

Lake Travis High School PTO
Executive Board Meeting Minutes
Monday August 8, 2016
9:00 am LTHS Annex, Room M221.4

In Attendance:

Grace Payne
Babita Deitrich
Lynn Ballard
Kristin Holt
Karen Reich
Jennifer Hernandez
Mialinda Francis
Carol Rhodes
Jojie Gallagher
RaNee Steed
Sara Lauritzen
Courtney Thomas
Felicia Hester
Tanya Dorsett

1. Call to Order/Welcome

Babita called the meeting to order at 9:05 am with a quorum present, the President being the chair and Vice President Felicia Hester taking the minutes.

2. Approval of Past Board Meeting Minutes

Felicia Hester moved to approve the May 12, 2016 Incoming Executive Board meeting minutes. The motion was seconded by Karen Reich and passed with all in favor.

3. Business Items

- Kim Flasch was nominated to serve as Directory Chair. Motion was made by Grace Payne to accept nomination, seconded by Tanya Dorsett, and approved by the executive committee.
- Thank you to Sara Lauritzen for all of her work on the new website. Website hosts all important PTO documents - bylaws, standing rules and financial forms. Meeting dates have been set and posted following the schedule of 2nd Mondays with the exception of those dates that are holidays. Contact sheet with all board and committee chairs can be found on the website.
- Plans of work are due by committee chair by 8/31. Should you need a tax-exempt worksheet for purchase of items, please contact Grace.
- Next meeting date is 9/12/16 Executive Board at 8:30 and General Membership meeting at 9:15 am. In addition Open House will be at the high school at 6:30 pm.

4. Principal Update provided by Karen Reich as Mr. Butler was at new teacher orientation:

- Graduation will be held on June 2, 6:00 pm at the high school football stadium. Other venues were looked at but due to cost, availability, and spaced needed were not selected. Will follow same protocol from last year if there is inclement weather.
- Bell schedule is on the school website with Cav times twice a week, once for tutorials and the other for club time. There are 3 lunch times on the main campus and 2 at the annex.

- 2780 students enrolled with more anticipated. Last year began with 2640 and ended with 2710.
- This year administrators and counselors divided equally among students based upon last name and not upon grade level.
- Roundup to begin at 8:00 tomorrow morning and Wednesday at noon for 9th grade.

5. Officer reports –

- Treasurer – Grace Payne reported a bank balance of \$16,300.05 with a deposit of \$911 from PayPal and \$3500 in advertisement sales
- President – Babita Deitrich asked that if anyone has a conflict with a school employee while volunteering to bring to her for resolution. It was asked if volunteer hours could be tracked through the raptor system as it is done at the elementary and middle schools. Karen will look into that function.
- Mr. Butler did stop by for a few minutes in between the new teacher orientation to say hello to the PTO and made these comments:
 - We currently have 22 new teachers with an additional 3 coming on board shortly. Still in need of a Physics teacher.
 - He will make no wholesale changes, as the school is already very strong and would like to listen and learn on how to continue to move LTHS forward to the benefit of the students.
- Vice President - no report
- Fundraising VP – Tanya Dorsett reported new sponsorships are going very well. If you have any new business connections please send her way and she will make the connections. Kristin added that LTHS PTO is part of the Amazon Smile program so encouraged all to sign up and to pass along to all friends, family, associates as it is a one time sign up and the PTO benefits.
- Student Activities VP – no report

6. Committee Chair Reports

- ENews – please send to Lynn Ballard on Friday for inclusion in Sunday's edition of enews.
- Webmaster – please look at the website with a critical eye as it is newly designed. Sara working with adding widgets to enhance the overall experience with the websites functionality
- No Hassle Fundraiser – would greatly appreciate all help for tomorrow and Wednesday's round ups. Currently have \$850 in donations
- Teacher Appreciation – All staff and family Cavalier cookout is scheduled for 8/15 at 5:30 pm at the Rough Hollow Pavilion welcome center. One of the few times that includes staff member's family members as well. Shelley has all food covered but if you are interested in helping, decorating is at 3:30 and set up at 4:30.
- Homecoming Parade– student council develops homecoming theme and shirts. Will need assistance in selling T-shirts during the lunch hours. RaNee to check with Dionne at district regarding t shirts from previous years
- Talent Show – working with Debbie Black and Mr. Butler on dates and a venue
- Publicity – Jennifer will need at a minimum 48 hours to get information out to sources
- Wishlist
- Volunteers – using sign up genius so please keep looking for those opportunities
- Empower LT
- Directory

