

Lake Travis High School PTO
Meeting of the 2015-2016 Interim Executive Board
May 11, 2015 – 10:15am – LTHS E 205

1. Call to Order/Welcome: With a quorum present, LTHS PTO Incoming President, Babita Deitrich, called the meeting to order at 10:24 a.m., the President being the chair and the Secretary being present.
2. Babita presented the Annual Review Statement for each Board Member to affirm that they have received a copy of A. Conflict of Interest Statement, B. Bylaws, C. IRS Compliance Guide for 501(c)(3) Public Charities. All signed that they have received the documents.
3. Motion to Appoint Incoming Committee Chairpersons was made by Carol Johnson and was seconded by Stacy Jespersen **Motion Carries**. eNews-Amy Still, Webmaster-Lynn Ballard, No Hassle Fundraiser-Cindy Villanueva, Teacher Appreciation-Shelly McCannon, Homecoming-Amanda Tennant-MK Rowins, Talent Show-Tracy Henry-Stacy Jespersen, Wishlist-Kristin Holt, Volunteer Coordinator-Shana Defries, Empower LT-Felicia Hester-Sarah McIlheran, Directory-TBD, Senior Class Rep-Kim Yancey, Junior Class Rep-Lei Streuling, Sophomore Class Rep-Celise Harris, Freshman Class Rep-Courtney Thomas.
4. Appoint Check Signers –

Designated Check Signers-President, Treasurer, 1st Vice President. Motion made by Liza Coldewey and seconded by Carol Johnson **Motion Carries**

Designated Bank Statement Reviewer, 3rd Vice President. Motion made by Liza Coldewey and seconded by Stacy Jespersen **Motion Carries**

Designated PayPal account reviewer, 3rd Vice President. Motion made by Stacy Jespersen and seconded by Liza Coldewey **Motion Carries**
5. - 2014 Proposed Meeting Dates & Times
Babita handed out a schedule for proposed meeting dates and times for next year. The dates will be finalized at a later date. Other important dates: Round up Aug. 11
Discussed how to get more attendees in the general meetings. Each board member to email Babita with times and days that will work for them to help set next year's meeting times.
6. Determine Membership dues for the 2015-2016 School year.
All LTHS Community members are members of the organization with no dues paid
Motion made by Liza Coldewey and seconded by Carol Johnson **Motion Carries**

7. Review 2015 to 2016 Working Budget
Babita reviewed the proposed 2015-16 budget to be voted on at the next general meeting.

8. Standing Rules
Babita will send this document to all Board Members and will highlight for each individual board positions and review with new board members.

9. Summer Preparations
 1. Babita will meet with Kim Brents to determine availability of the school for summer meetings and help needed with round up.
 2. New board emails will be available and active on July 1st
 3. The Website is being redone
 4. Enews will be the main communication to get information out to communicate with general members

10. Adjourn: It was motioned to adjourn the meeting at 11:10 a.m.

Respectfully submitted on May 12, 2015
By Britney Cross, Incoming LTHS PTO Secretary

MINUTES

1. Call to Order / Welcome: LTHS PTO President Babita Deitrich called the meeting to order at 10:35 a.m. with a quorum present, the president being the chair and 1st VP Stacy Jespersen substituting for the secretary. Babita welcomed those in attendance and asked them to introduce themselves, state their PTO position, and tell the grades of their child(ren) enrolled in the district.
2. Approval of Past Board Meeting Minutes: Liza Coldeway motioned to approve the May 11, 2015 Incoming Board Meeting Minutes with corrections to misspelled names as noted. Grace Payne seconded the motion. **Motion carries.** Stacy Jespersen motioned to approve last year's May 11, 2015 Executive Board Meeting Minutes with corrections. Grace Payne seconded the motion. **Motion carries.**
3. Principal's Report: Ms. Brents reported that she has twenty or so new teachers, and with the addition of the annex, the high school covers 700,000 plus square feet. All of the changes have required lots of planning. The administration is focused on how to grow but stay a "small school." The theme for this year is "Survivor". The staff will work with students to continue to perform at a high level. Last year LTHS was tied for 9th for the 6A Longhorn Cup. LTHS staff are identifying areas where we can improve. New for this year will be Cav Time. Time has been taken off each period to make up the thirty-five minute Cav Time period at the end of second period everyday. The administration has been very intentional with adding this to the schedule. They want to use the time for tutoring students. They have put things in place this summer to really monitor student performance and to support all our students. Also new will be badge swipes on the doors for added security. During passing periods various doors will be unlocked for students and then locked during class. During class, access to the school will be limited to the front doors. There will be three parking attendants and a bus to get students where they need to be from the annex and the main building to the Ag building and back. Ms. Brents will be emailing a letter a day for seven days starting August 17th. The letters will have information regarding all the changes and procedures for back to school. Ms. Brents reported that the Homecoming theme this year is Heroes, and we will be honoring those who serve our community. She is bringing back the Principal's Council and will communicate through the council to student organizations about the homecoming theme. Ms. Brents reported that we will have 2700 students on campus this year. Passing periods will be seven to eight minutes long, and the administration will be watching this to see if it is enough time for students to get to class. There may be individual students with very long walks, and they will work with those students and teachers to allow them to leave class early or arrive in class late. Darnell Horton will be the administrator at the Annex, and they have hired a new counselor, Katy Staggs, to work at the annex as the 9th grade counselor.
4. Officer Reports
 - **President:** Babita Deitrich requested a motion to appoint Leann Courtney as the 2015—16 Directory Chair. Grace Payne made the motion. Liza Coldeway seconded. **Motion carries.** Babita gave an audit committee update. The audit committee consisting of Lynn Ballard,

Amanda Tennant, and Felicia Hester met on July 24th to perform the audit. The audit report has been drafted. There were a few minor findings and a few recommendations. The Report will be ready before the September meetings.

Babita reported that there are volunteer opportunities at Roundup this week. We need volunteers to work at the PTO table for the No Hassle Fundraiser, Directory sales, and to answer questions. We are also looking for volunteers for the school to help hand out course lists. For New to the District Families Roundup there will be a PTO table, and we will be handing out PTO information cards to parents. The cards will also go to the counselors to give to new families as they enroll.

Babita reported that Ms. Brents will send home with the students a Welcome Back letter from the PTO. This will be given out in first day homeroom.

Babita reported that she sent out various documents through the summer to board members and chairs. Some of the documents have had to be updated, and she has sent out the updates. She wanted to make sure everyone has received those. All the documents she sent out are on the website.

Babita stated that plans of work are required for any position or activity that spends money. Plans of work are due August 31. If anyone has an interest in Babita setting up group text let her know.

- **1st VP:** No report.
- **2nd VP, Fundraising:** No report, deferred to committee chairs.
- **3rd VP, Student Activities:** Carol Johnson requested the plan of work for the committee chairs who report to her, including Talent Show and Homecoming.
- **Treasurer:** Grace Payne presented the Treasurer's Report. \$24,416.85 is the current bank balance. Grace reported that a lot of money is left over from last year. Kim Brents could not spend all the Wish List allocation from last year. The money needs to be budgeted as a prior year allocation in the current year budget.

5. Committee Chair Reports

- **eNews:** Amy Still requested that we send news items to her. Friday is the deadline for the Sunday eNews each week. Special items can be sent out as a separate eNews blast during the week.
- **Webmaster:** Babita reported for Lynn Ballard that updates are being done on the main website. GoDaddy and Wordpress have made updating easier.
- **No Hassle Fundraiser:** Cindy Villanueva reported that she has cleaned up the NHF form, providing fewer donation levels and a generic donation level. The form is on the website and donors can link to PayPal. We will be handing out forms at the New to the District Round Up and Round Up. Cindy requested volunteers for Tuesday Freshman Round Up and Wednesday Roundup.
- **Talent Show:** Tracy Henry reported that the Talent Show date has been moved to Thursday, November 19th, and we will figure out dates for auditions and MC auditions based on the new date.
- **Wishlist:** Kristin Holt handed out the teacher wish list request form used last year for review, suggestions, and corrections. Kristin suggested we get more information out on the Wishlist purchases made for the school. She suggested we publish an article about Wishlist purchases in the local newspapers and the eNews.
- **Empower LT:** Felicia Hester reported that she met with Ms. Brents. The theme for September is

LTHS PTO Executive Board Meeting
 Monday, August 10, 2015
 10:30am, LTHS Annex, Room M221.4

What's Trending, and they are working to finalize student and parent assembly dates. The September parent assembly will be in the evening. The October theme is empathy.

- **Directory:** LeAnn Courtney reported that she has the Directory order form for the other schools ready to go with the Spanish translation, and it has been approved by Dionne Burnett.
- **Senior Class:** Kim Yancy reported that she will be partnering with project graduation this year.

6. Other Business: Babita announced that Plans of Work are due August 31st and the next Executive Board meeting and General Membership meeting are scheduled for September 15th.

