Lori Martin: New forms will be up on the website this week
- No Hassle Fundraiser: Tracy Henry via Elizabeth Macklin: NHF will be at Round-up as well as distributed through the First Day packets as previously mentioned
- Teacher Appreciation; Shelley McCannon *via Stacy Jespersen*:
 - Luncheon August 19th 11: 30 - 12:30 if you want to help, please contact Shelley
 - Teacher Appreciation Week; Paper goods and decor covered so Class Reps don't need to worry about those items. Breakfast: Coffee from Cafeteria, Tea for Luncheons is provided by Chicken Express but containers need to go back
 - Teacher Appreciation Schedule will come out shortly
- Homecoming: Lei Streuling
 - Lei inquired about T-Shirts, if there was any desire to bring them back??
 - Confirmed expenses are not for candy, floats, etc. Currently the funds are allocated towards paying for security and homecoming court items.
- Wish list: *Discussed during Treasurer's Report, see above.*
- Volunteers: Beth Harrison *via Stacy Jespersen*: needs volunteers for tomorrow's Round-Up, please consider.
- Empower LT: Maria Syversen
 - Establishing Speakers for our General Meetings:
 - September: Ross Sproul; November: Teenage Mental Health; January: Oweleus Program & Bullying; February: Possibly Senior Year Prep, April 14th: FERPA laws and parental/student rights; May: Principal's Report.
- Directory: Amy van Heijningen
 - 1200 directories were sold last year and she would like to surpass that number this year.
 - Printer has been selected, Cover has been Sponsored, Amy is focusing on Ad Sales.
 - Tami Berry has volunteered to process orders again which is very helpful
- Grade Level Reps: Penny, Kara, Kim
As stated earlier, working toward expanding and defining roles. Additionally working as liaison with Project Graduation committee.

Announcements

- Round-Up: Tomorrow, Tuesday, August 13th: We are still in need of volunteers for both shifts as well as the PTO & NHF tables.
- Next Meeting: 9/9/2013 9:00 AM, Board Meeting | 10:00 AM General Meeting | LTHS E203
- Meeting was adjourned at 10:51 a.m.
Respectively submitted by Amy Still.