- Welcoming – Emily is working hard in growing this so that new students and families are not lost within LTHS
- Senior Class
- Junior Class
- Sophomore Class
- Freshman Class

7. Other Business

- Will be hosting informal meetings to encourage further engagement amongst PTO Board and Committee Chairs
- Grace will be separating the funds in the PayPal account to account for both the no hassle fundraising and directory sales efforts
- Audit report will be closed at September meeting

8. Meeting Adjourned at 10:34 am

Lake Travis High School PTO
Executive Board Meeting Minutes
Monday, September 12, 2016
8:30 a.m, Black Box Theatre, LTHS

In Attendance:

Brandye Rocca
Heather Swanson
Elizabeth Wood
Phyllis Parmer
Babita Deitrich
Jojie Gallagher
Tanya Dorsett
Courtney Helton
Jyotsna Arora
Felicia Hester
Mialinda Francis
Carol Rhodes
RaNee Steed
Emily Larcher
Shaeli Walton
H. Carol Johnson
Amanda Tennant
Kristin Holt
Courtney Thomas

1. Call to order/Welcome
Babita called the meeting to order at 8:34 a.m. with a quorum present, the President being the chair and the Secretary being present.
2. Approval of Past Board Meeting Minutes
Felicia Hester moved to approve the August 8, 2016 Executive Board meeting minutes. The motion was seconded by Tanya Dorsett and passed with all in favor.
3. Business Items
 - * The 2015-16 Audit took place on July 26th. In addition to the audit committee, Grace Payne (Treasurer) was in attendance. Based on the audit it was recommended that the No Hassle Chair should provide a monthly report.
 - * 2016-17 Plans of Work were discussed. Most have been received from the Chairs.
 - * No changes were requested for the 2016-17 Budget.
 - * Next meeting date is 10/17/16 Executive Board at 9:00 a.m. at the LTHS Annex, M221.4
4. Principal's Report
Principal Gordon Butler to give his report during the General Membership meeting, which is taking place directly after Executive Board Meeting.
5. Office Reports
 - * Treasurer-Grace Payne reported a bank balance of \$42,446.27.

- * President- Babita Deitrich described this year's wish list process. The form has been updated and sent to the teachers.
Babita would like to expense table cloths for meetings to be stored in LTHS closet. Also, buying new PTO banners. The funds would come out of the Misc Admin.
There will be a New to LTISD Parent meeting 10/17/16 at 6:30 p.m. There will also be a special PTO meeting 10/18/16 at 9:00 a.m. with Brad Lancaster and Johnny Hill. More info to come.
- * Vice President-Felicia Hester is looking for input on new ideas for Empower LT.
- * Fundraising VP-Tanya Dorsett is working on selling directory advertising, getting company sponsors, and getting Homecoming Parade sponsorships.
- * Student Activities VP- no report

6. Committee Chair Reports

- * ENews- please send items to Lynn Ballard on Friday for inclusion in Sunday's edition of enews.
- * Webmaster-Sara is doing a wonderful job keeping everything up t date.
- * No Hassle Fundraiser-will send report to Executive board via email.
- * Teacher Appreciation-are preparing lunch for teachers on Thursday, September 16, 2016.
- * Homecoming Parade-still waiting on theme from the LTHS student council.
- * Talent show-still looking for chair. Possible dates in the Spring are still being evaluated.
- * Publicity-no report
- * Volunteers-There are two opportunities to volunteer.
 1. Help needed to cover digital media center.
 2. College Fair September 27, 2016 11-12:30 need help with set up and clean up.
- * Empower LT-Mialinda Francis has been working on getting a speaker for November about stress.
- * Directory-sales and layout in process.
- * Welcoming-50-60 parents attended the New Parent meeting. Parents who attended last year were sent a survey. Over half felt as if they were getting information. One third thought information was given now and then. With one fourth saying they are receiving zero information.
- * Senior class
- * Junior class
- * Sophomore class
- * Freshman class

7. Other Business-nothing to report

8. Meeting adjourned at 9:07 a.m.

Respectfully submitted by Heather Swanson, LTHS PTO Secretary

LTHS PTO General Membership Meeting
Monday, September 12, 2016
9:15 a.m. Black Box Theatre, LTHS

1. Call to Order/Welcome

Babita Deitrich called the meeting to order at 9:19 a.m. with a quorum present. A special welcome to our new Principal, Gordon Butler.