7. Adjourn: The meeting was adjourned at 12:10 p.m.

Respectfully submitted on 8 September, 2015 by Stacy Jespersen, LTHS PTO 1st VP.

LTHS PTO Executive Board Meeting
 Monday, August 10, 2015
 10:30am, LTHS Annex, Room M221.4

Sign-In Sheet

Printed Name	Signature
Amy Still	<i>Amy Jespersen</i>
Cristel Villanueva	<i>Gwendy Villanueva</i>
Felicia Hester	<i>Felicia Hester</i>
Tracy Henry	<i>Tracy Henry</i>
LeAnn Courtney	<i>LeAnn Courtney</i>
Celise Harris	<i>Celise Harris</i>
Liza Coldewey	<i>Liza Coldewey</i>
Stacy Jespersen	<i>Stacy Jespersen</i>
Kim Yancey	<i>Kim Yancey</i>
Amanda Tennant	<i>Amanda Tennant</i>
H. Carol Johnson	<i>H. Carol Johnson</i>
KRISTIN HOLT	<i>Kristin Holt</i>
Sarah McElheran	<i>Sarah McElheran</i>

LTHS PTO Executive Board Meeting
September 15, 2015

In attendance:

Babita Deitrich
Stacy Jespersen
H. Carol Johnson
Felicia Hester
Liza Coldewey
Grace Payne
Courtney Thomas
Tracy Henry
Cindy Villanueva
Kim Yancey
Kim Brents, principal

1. Call to Order/Welcome: LTHS PTO President Babita Deitrich called the meeting to order at 9:01am with a quorum in attendance.

2. Approval of Past Board Meeting Minutes: H. Carol Johnson moved to approve the minutes of the August 10, 2015 Board meeting as presented. Kim Brents seconded. Motion carries.

3. Business Items:

Secretary Appointment: Babita Deitrich announced that the PTO Secretary Brittany Cross resigned for personal reasons. She recommended that Rosalie Galliver be appointed as PTO Secretary for the remainder of the term. H. Carol Johnson so moved, Grace Payne seconded. Motion carries.

2014-2015 Audit Report:

Felicia Hester represented the Audit Committee.

Everything is in good standing with a few exceptions. Most revolved around the PayPal account and implementing/following Best Practices. There was one instance of a check made out to CASH.

Stacy Jespersen asked, regarding Recommendation 4, for the Audit Committee to please clarify which officer they mean specifically? Their name, or their position? Felicia isn't quite sure about what the committee intended due to length of time since the audit. She will check with the other committee members, and Babita will follow up.

Grace Payne acknowledged the policy re: obtaining cash, and will address it for the appropriate events.

2015-2016 Budget Review:

LTHS Treasurer Grace Payne has prepared the budget proposal, and the balance sheet. Also attached are transaction details.

Budget Report:

Grace reports the bank balance was \$51,489.09 as of last night.

Wish list items have been the main expenses so far. Some additional wishlist items were approved at the end of last year, which were purchased over the summer. This closes out prior year.

There was a discussion of whether to reallocate some cash surplus to budget. Teacher Wishlists will be in by October 23, and some speakers for LT Empower haven't been identified yet. It was recommended to wait until a later meeting to make changes, and Grace will present this budget to the general membership today at the 10:15 General meeting.

Stacy Jespersen moved to accept proposed budget changes and present to general membership at 10:15 meeting. H. Carol Johnson seconded. Motion carries.

4. Officer Reports

Treasurer Report, by Grace Payne

On the backside of the Treasurer's Report is the Transaction List by Date Report. This year's NHF income has already surpassed the NHF income we had at this time last year.

Grace passed around the printed out paypal history from the month.

Babita Deitrich asked opinions and suggestion on start of year communications?

LTHS Principal Kim Brents felt that the PTO communication made a huge difference to new parents. She suggested that PTO volunteers have nametags so that parents can associate PTO volunteers with the organization, so the PTO gets credit for the amount of work they do.

Kim thanked Courtney for fixing up the Annex workroom. Emily Larcher called all the new parents. Good turnout for principal's coffee last week, and that helps the school. She stated it was great to have Cindy Villanueva at roundup.

Cindy added that we collected over \$10,000 at roundup for the No Hassle Fundraiser.

Kim says the communications helped parents to feel needed.

Business sponsor signs was a project that was started last year. Signs were made for the front of the main building and the Annex. Also, two banners were made recognizing big sponsors, and we are hoping to hang them at other times of the year.

Courtney Thomas suggested putting signs in a Home Depot bucket filled with concrete to allow signs to be placed closer to the car line. Kim Brents wondered if the district could drill a hole in the concrete sidewalk for the sign to be placed in – she'll ask when she meets with Frank later.

Remember to send your volunteer hours to Donella Chalmers. They keep track of it, and once a volunteer reaches 100 hours, they get discounted admission to events. Submit monthly or as often as you can.

Babita requests that officers update their position binder as they go through the year, even if it isn't pretty.

1st VP – Stacy Jespersen

The bylaws require, (article 9, section 4i) that we review them annually. Stacy reviewed them and does not recommend any significant changes.

2nd VP – Liza Coldeway

3rd VP – H. Carol Johnson

Homecoming is October 16, 2015. The parade is Wednesday, October 14th.

Janessa Hollis will still do the Halloween contest. For the Halloween contest, she decorates in offices, puts things out in the building, and adds more every day beginning the Friday before Halloween. Kim Brents pointed out that there are two cafeterias this year, and wondered how best to do the costume contest. H. Carole Johnson suggested perhaps having finalists from each campus (KB suggested twice as many from the main campus as from the annex, based on the proportion of students in each building)

H. Carole Johnson requests that the paypal “paper trail” be created electronically, when standing rules are reviewed. There's a lot of paper generated when the reports have to be printed.

Committee Chair Reports:

Communications: Amy Still was absent, but asks for everyone to send her things for the e-news.

No Hassle Fundraiser: Cindy Villanueva reported that the NHF balance is \$19,190, as of today. This is more than last year at this time. She believes the reasons include having more help handing out fliers and the welcome letter. Cindy made different colored fliers to pass out, so that she could track where people got the information about the No Hassle Fundraiser. Last year, there were steady donations through mid-October and then it slowed down. Cindy says she's amazed at how many people look for their name – they call and ask to have the spelling of their name corrected when it's wrong. Going forward, Cindy will only print the names that are included in the paypal payment, to avoid including divorced spouses accidentally.

We will do another NHF push in January when we come back from Christmas. Kim Brents suggested that the PTO publish pictures from wishlist fulfillments so that people can see what is being done with the money, and realize how much is spent on the school. Grace Payne requested the Paypal button be added to the eNews. H. Carol Johnson asked the PTO to consider reducing the push for NHF between October/November when the Lake Travis Education Foundation is fundraising.

Teacher Appreciation: – hosting another event. Working to support both campuses. KB stated she should let her know if they need anything purchased to assist. The school is finding that with two sets of break rooms they need additional sets of serving items.

Talent Show: Tracy Henry:

The Talent Show will happen on November 19th. MC auditions are taking place on October 28. Talent auditions will occur November 4th.

Forms and fliers to promote the event will be ready first week of Oct.

Tracy stated students need to pay attention to wording for mic training “if required”, Mr. Bartosh can determine who needs to get trained.

Tracy is working on expanding the talent show to include visual talent with art exhibits.

Judge suggestions: Mr. Seabolt from Lakeway Elem, Ms. Zieman from LTMS, GoDance studio

Tracy is trying to get people who have experience but don't have students at the high school to eliminate conflict of interest. Tracy will contact the judges by the end of the week. She is not asking for a large time commitment, as they only need to show up on the evening of the show.

Tracy has asked Cavalettes to do the finale again.

Tracy asked Kim Brents if the teachers could do a lip sync contest or something. She would like something to get teachers involved, and give the judges more time to determine winners. Tracy will include text voting again this year because it went well last year. There will be information about it in the program, and perhaps some signs in the lobby near the artwork.

Online ticket ordering for the Talent Show is already live.

Tracy has asked the choir to do concessions, and asked Karla Ent to take photos.

Mark Jespersen has graciously agreed to be director again.

They are hoping for more acts to try out, so they can be choosier in approving acts for the show. The ideal number of acts for the show is about 15 to 20 acts.

Amy Still has drawn up the flier, improving on last year's flier, and clarifying things that were confusing previously.

Promotion for the Talent Show will be via announcements, fliers, and other media.

Cindy Villanueva suggested using Youtube clips and tweeting it out to help students know what it was like last year, and really making it fun to make the student body want to come to see it. Advertise using social media. Kim Brents suggested involving the group of students who are tweeting FB games.

Wishlist – The form has been updated and sent out.

Volunteers – no report

Empower LT: Felicia Hester reports that in September someone from the National Center for Missing and Exploited Children will be speaking, and they are hoping to get someone from Google to speak also. There will be a student presentation on September 28th, and the parent presentation is September 30. Upcoming themes include substance abuse in April. Felicia wants to keep the theme for PTO meetings as well and include speakers, so everyone feels included

Directory: Babita Deitrich reported for LeAnn Courtney that as of 9/13 there have been 358 directories sold district wide.