2. Approval of Past Meeting Minutes by Committee

The May minutes were approved by committee. A new committee to approve the September minutes was appointed. Stacey Jespersen, Felicia Hester, Melanie Schwitters volunteer to approve the minutes.

3. Business Items

- * Audit Committee Report- Audit was conducted on July 26, 2016. The primary recommendation from the committee is that the No Hassle Fundraising provides a Monthly Report to the Executive Board. Rosalie Galliver made the motion to accept the the Audit Report as presented. It was seconded by Carol Johnson. The motion carried.

- * 2016-2017 Budget Approval- Brandye Rocca made the motion to approve the current budget with no changes. It was seconded by Kristin Holt. The motion carried.

4. Officer & Committee Chair Reports

Senior Class Rep- Carol Johnson confirmed the Project Graduation meeting will be held on September 22, 2016.

Junior Class Rep- Kristin Holt suggested that everyone should be using AmazonSmile when shopping on Amazon. A percentage will be then donated back to LTHS PTO.

Sophomore Class Rep- Brandye Rocca nothing to report.

Freshman Class Rep- Elizabeth Wood nothing to report.

Treasurer's Report- Grace Payne reviewed treasurer's report.

5. New Business- We are still in need of a Talent Show Committee Chair.

6. Principal's Report- Gordon Butler

Big Picture Goals for 2016-2017

*Student Achievement- All students will have a documented record of meeting with their counselor about their 4 year plan.

*Increase the number of National Merit Semifinalist by 3.

*Develop with Student Leadership groups a student friendly tutoring schedule.

*Standardize our academic procedure across all departments.

Learning Environment

*Develop a systemic approach for creating volunteer opportunities for students.

*Provide more opportunities to make real world connections post high school.

*Embrace our large school status and help every student find a home.

*Incorporate student voice in quality of life decisions.

Family Engagement

*Provide ongoing opportunities for families to become informed and involved.

*Use our qualitative and quantitative data to inform our practices.

*Do more pre-work for families during transitional moments.

Community Partnerships

*Tell our whole story.

*Create ways for our students to engage in service and learning opportunities with our local community.

*Give the community a reason to be involved.

Big Picture Future Goals

*Efficiency in our operations

*Standardization of how we conduct business.

*Develop a growth mindset.

*Use the lens of “Is _____ best for students?”

*Less reliant on the Super DNA and more on the process.

*That every student at LTHS goes into a classroom that is staffed by a teacher that is caring, competent, conscientious, and committed.

7. Announcements- Special PTO meeting Tuesday, October 18, 2016 9:00 a.m. with Brad Lancaster and Johnny Hill.

8. Adjourned at 10:30 a.m.

Lake Travis High School PTO
Executive Board Meeting Minutes
Monday, November 14, 2016
8:30 a.m, Black Box Theatre, LTHS

In Attendance:

Brandye Rocca
Heather Swanson
Shaeli Walton
Carol Rhodes
Felicia Hester
Babita Deitrich
Tanya Dorsett
Jojie Gallagher
Courtney Thomas
Kristin Holt
Grace Payne
Amanda Tennant
Traci Bigler
Ileana Williams
Gordon Butler

1. Call to order/Welcome

Babita called the meeting to order at 8:39 a.m. with a quorum present, the President being the chair and the Secretary being present.

2. Approval of Past Board Meeting Minutes

Felicia Hester moved to approve the October 17, 2016 Executive Board meeting minutes. The motion was seconded by Tanya Dorsett and passed with all in favor.

3. Business Items

* A motion was made by Heather Swanson to appoint Alicia Autry as the Committee chair for the talent show. Seconded by Felicia Hester. Motion passed. Talent Show scheduled for March 31, 2017.

* Wish list- we have approximately \$18,000 available to spend. We reviewed the list of requests (see (11/7/16 Rev 2 list attached) and approved 15 items totaling \$14,929 (see final list updated 11/15/16 attached).

4. Principal's Report

Principal Gordon Butler spoke about kids being stressed right now. He encouraged parents to reach out to their children's teachers. He stressed that the teachers are here to help the parents and students. Mr. Butler plans to pretend to be a "student for a day" and find out what it's like to be a Lake Travis High School student.

5. Office Reports

* Treasurer-Grace Payne reported a bank balance of \$55,968.40.

* President- Babita Deitrich-nothing to report.

- * Vice President-Felicia Hester reported that we are developing a committee that can support non-English speakers and help them get more involved with LTHS and the PTO.
- * Fundraising VP-Tanya Dorsett-nothing to report.
- * Student Activities VP- nothing to report.

6. Committee Chair Reports

- * ENews- please send items to Lynn Ballard on Friday for inclusion in Sunday's edition of enews.
- * Webmaster-Sara is doing a wonderful job keeping everything up to date.
- * No Hassle Fundraiser-nothing to report.
- * Teacher Appreciation-Pies are being distributed Friday, November 18, 2016.
- * Publicity-nothing to report.
- * Volunteers-nothing to report.
- * Empower LT-Mialinda Francis-nothing to report.
- * Directory-nothing to report.
- * Welcoming-New Parent meeting scheduled for December 1, 2016.
- * Senior class-nothing to report.
- * Junior class-nothing to report.
- * Sophomore class-nothing to report.
- * Freshman class-nothing to report.

7. Other Business-nothing to report

8. Meeting adjourned at 9:17 a.m.

Respectfully submitted by Heather Swanson, LTHS PTO Secretary

Lake Travis High School PTO
Executive Board Meeting Minutes
Monday, December 12th, 2016
9:00 a.m, LTHS Annex, Conference Room 221.4

In Attendance:

Brandye Rocca
Heather Swanson
Carol Rhodes
Felicia Hester
Babita Deitrich
Courtney Thomas
Grace Payne
Gordon Butler
Emily Larcher
Jan Moreland
Jojie Gallagher
Elizabeth Wood

1. Call to order/Welcome

Babita called the meeting to order at 9:05 a.m. with a quorum present, the President being the chair and the Secretary being present.

2. Approval of Past Board Meeting Minutes

Felicia Hester moved to approve the November 14th, 2016 Executive Board meeting minutes and was seconded by Heather Swanson and passed with all in favor.

3. Business Items

* No official items.

* We discussed whether we should establish a PTO social media presence and what it would take. Emily Larcher started a LTHS PTO Facebook page as a closed group. A bulk email was sent to New-to-LTHS-parents to join. Emily is unsure how effective the page is. Emily recommends going further and possibly adding a chairperson to handle the PTO's social media.

4. Principal's Report

Principal Gordon Butler spoke about possibly changing the grade percentage of the semester exams in the future from 20% of the students' final semester grade. Mr. Butler also mentioned he would like to see the classes streamlined by course.

Mr. Butler reported that drug offenses are down. He plans no big changes for the 2nd semester.

5. Office Reports

* Treasurer-Grace Payne reported a bank balance of \$53,130.11. Sales taxes filings have been changed to annually from quarterly. Grace has filed the income tax for the PTO.

* President- Babita Deitrich described this year's wish list process and recommends we add a wish list chair position for the future. We had visibility of all the teachers' wish lists this year. Babita and Mr. Butler reviewed in advance and recommended which ones would be most impactful.

- * Vice President-Felicia Hester had a great meeting with Susan Endendyk(Lead Counselor) and Class Reps.and Class Reps.
- * Fundraising VP-Babita reported that there is a fundraising seminar that will take place in January, held by Dr. Kevin Claypool.
- * Student Activities VP- Babita reported that the Talent Show is in need of volunteers.

6. Committee Chair Reports

- * Class Rep- Freshman-no report.
- * Class Rep-Sophomore-no report.
- * Class Rep-Junior-no report.
- * Class Rep-Senior-no report.
- * Publicity-nothing to report.
- * Directory-Approximately half of the directories have been delivered.
- * Empower LT-no report.
- * eNews-Please send items to Lynn by Friday for inclusion in Sunday's e-News.
- * Halloween-no report.
- * Homecoming-no report.
- * No Hassle Fundraiser-A few more donations came in.
- * Publicity-no report.
- * Talent Show-Contact Alicia if you can help with the show, scheduled for March 31st.
- * Teacher Appreciation-Holiday party is on Wednesday, December 14th at Emmaus Catholic Church Great Hall.
- * Volunteers-no report.
- * Webmaster-no report.
- * Welcoming-Emily Larcher reported that she is landing for second semester welcoming events.