Cindy Villanueva has collected \$1335 for high school directories

Welcoming

Sj reports for Emily Larcher. The Welcoming Committee hosted a principal's coffee, and it was very successful. They sent an email to all new parents yesterday to remind and invite them to the open house. There is a sign up sheet at PTO meetings for new parents to see if they want additional meetings (coffees, etc). Other board members are encouraged to attend those to be a resource. If you can assist, please send email to welcoming@lthspto.org

Sr. Class – no report

Jr. Class – no report

Soph. Class – no report

Fresh Class – Courtney Thomas. Babita shared that the faculty and staff sent a thank you to Courtney for her work on the annex work room.

New Business.

Regarding Paypal and paper trails, brought up by H. Carol Johnson, Babita Deitrich would like to appoint a committee to investigate other methods of collecting payments at the next meeting.

Next Executive Board meeting is October 6 at 9am

Next General meeting is on November 3

Monday 9/28 at 6:30pm will be a ribbon cutting ceremony for the annex. All board members invited to attend. There will be a presentation in the theater, dignitaries, and ribbon cutting.

Kim Brents anticipates it being short and sweet.

The meeting was adjourned at 10:08am

LTHS PTO General meeting
September 15, 2015

LTHS PTO President Babita Deitrich called the meeting to order at 10:19am
Babita explained that the process for approving meeting minutes is by committee. She assigned a minutes approval committee, consisting of:

Sarah McIlheran
Cindy Villanueva
H. Carol Johnson

Audit Committee Report:

Felicia Hester hit the highlights, and provided copies for attendees. Important items from the report include:

Checks may not be made out to CASH

NHF spreadsheet needs to be updated often to keep current and correct

Question regarding Recommendation 4 will be reviewed and answer reported at next meeting.

Motion to accept report:

Sarah McIlheran

Second: Lenora Hyché

Motion carries.

2015-2016 budget:

Babita Deitrich explained budget process (working budget approved in May, final budget approved in September)

Babita Deitrich walked through the budget, including changes.

Changes to income:

Talent show budget

Changes to Expenses:

Added welcoming committee

Talent Show

Project Graduation

The Wishlist line item is a moving number, depending on what comes in through No Hassle Fundraiser.

Stacy Jesperson clarified that the apparent negative net income is because of the carryover of prior year wishlist items that was spent over the summer. That cash came from last year's budget, we don't expect to earn it this year, but we do have the money to cover that expense. Due to the way the fiscal year is set up, the last items from last year (approved last year at end of school year and purchased over summer) carry over and show up on this year's budget.

We attempt to start each year with a baseline of \$3000.

Motion to approve & Accept 2015 budget as presented:

Felicia Hester moves

Lenora Hyché seconds

motion carries

Treasurer report:

have met our No Hassle Fundraiser goal.

We had income from ad sales and directory sales

Expenses for ad sales (banner and signs) and NHF (paper)

The insurance bill just came in and will be on next report.

Babita Deitrich showed off the new signs and banners, and discussed plans for hanging the banners at PTO sponsored events 1-2x per month.

Grace Payne passed around the paypal donation report.

In response to a question from the floor, Grace stated that Paypal takes out 2.5% per transaction, which is the non-profit rate.

Felicia Hester discussed Empower LT

The September event will be What's Trending, covering Internet Safety. The presentation will be on September 30 at 6:30pm. They are asking a representative from Google to discuss aspects of internet. A flyer was sent to all schools and all parents. Stacy Jesperson suggested Felicia send the flyer to other PTOs and principals for them to promote in their newsletters. If an item is targeted by a principal it gives it more weight.

Babita Deitrich gave a report from Emily Larcher for New Parents and Welcoming committee – they are organizing more informal meetings for new parents. Please sign up to get on her email list.

Cindy Villanueva thanks those who have helped with NHF. We have 25 people who have requested to receive eNews who can't get signed up for various reasons. If you have unsubscribed ever from eNews, only you can sign back up. There is a link on the PTO website. Some sign up problems are because we can't read handwriting, or emails are bouncing back. Cindy and Amy Still are working on resolving the issues.

Tracy Henry announced the Talent Show will take place on November 19 at 7pm in the PAC.

Karla Ent will take photos at the event. The show is happening mid-week so as to not interfere with football games. The rehearsal for the show is right before the show (after school)

Tracy noted that there is a lot of talent in our school! There are many types of talent, including performing and artistic. She is working on including an art show as part of the talent show.

Tickets are \$8 for the reserved center section, or \$5 for others. All sales are online, on the LTISD Fine Arts page. Ticket sales will be promoted beginning in October.

Shana deFries – volunteers

Will need PSAT testing monitors 10/14 in morning.

Will need 1 volunteer per day at lunch to monitor school store for 30 minutes.

Will need readers to read and record test and articles for verbal learning. This need is twice a week for an hour, day and time are flexible.

Kim Brents clarified – for PSAT – 9, 10, 11 grades all testing. Need bathroom monitors, hallway monitors.

School store – have two teachers who run it. Want to run store through all three lunches, but teachers need a lunch, too. So, asking for parent volunteers to cover it for one lunch period, every week. Job is standing in school store, monitoring student workers. School lunches run from 12:15 – 2:15, but they

are only asking for about a 30 minute time frame so the supervising teacher can go get lunch.
Readers – our school has some students with special needs. Some students need tests orally read to them. The school is trying to emulate what the students will experience at college, so they want recorded tests and materials for them, rather than a staff member reading to them live. Prefer 2x per week (not necessarily the same person each time)
Shana passed a sign up sheet around. More information in upcoming eNews.

President Babita Deitrich announced that the next scheduled meeting is on November 3rd at 10:15am. Also, the Annex newly opened in late summer, so the district is having a ribbon cutting on 9/28 at 6:30pm, and everyone is invited.

If you've spent any money, reimbursement forms are available on the website.

Meeting turned over to Kim Brents for Principals Campus Update

Kim thanked everyone for their support. Roundup went really well, with addition of campus space and students. The district added badge swipes to doors this year. Kim feels good about the safety of the school system, with one entrance to school, and maintenance often driving around. Because we have a sprawling campus, some doors need to be left open. They are still tweaking which doors are open, and discovering student pathways where they didn't expect them.

LT Empower. Kim reports that our school has had a few students in the last few years meet someone online and were picked up from school by them. Students need to be aware of safety, hazards, and educating them about who finds info about them online (colleges, sororities, fraternities, employers). The school is taking a group to the new Mobile Loaves and Fishes housing area to show them the results of their fundraising last year.

Communication is still a struggle. Kim says she sends things out in a variety of ways, and some parents still don't get the info. She's very open to suggestions for new ideas on how to communicate with the school community.

The school made a significant change to Open House last night. Kim Brents solicited feedback on the change. Comments included that it seemed to go very smoothly. Some parents liked the opportunity to go at your own pace. Some teachers had a feedback form “this is the best way to contact me and this is my concern”, which was helpful.

Some parents didn't like it because they missed presentations.

Most parents liked the flexibility of choosing where to spend time. One downside was that it didn't enable parents to see who their child is in class with.

Some teachers got caught in lengthy conversations with parents, slowing down the line.

Parents appreciated having the kids around to give directions.

Some parents ran out of time when trying to get to two sets of teachers (for multiple kids)

Some teachers offered scrolling powerpoints with key information, which was helpful.

Liked seeing links on teacher's board to get more details about the class or having a paper to take home.

Most parents just want to put a face with a name.

One big frustration is building directions – need more signage. Maybe big posters with hall letters?

Font on maps was really small and difficult to read for those of us with aging eyes.

Cindy Villanueva suggested having Open House last longer, and providing food for the teachers.

Maybe make the September appreciation event for Open House night, and provide boxed dinners so teachers can get a quick meal that they can take back to their rooms if they are still prepping.

Future Social Norming surveys will come through Olweus.

Voluntary drug testing will begin in January. The delay in implementing the program is due in part because of movement of upper administration (deputy superintendent, etc). The program will be an opt-in for parents and students.

A parent suggested using the Box.com app to make the textbook more like an ebook.

Winter Formal is now Fall Formal, and will be at the Renaissance Hotel on November 7

Prom will be April 9, at Brazos Hall.

H. Carol Johnson commented that she has heard that the students really appreciate Cav Time. Kim Brents stated that the school implemented Cav Time this year. Two days a week is used for clubs, and two days a week is tutoring.

The meeting adjourned at 11:28am

LTHS PTO Executive Board Meeting
November 3, 2015

1. Call to Order/ Welcome. With a quorum present, LTHS PTO President, Babita Deitrich, called the meeting to order at 9:08 a.m., the President being the chair and Stacy Jespersen taking minutes.

2. Approve meeting minutes from last month's executive meeting on October 6, 2015.

Liza Coldewey moved to approve the minutes as presented, Grace Payne seconded. Motion carried

3. Business Items.

The board decided to hold board meetings on the same dates as originally scheduled, but start them at 8:30 a.m. and move the general membership meetings to 9:15 a.m.

4. Officer Reports.

Treasurer Report: Grace Payne reports that the current bank balance is \$51,937.25. The Federal Tax filing has been completed.

The board reviewed proposed changes to the budget. Kim Brents reviewed Wish Lists requests, and the board prioritized which items from the Wish List items would be funded now.

The next Executive Board meeting will be held December 15, 2015 at 8:30am.

Meeting adjourned at 10:10 a.m.

LTHS PTO General Meeting
November 3, 2015

1. Call to Order / Welcome

Babita Deitrich called the meeting to order at 10:25 am

2. Approval of Past Meeting Minutes by Committee

Minutes from last meeting were approved by committee.

New minutes review committee appointed: Amy Still; Jojie Gallagher; H. Carol Johnson

3. Business Items

Proposed Budget Revisions

Several items on the budget need to be revised to bring them to actual amounts or to requested amounts.

Income Line Items:

No Hassle Fundraiser income: up to \$24,060 (actual)

Talent Show: has been cancelled, so that item goes to zero

Directory Advertising: adjusted to actuals

Directory Sales: adjusted down to actuals.

Expenditure Line Items:

Talent Show: adjusts to zero

Halloween: increase to \$750

Empower LT: increase to \$2,000

WishList: increase to \$18,000

Total Wishlist requests were for more than \$19,000. We have prioritized the requests and recommend spending up to \$14,515.22 now for these time-sensitive items:

New Oven and Social Skills Curriculum on establishing appropriate relationships for Special Education

Travel Expenses for FREE TedX Conference Training in Europe

Dual Range Force Sensor for Science Department

Recumbent Bikes (2) for main library

Robotics Competition Field for CTE

40 additional calculators for Math classroom set, bringing the total from 28 to 30 per classroom

Holding \$4,500 toward LT Empower speaker in February (Joe Ehrman), if needed

Would bring budgeted balance to \$339.05.

(See attached proposed budget)

Stacy Jespersen moves to accept proposed budget as presented. Tracy Henry seconds. Motion carries.

Proposed meeting start time, to begin general meetings at 9:15 rather than 10:15. We will implement this change at the next general meeting.

Officer & Committee Chair Reports

- Treasurer report: Grace Payne hit the highlights. Bank balance is \$51,937.25, and taxes have been filed for the year. Proposed changes to the budget have already been covered.
- President report: Babita Deitrich is updating Board and Chair descriptions in preparation for Nominations Committee and recruiting for next year beginning in February. Will send out to officers and chairs to amend as needed. There are updates to the standing rules in process, and will be ready for review and approval in Feb/Mar time frame.

“Many thanks to everyone (board members, chairpersons, general volunteers) for the behind-the-scenes support and work that you do. I appreciate the thought and consideration you put into how you impact our programs and activities. And thank you for reading my update emails – I try to include only useful information for everyone to know.”
- 1st VP: Stacy Jespersen began a summary for path to PTO giving, describing what we have contributed to the campus.
- 2nd VP: Liza Coldewey is working on sponsorship opportunities, but the project is still in the draft stage. We would like to bring in more business sponsorships separate from the directory ad sales.
- 3rd VP: H. Carol Johnson. Activities are really heavy in the fall, so she is looking for student activities to do in the spring. Tracy Henry suggested providing candy for spring testing dates. Halloween went well. All prizes were distributed except for one. Leftover candy (dumdums) will be brought to Kim Brents and she'll distribute it to kids. Janessa suggests having separate competition locations next year for the costume contest, because kids who didn't bring lunch didn't compete.

Online payment review committee: Stacy Jespersen states this committee will have its first meeting on 11/12 at 4:15 at the Annex. She is still forming the committee. Her plan is to have proposals ready by early February. They will be looking at alternates to Paypal, and possibly having a PTO credit card to use for some expenses.

eNews: Please send info to Amy Still by Friday so it can be published in the eNews on Sunday. Amy commented on how much material is coming in, which is making the eNews larger and more time consuming to produce. Babita suggested creating guidelines for what items will be published vs. what needs to be published in another publication.

No Hassle Fundraiser: Cindy Villanueva reports there are still a few donations coming in, with collections currently at \$24,060. She doesn't expect much more before Christmas. She will make

another push in the spring.

Homecoming: The event went well. We had more floats than before. Overall attendance was down a little.

Talent Show: Tracy Henry reports that Talent Show was cancelled because we only had six entries, which is not enough to make it worthwhile in terms of time and money involved in putting it on.

WishList covered above.

Volunteers: Shana deFries is looking for volunteers for Fall Formal ticket sales this week until Thursday. We need volunteers for 8am, during lunches and after school. The greatest need is for after school.

The school still also needs volunteers to help cover the school store in the main building. This is just 30 minutes, any time between 12:15 to 1:40, so that the supervising teacher can get lunch. Stacy Jespersen suggested that DECA might direct the request to DECA parents. Upcoming: December STAAR testing monitors.

Empower LT: Felicia Hester has a \$5000 commitment to cover a portion of the cost for Joe Ehrman, who will be coming to speak to the students and parents in February. She has lined up a Professor from UT coming to speak about healthy relationships for our February general membership meeting.

Directory: Books should be printed soon, and will be delivered before Thanksgiving break.

Welcoming: Stacy Jespersen reports that Emily Larcher held a recent event at Mimi's, which was well attended by people interested in meeting others and getting involved locally. An informal coffee is being planned. The committee will host another event in the spring for the new families who enroll over the holidays.

4. Principal's Report - Kim Brents

Kim Brents thanked the PTO for the flowers and card honoring her dad when he passed away recently. Also for the gift basket for principal's month. She's feeling loved and supported.

Cavalier Showcase – will be meeting with 8th grade parents prior to winter break, and course catalogs will be published/online before the break. Event will be held the first week back after the break, Wed January 6th.

She is looking for feedback on how to involve more kids in Project Lead The Way classes.

Kim mentioned that new classes that are created are usually in upper grades, so current students should attend Showcase also. There was a brief discussion about venue, offering short talks on topics of

interest such as “what's new this year” and “to Pre-AP or not to Pre-AP”, and putting up information on the school website in advance.

The school is trying to close the gap between hispanic and non-hispanic students. Dare to Educate evening with dinner and childcare to help get parents involved and connected.

5. Announcements

February 9th next general membership meeting.

6. Adjourn at 11:30am.

LTHS PTO Executive Board Meeting

December 15, 2015

In Attendance:

Babita Deitrich
Rosalie Galliver
H. Carol Johnson
Sarah McIlheran
Grace Payne
Stacy Jespersen
Felicia Hester
Courtney Thomas
Liza Coldewey
Cindy Villanueva
Kim Brents

1. Call to Order / Welcome - President Babita Deitrich called the meeting to order at 8:44am, with the President being the chair and the Secretary in attendance. A quorum was established.
2. Approval of Past Board Meeting Minutes - H. Carol Johnson requested the attendance list be attached. Stacy Jespersen motioned to approve the minutes with the addition of the attendance list to show a quorum. H. Carol Johnson seconded. Motion carried.
3. Business Items

2014-15 Audit Report Status - no new updates

Online Payment Review Committee Update - Stacy Jespersen reported that the committee met on December 1. They looked at Paypal, Square and CheddarUp as online payment providers. CheddarUp was eliminated due to higher fees and no POS option. Stacy will be following up with Paypal on fees. The committee is looking into having a debit card for the PTO in order to pay recurring fees for website, constant contact, etc so that no individual has to front the money. Stacy will recommend bylaw changes to the board in February to allow electronic disbursements.

4. Principal's Report

What's happening right now: Midterms are this week. Kim is replacing a math teacher, and finding a replacement Chem AP teacher. And of course, there's Football!

Upcoming events include the 8th grade parent meeting tonight, and Cavalier Showcase happening January 6th.

The school is making changes to Showcase to make the night more useful. They are pushing Computer Technology Education, and are striving for hispanic representation at each table. Social Studies and English will be in one gym, Math and Science in the other. The tables will be spread out more so parents can get information more easily. There will be several presentations throughout the night. Austin Community College will do two sessions, one in Spanish. Kim will be doing a session on "To PreAP or Not to PreAP". Information about the showcase is already on website. Teacher presentations are available already, and more will be uploaded as they come available.

Questions: If a student has a missing grade and has turned in the assignment, is there a limit to the amount of time the teacher has to update the grade? Answer: grades can be fixed at any point, they are not finalized just because report cards are sent out. If a teacher has said a missing grade can be made up, it can be made up. If the teacher is unresponsive to updating an M, parents should contact the Assistant Principal.

Babita asked Mrs. Brents to please promote the PTO at the 8th grade parent meeting tonight, and recommend that they sign up for the eNews to start getting connected with PTO events.