7. Other Business-Babita shared "thank you" notes received for PTO. Next meeting is January 9th, 2017 in this room at 9 a.m.

8. Meeting adjourned at 10:39 a.m.

Respectfully submitted by Heather Swanson, LTHS PTO Secretary

Lake Travis High School PTO
Executive Board Meeting Minutes
Monday, December 12th, 2016
9:00 a.m, LTHS Annex, Conference Room 221.4

In Attendance:

Brandye Rocca
Heather Swanson
Carol Rhodes
Felicia Hester
Babita Deitrich
Courtney Thomas
Grace Payne
Gordon Butler
Emily Larcher
Jan Moreland
Jojie Gallagher
Elizabeth Wood

1. Call to order/Welcome

Babita called the meeting to order at 9:05 a.m. with a quorum present, the President being the chair and the Secretary being present.

2. Approval of Past Board Meeting Minutes

Felicia Hester moved to approve the November 14th, 2016 Executive Board meeting minutes and was seconded by Heather Swanson and passed with all in favor.

3. Business Items

* No official items.

* We discussed whether we should establish a PTO social media presence and what it would take. Emily Larcher started a LTHS PTO Facebook page as a closed group. A bulk email was sent to New-to-LTHS-parents to join. Emily is unsure how effective the page is. Emily recommends going further and possibly adding a chairperson to handle the PTO's social media.

4. Principal's Report

Principal Gordon Butler spoke about possibly changing the grade percentage of the semester exams in the future from 20% of the students' final semester grade. Mr. Butler also mentioned he would like to see the classes streamlined by course.

Mr. Butler reported that drug offenses are down. He plans no big changes for the 2nd semester.

5. Office Reports

* Treasurer-Grace Payne reported a bank balance of \$53,130.11. Sales taxes filings have been changed to annually from quarterly. Grace has filed the income tax for the PTO.

* President- Babita Deitrich described this year's wish list process and recommends we add a wish list chair position for the future. We had visibility of all the teachers' wish lists this year. Babita and Mr. Butler reviewed in advance and recommended which ones would be most impactful.

- * Vice President-Felicia Hester had a great meeting with Susan Endendyk(Lead Counselor) and Class Reps.and Class Reps.
- * Fundraising VP-Babita reported that there is a fundraising seminar that will take place in January, held by Dr. Kevin Claypool.
- * Student Activities VP- Babita reported that the Talent Show is in need of volunteers.

6. Committee Chair Reports

- * Class Rep- Freshman-no report.
- * Class Rep-Sophomore-no report.
- * Class Rep-Junior-no report.
- * Class Rep-Senior-no report.
- * Publicity-nothing to report.
- * Directory-Approximately half of the directories have been delivered.
- * Empower LT-no report.
- * eNews-Please send items to Lynn by Friday for inclusion in Sunday's e-News.
- * Halloween-no report.
- * Homecoming-no report.
- * No Hassle Fundraiser-A few more donations came in.
- * Publicity-no report.
- * Talent Show-Contact Alicia if you can help with the show, scheduled for March 31st.
- * Teacher Appreciation-Holiday party is on Wednesday, December 14th at Emmaus Catholic Church Great Hall.
- * Volunteers-no report.
- * Webmaster-no report.
- * Welcoming-Emily Larcher reported that she is landing for second semester welcoming events.

7. Other Business-Babita shared "thank you" notes received for PTO. Next meeting is January 9th, 2017 in this room at 9 a.m.

8. Meeting adjourned at 10:39 a.m.

Respectfully submitted by Heather Swanson, LTHS PTO Secretary

Lake Travis High School PTO
Executive Board Meeting Minutes
Monday, January 9th, 2017
9:00 a.m, LTHS Annex, Conference Room 221.4

In Attendance:

Brandye Rocca
Heather Swanson
Tanya Dorsett
Grace Payne
Felicia Hester
Babita Deitrich
Emily Larcher
H Carol Johnson
Alicia Autrey
Jan Moreland
Courtney Thomas
Mialinda Francis
Gordon Butler
Kristin Holt
Elizabeth Wood

1. Call to order/Welcome

Babita called the meeting to order at 9:01 a.m. with a quorum present, the President being the chair and the Secretary being present.