5. Officer Reports

Treasurer - The bank balance as of December 11, 2015 is \$48,609.71. The PTO got a donation from Sweet from pie sales. We have created a temporary income line item for business sponsorship to accommodate this unplanned income, and will seek approval to add that received income to the approved budget at the February General meeting. The No Hassle Fundraiser and Treasurer's records match.

President - Babita is reviewing position descriptions to confirm that the description matches what the position really entails. She will ask the board to confirm their job descriptions shortly after the holidays. This is in anticipation of nominations in the spring.

Discussion of ways to bring more parents in as volunteers and board members. Suggestions include:

- more direct asks for participation in the PTO, as it currently seems more of an aside.
- send info to middle school PTOs.
- give hints to how much time is expected for each position.
- make sure people know how many different opportunities there are.
- personal pleas are important.
- send someone to 8th grade meeting to promote PTO, bring flyers with general PTO opportunity info.
- have members on the nominating committee with a strong connection to the middle school PTOs to reach PTO board members who have rising 9th graders.

Babita gave thanks to Stacy Jespersen for putting together a donation history report, which will be added to the website, so people can see all that the PTO does for the school/how the money that is donated is spent. We hope this will be a good tool for recruiting additional donations. Babita reminded all members that if you work with a business and want to send them a thank you, you are welcome to send one or Babita will send one on behalf of the PTO, just let her know.

We've received a few appreciation notes. Teacher Lamar Schrader thanked the PTO for funding his TedX trip, which was approved through the Wish List funding. Kim Brents thanked the PTO for flowers on her father's passing.

1st VP - working with Liza and Babita on business sponsorships.

2nd VP, Fundraising - working with Stacy and Babita to come up with a menu of items that businesses can sponsor. The question was asked whether a business can designate where their money goes. The money will go into a general fund, and the business would be recognized during the specific event they chose to sponsor.

3rd VP, Student Activities - no report

6. Committee Chair Reports

eNews - Please send Amy Still stuff to include in the eNews.

Webmaster - the website is in the process of being updated.

No Hassle Fundraiser - \$300 came in this month. Companies occasionally contact Cindy Villanueva with an interest in donating money to the school per each person who supports their business. Cindy asked Babita, Liza and Stacy to include those scenarios in their discussion about business sponsorships. Kim Brents suggested they consult with Suzanne Stone because she has experience with business sponsorships.

Teacher Appreciation - The staff holiday party is being hosted tomorrow night at Vintage Villas.

Homecoming - no report

Talent Show - no report. Stacy Jespersen asked if for next year it is conceivable we'll have a better date in the spring for the talent show? Kim Brents says holding it in the spring is fine, but if we are only looking at Fridays we will have a hard time not conflicting with other activities.

Wishlist - no report

Volunteers - no report

Empower LT - Joe Erhmann is coming February 24th to speak on self esteem and healthy relationships. Dr. Collier is coming in April. Felicia Hester is working on getting funding to finish paying for Joe Ehrmann. She already has \$5,000 from a donor, and the PTO is holding \$4500 from Wishlist to be used if needed. The total cost will be \$10,000. Discussion to clarify daytime meeting speaker needs and funding vs. evening speaker needs and funding.

Felicia is trying to line up Noël Busch-Armendariz from UT to speak on college readiness for Feb. meeting. Felicia is trying to line up an April speaker from a counseling service that helps kids with career planning when they've had an incident with drugs/ alcohol.

Directory - all have been distributed, appreciation baskets will be going out in January.

Welcoming - There was a welcoming event at Panera on December 3. They had 3 new parents show up, and were able to have lots of good conversations with those families.

Senior Class - no report

Junior Class - no report

Sophomore Class - no report

Freshman Class - no report

7. New Business - none

8. Announcements

Next Executive Board meeting is January 12, 2016, beginning at 8:30am

Next General meeting is February 9.

9. Adjourn - Babita adjourned the meeting at 10:29am.

LTHS PTO Executive Board Meeting
January 12, 2016

In Attendance:

Babita Deitrich
Rosalie Galliver
Kim Brents
Stacy Jespersen
Felicia Hester
Sarah McIlheran
Grace Payne
Kristin Holt
Courtney Thomas
Liza Coldewey
Emily Larcher
H. Carol Johnson

1. Call to Order/Welcome. With a quorum present, LTHS PTO President Babita Deitrich called the meeting to order at 8:40am, with the President being the chair and secretary Rosalie Galliver taking minutes.
2. Approval of Executive Board meeting minutes from the November 3 meeting. Stacy Jespersen moved to approve the minutes, Grace Payne seconded. Motion carried.
3. Business Items.
 - 2014-2015 Audit Report Status - progress is being made, but the report is not closed yet.
 - Online Payment Review Committee Update - the committee is working on deciding which service to recommend and which language to use when they present to the general meeting in February.
4. Principal's Report. Kim Brents discussed the Cav Showcase and reported there was good attendance. The Link was crowded, and next year they will try to spread out the tables a little more. The presentations were appreciated, especially the ACC session. The PreAP/AP session was packed. There were several staffing changes this fall. Mrs. Hubbard was added to the math department. Mr. Coslet took over AP Chemistry. Students affected by Mrs. Johnson's death didn't get schedule changes, but got new teachers. The school is working with the Spanish I students and teacher to maintain continuity in the classroom, and is considering a modified Spanish class next year specifically for students who need to refresh Spanish I and continue in Spanish II, similar to the Algebra I "trailer class" to help students in Algebra who struggle with the new TEKS. The Cavs in Service reporting method has changed, and is now using paper forms instead of online. Noble Hour started great but has not been able to meet our needs this year. Families can still access Noble Hour to see what's already been turned in, but may need to go to the Noble hour website or via the middle school. There will be a 9th-10th grade parent meeting on Wednesday. The meeting will cover the 4 year academic plan and planning ahead for college, in a presentation format with an opportunity to ask questions of the counselors.
5. Officer Reports
 - Treasurer - Our bank balance as of January 11, 2016 is \$46,824.40. Expenses this month include paying for the directory printing \$8500, and Teacher Appreciation expenses \$1000. One wishlist check hasn't been cashed for calculators. Grace Payne filed sales tax for the quarter.

- President - The directory chair has officially resigned due to moving out of the area. At this time, Directory email is going to Babita. In preparation for nomination committee next month, Babita has put together a draft with job descriptions and will send those to board members in the near future for feedback.
- January is School Board Appreciation month. Babita shared the letter she will be sending on our behalf.
- Nominations - Babita has drafted a procedure for the committee, and will put it forth as an addition to the standing rules so it can be used going forward. She asked for volunteers or suggestions for folks to serve on the committee.
- 1st VP - working on online payment committee and helping Babita with sponsorship information.
- 2nd VP, Fundraising - no update
- 3rd VP, Student Activities - no update

6. Committee Chair Reports

- No Hassle Fundraiser - Babita is sending a letter next week with a recap of what the PTO has done so far, and reminding folks that it isn't too late to donate.
- Teacher Appreciation - Stacy Jespersen suggested a coffee bar event for teacher appreciation. The idea was suggested to her by someone who had experienced it at another school and said it was really nice
- Empower LT - A save the date notice for Joe Ehrmann went out via social media. Felicia is working on alcohol awareness and college readiness presentations, possibly together. Kim Brents met with a drug treatment program with several levels that does parent presentations. Due to the new drug testing program at the High School, we may need to add a speaker date to offer parent info for it.
- Directory - Babita is taking appreciation baskets to sponsors today. The next action is pre-orders for next year's directory, in March.
- Welcoming - had 3 events in first semester. Emily will have an event in February and possibly one in April. Emily will call new parents personally to invite them to attend. New parents really value having board members at the events to help answer questions. Kim Brents will ask counselors/registrar to have new parents fill out a card to give to Welcoming committee to contact them.
- Freshman Class - Courtney has two people interested in being Freshman class rep next year.

7. New Business - none

8. Announcements - At the February 9th meeting, we will appoint the nominating committee. February 9th - April 12th is the time commitment for that committee. The next meeting on February 9 is both an Executive board meeting (at 8:30am) and a general meeting (at 9:15am). Empower LT with Joe Ehrmann in the Performing Arts Center is February 24th.

9. Meeting was adjourned at 10:00am.

LTHS PTO Executive Board Meeting

February 9, 2016

In Attendance:

Babita Deitrich
Rosalie Galliver
Courtney Thomas
Liza Coldewey
Felicia Hester
Stacy Jespersen
Karen Reich
Kim Brents
H. Carol Johnson
Grace Payne

1. Call to Order / Welcome

Babita called the meeting to order at 8:40am with a quorum present, the president being the chair and secretary Rosalie Galliver taking minutes.

2. Approval of Past Board Meeting Minutes

Babita Deitrich had two corrections to the January minutes. Item 5 regarding Directory sales, should be corrected to read that the amount is an approximation. Item 6 regarding the Directory Committee should be corrected to read that the next action is ad reservations instead of pre-sales. Stacy Jespersen moved to approve the January minutes with corrections to items 5 and 6. The motion was seconded by Liza Coldewey. The motion passed.

3. Business Items

- Nominating Committee Appointments

We have recruited three volunteers for the Nominating Committee - Jojie Gallagher, Beth Bentley, Kim Yancey. Grace Payne made a motion to appoint these members to the nominating committee. Liza Coldewey seconded the motion. The motion passed. Per the By-Laws, the board appoints Committee Chairs. Babita Deitrich recommended we appoint Stacy Jespersen as our Nominating Committee Chair. Liza Coldewey motioned to approve the appointment of Stacy Jespersen as Nominating Committee Chair, and Grace Payne seconded. The motion passed.

- 2014-15 Audit Report_Status

There are a few items still in process.

- Online Payment Review Committee_Update

Stacy Jespersen provided a summary of the committee's recommendation to stay with PayPal. They recommend using Jot Forms to capture information for directory sales. The recommendation is to use electronic payments for certain items to eliminate the need for an officer to float large expenses, and will propose amendments to the bylaws to make sure we have proper controls in place for those payments. Babita passed out summarized amendments to the bylaws. The committee will post the proposed changes by the end of February, so they are posted for a minimum of 30 days prior to the April meeting. Notices will be posted in the eNews.

4. Officer Reports

- Treasurer - The bank balance on 2/6/16 is \$29,756.98.
- President - thanked board members for feedback on job descriptions that the nominating committee can use when recruiting.
- 1st VP - no updates
- 2nd VP, Fundraising - no updates
- 3rd VP, Student Activities - no updates

5. Committee Chair Reports

- eNews - please keep sending Amy newsworthy items. Amy suggests asking the district for all parent email addresses (by grade level) in September in order to send the eNews to everyone, making a very clear unsubscribe option. This would make the eNews an opt-out service rather than an opt-in, which would reach more people. Kim Brents feels the eNews is a very valuable asset in keeping the school community informed.
- Webmaster
- No Hassle Fundraiser
- Teacher Appreciation - The Love Lunch is today
- Homecoming
- Talent Show
- Wishlist
- Volunteers
- Empower LT - Joe Erhmann is coming on February 24. Kim Brents and Marco Alvarado will send a lot of information about it next week. He will speak on encouraging kids to make good decisions. "Are you raising a child for a season, or for life?" Making choices through activities and looking at it on a long term basis.
- Directory
- Welcoming - Emily scheduled a welcome for new families on February 18 from 9am to 10:30am.
- Senior Class
- Junior Class
- Sophomore Class
- Freshman Class - Starbucks in Lakeway is now providing traveler packs BOGO for school events

6. New Business - none

7. Announcements - The next executive board meeting will be on March 1 at 8:30am in the Annex.

8. Adjourn - 9:08am

LTHS PTO General Membership Meeting
February 9, 2016

1. Call to Order / Welcome

Babita Deitrich called the meeting to order at 9:20am. Welcome to the Black Box Theater. Feel free to get something to eat or drink, but please help to make sure we don't spill.

2. Approval of Past Meeting Minutes by Committee

Minutes from the last meeting were approved by committee. Kristin Holt, Felicia Hester, H. Carol Johnson will serve on the new minute review committee.

3. Business Items

- Nominating Committee Approval

The board recommends Jodie Gallagher, Beth Bentley, Kim Yancey and Stacy Jespersen. H. Carol Johnson motions, Grace Payne seconds. The motion carries.

- LTHS PTO Bylaws Amendment Recommendation

Three sections will be impacted. Changes from the recommendations will be posted, along with reasons for revision, on the LTHS PTO website.

4. Officer & Committee Chair Reports

Treasurer's Report. Bank Balance. No income or paypal this month. A few teacher appreciation expenses were paid, along with our recurring psychologist support.

Empower LT - On Feb. 24th we will host nationally recognized speaker Joe Erhmann speaking on helping kids to make good decisions. The topic is "raising a child for life, not just a season" Invite everyone you know.

5. New Business - none

6. Principal's Report - Kim Brents

Kim is leaving to go work as Deputy Superintendent for Lockhart ISD. She is grateful for the years she has spent in Lake Travis ISD, and it was a hard decision to leave.

Plan for the rest of the year - the administrative team will continue. Emmett Aubrey will take over as interim principal.

7. Announcements: Upcoming Empower LT Speakers: Joe Erhmann Feb. 24 6:30pm. April 7 6:30pm Crystal Collier at the PAC. We will have elections, a speaker, and bylaw amendments at the next general membership meeting.

8. Adjourned to Deputy Superintendent Mary Patin / *LeaderForLife* Presentation at 9:35

LTHS PTO Executive Board Meeting
March 1, 2016

In Attendance:

Babita Deitrich
H. Carol Johnson
Stacy Jespersen
Sarah McIlerhan
Felicia Hester
Courtney Thomas
Emmett Aubrey, interim principal
Karen Reich
Rosalie Galliver
Grace Payne
Liza Coldewey
Emily Larcher

1. Call to Order / Welcome

Babita Deitrich called the meeting to order at 8:36 a.m. with a quorum present, the president being the chair and the secretary taking minutes.

She extended a welcome to Karen Reich and Emmett Aubrey, who attended the meeting.

2. Approval of Past Board Meeting Minutes

Stacy Jespersen moved to approve, H. Carole Johnson seconded. The motion carried.

3. Business Items

- Bylaws Amendment

Stacy Jespersen gave a summary of the proposed amendments to the Bylaws that will be voted on at the next general membership meeting. An amendment is proposed to simplify the titles of the vice presidents, and to update the names of the positions to reflect the changes throughout the bylaws. An amendment is proposed to add the ability of the president to appoint an advisor to the president as a non-voting position. Another amendment would allow the LTHS PTO to make disbursements via debit card or electronic payment.

- Nominating Committee Update

The nominating committee has met and is checking in with current board members regarding continuing or changing positions. The nominating committee's next meeting is on March 10, and they will begin pursuing more outside nominees.

- Online Payment Review Committee_Update

The committee made a recommendation to make revisions to the standing rules regarding electronic payments. The policy will include adding a new form to request electronic payment, and implementing control measures. Stacy Jespersen motions to dissolve the committee, H. Carole Johnson seconded. Motion carried.

- 2014-15 Audit Report_Status

There has been no change since last meeting. Out of 6 recommendations, 4 are complete, one will be complete once we change the standing rules, the last one has to do with document storage and will be addressed before May.

4. Principal's Report

Emmett Aubrey and Karen Reich. Mr. Aubrey introduced himself and his qualifications, then briefed the board on school happenings. DECA has 18 winners who are going to national competition. The band will have a concert on Sunday prior to their departure for a national competition. 6 girls are going to perform at the HEB Women of Distinction award dinner. There is a basketball game vs. Westlake tonight. The LTEF Gala is this weekend. Prom is April 9, tickets go on sale right after spring break.

5. Officer Reports

- Treasurer - Bank balance as of 2/29/2016 is \$29,558.15. There were only a few expenditures this month, including the deposit for the speaker (Joe Ehrmann) of \$2850 and \$283.82 for Teacher Appreciation. Grace is looking ahead to wishlist items that still need to be fulfilled.
- President - The Wishlist Chair responsibilities have diminished and been redistributed over time such that there is no longer a need for a Wishlist Chair, and Babita Deitrich recommends dissolving the Wishlist chair position. Liza Coldewey motioned to dissolve the chair position, Stacy Jespersen seconded. The motion carried. Babita sees a need to have a dedicated person to promote and spread information about PTO activities like meetings, Homecoming, Empower LT, Halloween, kudos to volunteers, directory sales. She recommends we implement a Publicity Chair to fill this need. H. Carole Johnson moved to create the position of publicity chair, Grace Payne seconded. The motion carried.
- 1st VP - no report
- 2nd VP, Fundraising - no report
- 3rd VP, Student Activities - no report

6. Committee Chair Reports

- Teacher Appreciation - March 21 is breakfast bar
- Volunteers - Ms. Mejia is looking for volunteers for the digital media center March 7-10 from 8am to 2:30pm. Volunteers can work shorter shifts.
- Empower LT - Dr. Collier is coming on April 6 for Empower LT. Stacy Jespersen suggested having a School Resource Officer come to speak to parents regarding the law about medicines at school as a future speaker idea. Felicia has looked into bringing a College Readiness speaker to the meeting. The school has recently purchased a live streaming device, which could make it possible to allow parents to attend a daytime assembly without taking up valuable space in the PAC.
- Welcoming - The event last month for new families was well attended. There will be one more get together the week after spring break. Thank you to Mr. Horton for doing a welcome to the new families.
- Senior Class - May 5th is desserts for teacher appreciation week
- Junior Class - May 4th salad bar
- Sophomore Class - May 3rd
- Freshman Class - May 2nd breakfast.

7. New Business - none

8. Announcements - March 10th is the next meeting with Dr. Lancaster to hone in on new principal profile, happening 9-10am in the Annex meeting room. On April 6, Dr. Collier will speak to students and parents with Empower LT. April 12 is the next general membership meeting. We will have a speaker and elections and bylaw amendments.