2. Approval of Past Board Meeting Minutes

Grace Payne moved to approve the December 12th, 2016 Executive Board meeting minutes. The motion was seconded by Tanya Dorsett and passed with all in favor.

3. Business Items

* Babita Deitrich and Tanya Dorsett discussed setting up a social media start-up committee. Tanya is willing to serve as Chairperson for the short term committee. Motion to create this committee made by Felicia Hester, seconded by Grace Payne. Motion passed.

* A nominating committee will be appointed in February. The members work independently for the good of the organization. Elections will be held on April 10, 2017. We are in need of someone to chair, as well as at least two other people to make up the committee.

4. Principal's Report

Principal Gordon Butler spoke about the Cavalier showcase. It will highlight classes parents/students really aren't aware of.

Mr. Butler appreciates our parent support and enjoys open lines of communication.

5. Office Reports

* Treasurer-Grace Payne reported a bank balance of \$49,888.20. She also reported that our sales tax filing has been changed from quarterly to annually, each January.

- * President- Babita Deitrich trying to grow opportunities for the LTHS PTO to make more money. Babita will be updating position descriptions and adding a Wish List Chairperson. January is School Board Recognition month. Babita read aloud a thank you letter that will be sent to the board on behalf of the PTO.

- * Vice President-Felicia Hester-nothing to report.

- * Fundraising VP-nothing to report.

- * Student Activities VP- nothing to 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.

- * Publicity-nothing to report.

- * Directory-All directories have been given out.

- * Empower LT-Next speaker Dr. Jan Ford Mustin will speak on February 13th about "Removing the roadblocks to academic success". Elaine Pasqua will speak at two student assemblies during the day and again to the public the evening of April 18th. The topics will be "Healthy Relationships" and "Are you prepared for college?"

- * eNews-Please send items to Lynn by Friday for inclusion in Sunday's e-News.

- * Halloween-no report.

- * Homecoming-no report.

- * No Hassle Fundraiser-A few more donations came in.

- * Publicity-no report.

- * Talent Show-Alicia Autrey is looking for a Master of Ceremonies for the March 31st Talent Show.

- * Teacher Appreciation-Courtney Thomas thanked everyone for their help.

- * Volunteers-no report.

- * Webmaster-no report.

- * Welcoming-Emily Larcher reported that there will be another New Parent Welcoming Meeting end of January.

7. Other Business-Next Executive Board Meeting will be Monday, February 13th at 8:30 a.m. with the General Membership meeting following at 9:15. Dr Jan Mustin is scheduled to begin speaking at 9:30.

8. Meeting adjourned at 10:28 a.m.

Respectfully submitted by Heather Swanson, LTHS PTO Secretary

LTHS PTO General Membership Meeting
Monday, February 13th, 2017
9:15 a.m. Black Box Theatre, LTHS

1. Call to Order/Welcome

Babita Deitrich called the meeting to order at 9:16 a.m. with a quorum present. Thank you to Mialinda Francis for getting the treats for everyone this morning. Thank you to our LTHS parking attendants for holding parking space for us.

2. Approval of Past Meeting Minutes by Committee

The November minutes were approved by committee. A new committee to approve the November minutes was appointed. Charlene Regan, Sara McIlheran, and Felicia Hester volunteer to approve the minutes.

3. Business Items

* Nominating Committee Approval-The Executive Board appointed Heather Swanson as Nominating Committee Chairperson. It also appointed Briana Curry, Jan Moreland, and Kelli Nokes as Nominating Committee members. Charlene Regan motioned to approve the Nominating Committee appointments. Sara McIlheran seconded. Motion passed with all in favor.

4. Officer & Committee Reports

Grace Payne presented the treasurer's report. We have a balance of \$38,019.10. President Babita Deitrich recognized some of the achievements to date of the current Executive Board and Committee Chairs by requesting they stand.

5. New Business-Emily Larcher shared that there will be a New Parent Meeting February 24th, 2017 and any new family is welcome to attend.