9. Adjourn - Babita Deitrich adjourned the meeting at 10:24am

LTHS PTO Executive Board Meeting
Tuesday, April 12, 2016
8:30 am, LTHS Annex, Room M221.4

In attendance:

Emmett Aubrey
Babita Deitrich
Grace Payne
Stacy Jespersen
Courtney Thomas
H. Carol Johnson
Kristin Holt
Amanda Tennant
Kim Yancey
Felicia Hester
Liza Coldewey
Rosalie Galliver
Tanna Dorsett
Heather Swanson

1. Call to Order / Welcome

President Babita Deitrich called the meeting to order at 8:37am with a quorum present.

2. Approval of Past Board Meeting Minutes

Stacy Jespersen moved to approve the minutes with a correction to the title and H. Carol Johnson's name. Liza Coldewey seconded, motion carried.

3. Business Items

- Nominating Committee - Presentation of the 2016-2017 Officer Slate
- Stacy Jespersen presented the 2016-2017 Officer Slate. She stated that the committee set a goal to bring in more people to expand the base of volunteers beyond those who have served for many years.
- 2014-15 Audit Report_Status
The last two items from the audit report will be cleared by May. The remaining items are to update the bylaws and address storage of documents on campus.

4. Officer Reports

- Treasurer - There was not much activity this month. One donation came in. Expenses paid included Teacher Appreciation and an ink cartridge purchase. The bank balance as of April 10, 2016 is \$26,340.31.
- President - no report
- 1st VP - no report
- 2nd VP, Fundraising - no report
- 3rd VP, Student Activities - no report

5. Committee Chair Reports

- eNews
- Webmaster
- Publicity
- No Hassle Fundraiser

- Teacher Appreciation - PTO is providing a lunch for staff this Thursday - Taco Salad bar. Staff Appreciation week is the first week in May. All activities will be in the main building. We need to find a way to provide it at both teacher lounges next year if possible.
- Homecoming
- Talent Show
- Wishlist
- Volunteers - we will have testing again in early May, and there will be a call for volunteers as test monitors in the hallways
- Empower LT - Dr Collier spoke on April 6. She spoke to the students during the school day. Parents came to the evening session, some in part due to the good reviews that came home from their kids. Lots of kids came home talking about the speaker. College Readiness speakers from UT will come in May.
- Directory - Reservation form for next year's ads went out this month. We already have three sponsors who have committed to coming back. We need a directory chair, someone who can manage the project. No selling required.
- Welcoming - The next event is April 13, 2016 at 9am at Panera. Emily has contacted the new families to personally invite them. Please come and welcome them.
- Senior Class - May 5. desserts. There will be SignUp Genius link in the next eNews
- Junior Class - May 4. salad bar
- Sophomore Class - May 3. lunch.
- Freshman Class - May 2. breakfast. A SignUp Genius link will be in the next eNews

6. New Business - At the May meeting we need to appoint and approve an audit committee - three people who meet for a short time in the summer to audit the records. There is a policy and procedure in place and forms to make it easy. Please sign up to help!

7. Announcements - The next Executive Board meeting is Tuesday May 10 at 9am. Main items for that meeting will be to compose a budget and appoint an audit committee. The next General meeting is May 17 at 9am. Main items are budget approval and audit committee approval.

8. Principal's Report - The new principal has been named. He has rave reviews from his staff, administration and students.

A check out procedure for prom was implemented this year. Mrs. Wristers wrote a program to help students check in and out. 630 kids attend. only 10 no-shows. Most kids stayed to the end. The venue is great, but outside is not desirable, including a lot of homeless people in the area. Mr. Aubry has asked the committee to start looking for something in West Travis County.

The To family came to a baseball game this weekend. The team and people who knew them helped remember Eric at the game. They wanted it to be low key.

Kids are trying to clear obligations getting ready for the end of the year.

Empower LT speaker was well received.

Stacy Jespersen thanked Mr. Aubrey and the PTO on behalf of Savannah Griffith's family for supporting the Savannah's Bags of Hope project and providing publicity for the fundraising and need for funds. Backpacks are going to Africa's Promise Village and to students in Austin.

9. The meeting was adjourned at 9:15am

LTHS PTO General Membership Meeting

Tuesday, April 12, 2016

9:15am, LTHS Annex, Room M221.4

1. Call to Order / Welcome

Babita Deitrich called the meeting to order at 9:21am.

2. Approval of Past Meeting Minutes by Committee

Minutes of the February general membership meeting were approved by committee.

Members of the new minutes review committee are Felicia Hester, Courtney Helton, Lorena Masferrer, and H. Carol Johnson.

3. Business Items

- 2016-2017 LTHS PTO Officer Election

Stacy Jespersen presented the slate of officers and asked if there were any nominations from the floor.

The slate was elected by voice vote. Officers for 2016-2017 are:

President: Babita Deitrich

First Vice President: Felicia Hester

Second Vice President: Tanya Dorsett

Third Vice President: Amanda Tennant

Treasurer: Grace Payne

Secretary: Heather Swanson

Babita Deitrich thanked the nominating committee for their work!

Courtney Helton moved for the current board to appoint the committee chairs for next year, Felicia Hester seconded. The motion carried.

H Carol Johnson moved to appoint the committee chairs as recommended, Liza Coldewey seconded. The motion carried. New committee chairs are:

eNews: Lynn Ballard

Webmaster: Sara Lauritzen

No Hassle Fundraiser: Jodie Gallagher

Teacher Appreciation: Shelley McCannon and Courtney Thomas

Halloween: Shaeli Walton

Volunteer Coordinator: Courtney Helton

Welcoming: Emily Larcher

Publicity: Jennifer Hernandez

Senior Class Representatives: Lei Streuling and H. Carol Johnson

Junior Class Representative: Kristin Holt

Sophomore Class Representative: Brandye Rocca

Freshman Class Representative: Elizabeth Wood

Unfilled Chair positions are: Homecoming, Talent Show, Empower LT, and Directory Chair

- LTHS PTO Proposed Bylaws Amendment Vote. Babita Deitrich presented the proposed Bylaws amendments and called for a vote. The Amendments were unanimously approved.
4. Officer & Committee Chair Reports There is a new parent welcome event at Panera tomorrow at 9am. Emily would like folks to come and help welcome the new families.
 5. New Business - at the May meeting we need to appoint an audit committee. The time commitment is 3-4 hours in July. We have to do the annual audit per our insurance. If anyone is interested, please let Babita know. This is a great way to get to know how we work and what we do.
 6. Announcements - The next general membership meeting is on Tuesday, May 17, at 9am. We will be asking for budget approval and audit committee approval. Felicia Hester is working on bringing in speakers for a special presentation. Two representatives from UT Voices against Violence will be talking about College Readiness. This presentation is not just for UT bound families.
 7. Adjourn to Guest Speaker at 9:39am.

Dr. Lancaster, district superintendent, spoke about the new principal hiring process, and enumerated the many strengths Mr. Butler brings with him to our district.

LTHS PTO Executive Board Meeting
Tuesday, May 10, 2016
9 am, LTHS Annex, Room M221.4

In attendance:

Babita Deitrich
Cindy Villanueva
Stacy Jespersen
H Carol Johnson
Elizabeth Wood
Courtney Thomas
Rosalie Galliver
Emmett Aubrey
Emily Larcher
Liza Coldewey
Grace Payne

1. Call to Order / Welcome

Babita Deitrich Called the meeting to order at 9:03am with a quorum present

2. Approval of Past Board Meeting Minutes

Liza Coldewey moved to approve the minutes as presented. Stacy Jespersen seconded. The motion carried

3. Principal's Report

Mr. Aubrey thanked the volunteers who have helped out during the testing series (STAAR and AP exams). The school greatly appreciates the help. Also, thank you for all the food during Teacher Appreciation. It's banquet season. Teacher of the Year and retirement on Thursday night. Baseball team playing out of town this weekend. 284 seniors still owe lots of hours. Some won't be able to pay back hours owed before graduation. They'll need to attend summer school and graduate later. Mr. Aubrey is in contact with Mr. Butler to help him be up to speed on various issues when he arrives in July. The school is planning for 2900 students next year. There will likely be changes in policies and privileges next year in order to address recurring discipline issues.

4. Business Items

- Audit Committee Appointments

Babita Deitrich recommended the board appoint Jyotsna Arora Chair of the Audit Committee, with Elena Brooks, Mike Sekel, and Mialinda Francis as members. Stacy Jespersen moved to approve the appointment, H. Carol Johnson seconded. The motion carried.

- Committee Chair Appointments

Babita Deitrich recommended that we appoint Carol Rhodes as a co-class representative for the Freshman class, Mialinda Francis as Empower LT Chair, and Jan Moreland and RaNee Steed as Homecoming Chairs. Liza Coldewey motioned to approve the appointments, Grace Payne seconded. The motion carried. The Directory and Talent Show chair positions are still open

- Standing Rules Amendment

Babita presented amendments to the Standing Rules to address some Audit Committee recommendations, and make the document more usable. Page numbers were added, Nominating Committee procedures were added, Audit Review Worksheets were amended, electronic payments were addressed, and the communications policy was updated. Rosalie Galliver moved to accept the revisions to the standing rules. H. Carol Johnson seconded. The motion carried.

- 2014-15 Audit Report_Closure

There were six recommendations made by the audit committee. Five have been addressed, with the sixth recommendation (records stored on campus) being deferred to the fall.

- 2016-17 Working Budget Approval

Babita Deitrich walked through the proposed budget for next year. We are increasing budgeted amounts for Staff Appreciation and Communications.

5. Officer Reports

- Treasurer - The bank balance as of May 9, 2016 is \$19,653.96. There was not much activity this month - one directory sale; expenses paid include Empower LT, and the Psychologist. We will ask for an additional \$200 to be added to the current year budget to cover keeping the existing PTO website running concurrently for one or two months while we build the new website. See note under Webmaster report for more details. We will likely carry over about \$7600 to next year. Please get any final receipts in for reimbursement before June 30.
- President - asked for feedback on meeting dates and times for next year. She will discuss with the incoming board on Thursday.
- 1st VP - no report
- 2nd VP, Fundraising - no report
- 3rd VP, Student Activities - no report

6. Committee Chair Reports

- Class Rep - Freshman - no report
- Class Rep - Sophomore - no report
- Class Rep - Junior - no report
- Class Rep - Senior - no report
- Directory - no report
- Empower LT - no report
- E-News - no report
- Halloween - no report
- Homecoming - no report
- No Hassle Fundraiser - no report
- Publicity - no report

- Talent Show - no report
- Teacher Appreciation - Courtney Thomas is setting up a meeting with Shelley and Babita to make a plan for next year's events, and in particular Teacher Appreciation Week.
- Volunteer Coordinator - no report
- Webmaster - we are switching over our website from WordPress to WebsiteBuilder. There will be a little overlap because the WordPress site is up for renewal May 17 and we won't have the new site ready yet. The board recommended they renew for two months to give enough time to get the new site up and running. As a result, the website/hosting cost will go up in the short term, but down in the long term. Flexibility and usability will improve a lot with the new host format.
- Welcoming - asked for input on things that new families need to know.

7. New Business - none

8. Announcements - The next general membership meeting is next week on May 17 at 9am

9. Adjourn - Babita Deitrich adjourned the meeting at 10:34am

LTHS PTO Executive Board Meeting
October 6, 2015

In attendance

Babita Deitrich
Rosalie Galliver
Stacy Jespersen
Felicia Hester
Tracy Henry
Liza Coldewey
Janessa Hollis
Cindy Villanueva
Courtney Thomas
Grace Payne
Kristin Holt
Shana deFries

1. Call to Order/Welcome

Babita called the meeting to order at 9:09 am

2. Approve meeting minutes from last month's executive meeting on September 15th.

Stacy Jespersen moved to approve the minutes as presented, Grace Payne seconded. Motion carried

3. Business Items:

A) 2014-15 Audit Report Recommendations:

see attachment A

B) Online payment review committee. Babita laid out the proposal detailed in Attachment A to the board.

She asked for a volunteer to chair this committee. It would be short term. Stacy Jespersen volunteered to chair the committee. Grace Payne moved to create the committee to achieve goals as stated and any others they identify, with Stacy Jespersen as chair. Liza Coldewey seconded. Motion carried

Kim Brents is out of town today and cannot be in attendance.

4. Officer Reports:

Treasurer Report: Grace Payne hit the highlights of the printed treasurer's report.

The current bank balance is \$50,769.69

There have been 10 paypal deposits.

She filed the quarterly sales tax report.

NHF has exceeded expected donations by \$3910.

Ad sales are almost at budget.

Directory sales are below estimated income. Babita does not believe it will achieve the estimated total, and that number should be adjusted. She asked to address that in the November budget. Babita sent a blurb to Marco Alvarado to post in the next School Matters coming out on October 14 reminding parents to order a directory.

Teacher appreciation and Back to School had expenses this last month.

President report - Babita Deitrich:

Babita shares that traditionally the Staff Appreciation Committee has had a Souper Spa Day for the teachers. We are looking for a new company to provide services to teachers on Spa Day. Babita requested that if anyone had suggestions they submit them to her.

Fundraising - Liza Coldewey:

Babita, Stacy and Liza will meet later this week to discuss other groups that have reached out to the PTO to support their fundraising opportunities. There is a need to determine policy regarding outside companies offering fundraising opportunities.

5. Committee Chair reports:

Halloween (Janessa Hollis) - The costume contest will be held Friday, October 30, during all three lunches as per tradition. Prizes will be the same. The contest will be held in the PAC hallway from 11:30-1:30.

Kim Brents will recommend that those who want to compete bring lunch that day to give them more time. Janessa will arrive early in case some kids want to compete but need to be off campus during the competition time. Winners will be announced at the pep rally at 3:05 in the stadium.

Judges include Janessa, Stacy Jespersen, and others that Janessa recruits. She often recruits from Theater Parents.

This year there will be 6 wreaths to give away to teachers. Teachers will put their name in a bucket for a specific wreath. Drawings will be in both teacher lounges.

Candy distribution will take place in the offices and PAC hallway during judging. Tracy Henry suggested passing out candy at the stadium prior to the pep rally instead. This year's theme is Mad Science.

Janessa asked for \$200 for candy, which is an increase from last year. Grace Payne will add to the Halloween budget in the November budget revisions.

Babita suggested Janessa send an article for the eNews to Amy Still soliciting volunteers.

Communications - Amy Still requests information for the eNews. Babita suggested that Felicia Hester request Amy to send a standalone reminder the day of or the day before each Empower LT event.

No Hassle Fundraiser - Cindy Villanueva matches with Grace Payne on all numbers for NHF. They have collected \$22610 for the year. Donations will begin to slow down.

Staff Appreciation Committee – breakfast bar for teachers on 10/22

Homecoming – no report

Talent Show (Tracy Henry) – Flyers went up yesterday, was in eNews on Sunday, forms are in the office.

Marco Alvarado will publish via LTiSD social media and school matters.

Tracy asked if GoDance contacted the PTO regarding doing a fundraiser? If so, she would like their contact information. Stacy is following up with Kim Brents on involving teachers. Karla Ent will take photos.

Online ticket orders is already set up. Choir boosters will run the concession stand again. A few volunteers are needed for that night. Mr. Hinson was asked if Student Council members can assist to direct people to the art exhibit, especially during intermission.

Wishlist (Kristin Holt) - The wishlist solicitation form has been sent to Kim, who approved it and distributed it to the teachers. Teachers have been asked to return the form by the end of October. Grace Payne asked to have a list of the requests and amounts requested.

Volunteers (Shana deFries) - Shana is still soliciting volunteers to help with school store coverage in the main building on Monday, Wednesday, Thursday, and Friday. They are asking for an adult to step in during any 30 minute time period between 11:15 and 2:15. Cindy Villanueva suggested that she update the commitment description to look less like an ongoing commitment and more like an occasional commitment. Tracy Henry suggested she use SignUp Genius-type sign ups for these type of jobs. Babita is working with Shana to determine one that might work well for her.

Empower LT (Felicia Hester) - The first one was not well attended, but had positive feedback. In October, Sallie Ingle will speak with a focus on Bullying. Alan Graham will make a speech during the pep rally about empathy. Felicia is looking to find someone to speak to the Seniors while the underclassmen take PSAT, etc.

Sallie Ingle will also be our guest speaker at the November PTO meeting.

In February, Joe Ehrman is coming to talk about healthy initiatives. He has worked with AISD and has a proven impact, but he costs \$9,500. Felicia has collected \$5000 from a private individual. She wants to solicit donations to cover the remaining amount so that she doesn't have to ask the school or the PTO for the money. No date is set yet - Kathleen Hassenfratz is working to set a date with Joe Ehrman's agent. Dr. Crystal Collier will come in April to speak on substance abuse. The fee will be \$500 - \$1500. This is a little more than last year, because last year she was able to combine the trip with another school. Felicia asked for more money in the budget (up to \$1500) to pay for big name speakers, and suggested perhaps we could get corporate sponsorships to offset costs. Liza Coldewey suggested Felicia contact Suzanne Stone for corporate sponsorship opportunities. Babita and Grace will look at the amount for the November budget.

There was some discussion about how to publicize the event in order to increase attendance, and how to plan for an unknown number of people showing up (hold it in Black Box or PAC).

Kim Brents and Kathleen Hassenfratz put the flyers together for the series.

Directory - Babita reported that LeAnn is still working on order input. Directories should be delivered before Thanksgiving.

Freshmen - no report. Babita thanked Courtney for taking care of the ribbon cutting ceremony for the Annex.

6. Announcements:

Homecoming parade is 10/14.

Empower LT is 10/21.

The next executive board and general membership meetings are 11/3.

Adjourned at 10:26am.