6. Principal's Report- Gordon Butler said thank you to everyone for making him feel welcome to LTHS. Next year we are projected to have over 3,000 students. The Graduation ceremony will be moved up by one hour.

7. Announcements- Talent Show will take place on March 31st. April 10th will be the next General Membership meeting. April 18th Ms. Elaine Pasqua will be speaking on "Understanding the Meaning of Healthy Relationships" for the Freshman and Sophomore classes. For the Junior and Senior classes the topic is "Preparing for College Life, do I really know what to expect?". That evening she will be speaking to Parents to discuss the latest high-risk trends that teens and college students are experiencing nationwide.

8. Adjourned at 9:27 a.m. or our special presentation by Dr. Jan Ford Mustin.

Lake Travis High School PTO
Executive Board Meeting Minutes
Monday, March 6th, 2017
9 am, LTHS Annex. Room M221.4

In Attendance:

Grace Payne
Jojie Gallagher
Kristin Holt
Mialinda Francis
Felicia Hester
Elizabeth Wood
Shaeli Walton
Tanya Dorsett
Gordon Butler
Brandye Rocca
Heather Swanson
Alicia Autrey
Babita Deitrich
Courtney Thomas

1. Call to order/Welcome

Babita called the meeting to order at 9:03 a.m. with a quorum present, the President being the chair and the Secretary being present.

2. Approval of Past Board Meeting Minutes

Felicia Hester moved to approve the February 13th, 2017 Executive Board meeting minutes. The motion was seconded by Grace Payne and passed with all in favor.

3. Business Items

The Nominating Committee Chair Heather Swanson reported that they have several people interested in being involved in LTHS PTO. They have been talking and meeting with candidates.

Tanya Dorsett has scheduled a social media meeting for the Tuesday after Spring Break.

A new committee is being formed to support Non-English speaking parents/students. A motion to call this committee Cultural Connections was made by Heather Swanson. Principal Gordon Butler seconded the motion. Passed with all in favor. Babita Deitrich has reached out to people to chair this committee.

4. Principal's Report

Principal Gordon Butler reported that the 3rd Quarter is all wrapped up. He is looking to hire and to be fully staffed by June 2nd, 2017. School start date will be August 16th, 2017.

5. Office Reports

* Treasurer-Grace Payne reported a bank balance of \$34,903.00.

* President- Babita Deitrich reported that we have a projected \$6,500 extra to allocate before the end of the year. There is \$8,000 allocated to a school Psychologist. At this time Principal

Gordon Butler feels that we can reallocate that money. Mr. Butler would like to bring in speakers for the teachers and have workshops for their professional development in the future. Felicia Hester made a motion to take the \$8,000 for the Psychologist and reallocate. We will bring that possibility up for approval at the next General Membership meeting on April 10th, 2017.

Babita Deitrich has asked the Wish List Participants to come and speak at the meetings in April.

- * Vice President-Felicia Hester-nothing to report.
- * Fundraising VP-Tanya Dorsett was approached by Smoothie King. They would like to come to the High School one time a week during lunch and sell smoothies. They will donate \$1.00 per smoothie sold back to the PTO. We are still exploring the possibility with the district.
- * Student Activities VP- nothing to 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.
- * eNews-no report
- * Halloween-no report.
- * Homecoming-no report.
- * No Hassle Fundraiser-Jojie Gallagher reported that she and Grace have reconciled the online and paper donations and that everything matches.
- * Publicity-no report.
- * Speaker Series-nothing to report.
- * Talent Show-Alicia Autrey reported that 15 acts have signed up and she's hoping to get another 5 acts. Tickets will go on sale March 13th for \$10.00. They have 250 seats to sell.
- * Teacher Appreciation-Courtney Thomas reported there will be a breakfast for the teachers on March 20th in the PAC Lobby.
- * Volunteers-no report.
- * Webmaster-no report.
- * Welcoming-Emily Larcher hosted a small group last week and would like to start having meetings quarterly.

7. Other Business-Next Executive Board Meeting will be Monday, April 10th 8:30a.m in the LTHS Black Box Theatre.

8. Meeting adjourned at 10:31 a.m.

Respectfully submitted by Heather Swanson, LTHS PTO Secretary

Lake Travis High School PTO
Executive Board Meeting Minutes
Monday, April 10th, 2017
8:30 a.m, LTHS Black Box Theater

In Attendance:

Heather Swanson
Brandye Rocca
Babita Deitrich
Courtney Helton
Emily Larcher
Courtney thomas
Jojie Gallagher
Carol Rhodes
Briana Currey
Elizabeth Wood
Tanya Dorsett
Shannon Cordray
Amanda Tennant
Laura Orloff

1. Call to order/Welcome

Babita called the meeting to order at 8:40 a.m. with a quorum present, the President being the chair and the Secretary being present.

2. Approval of Past Board Meeting Minutes

Tanya Dorsett moved to approve the March 6th, 2017 Executive Board meeting minutes. The motion was seconded by Amanda Tennant and passed with all in favor.

3. Business Items

Babita Deitrich on behalf of the Nominating Committee, presented the officer slate for the 2017-18 Executive Board.

Babita Deitrich presented the list of 2017-18 Committee Chairpersons (see attached list) recommended for appointment. Motion to appoint all names as listed was made by Amanda Tennant and seconded by Heather Swanson. The motion passed with all in favor.

For the Social Media Start-up Committee Brandye Rocca showed everyone the Facebook page that the committee will recommend, along with its capabilities, possible uses, and administrators needed to keep it active. More will be presented in May.

Babita Deitrich reported that there is still \$6,500-\$7,000 still available to possibly fill more teacher wish list items. She presented the list (see attached list) for discussion and approval, along with the additional funds needed for the budget line item.

4. Principal's Report

Defer to General Membership Meeting following.

5. Office Reports

* Treasurer-Babita Deitrich reported a bank balance of \$31,194.92. She also reported the three budget line item requests to be made at the next general membership meeting (see meeting financial report). She also reminded everyone to turn in any outstanding receipts for reimbursement.

- * President- Babita Deitrich reported that Standing Rules updates will be proposed in May.
- * Vice President-Felicia Hester-nothing to report.
- * Fundraising VP-Tanya Dorsett nothing to report.
- * Student Activities VP- Amanda Tennant announced that we are looking a Talent Show Chair.

6. Committee Chair Reports.

- * Class Rep-Freshman- Elizabeth Wood announced that the sign up genius is up for the Teachers Appreciation Breakfast.
- * Class Rep-Sophomore-Brandye Rocca announced that the sign up genius is up for the Teachers Appreciation Lunch.
- * Publicity-nothing to report.
- * Talent Show-The show went well. 102 tickets were sold @\$10 each. Expenses were under \$600.
- * Teacher Appreciation-Courtney Thomas reported there will be a taco lunch this Thursday for the teachers. The first week of May is Teacher Appreciation week and events will be held in the PAC lobby.
- * Volunteers-Courtney Helton mentioned that more volunteers will be needed in the beginning of May for testing.

7. Other Business-April 18th Elaine Pasqua. Next Executive Board Meeting will be Monday, May 9th 9:00a.m in the LTHS Annex, Room 221.4. Next General Membership meeting is on May 15th.

8. Meeting adjourned at 9:09 a.m.

Respectfully submitted by Heather Swanson, LTHS PTO Secretary

LTHS PTO General Membership Meeting
Monday, April 10th, 2017
9:00 a.m. Black Box Theatre, LTHS

1. Call to Order/Welcome

Babita Deitrich called the meeting to order at 9:16 a.m. with a quorum present. Thank you to our LTHS parking attendants for holding parking space for us.

2. Approval of Past Meeting Minutes by Committee

The February minutes were approved by committee. A new committee to approve the April minutes was appointed. Charlene Regan, Rosalie Galliver, and Tanya Dorsett volunteer to approve the minutes.

3. Business Items

On behalf of the nomination committee, Babita presented the election ballot with officer nominees. (see attached). No nominations from the floor. All Nominees passed with all in favor.

President Babita Deitrich thanked the Nominating Committee.

Babita presented the treasurer's report, reporting a bank balance of \$31,194.92. On behalf of the board, she requested budget increase approval for three expense line items: 1) \$32 for Welcoming, 2) \$200 for Speaker Series, and 3) \$1825 for Wish List. The motion was made by Tanya Dorsett, seconded by Charlene Regan, and the request passed with all in favor.

Babita also shared Committee Chair appointments for 2017-18 (see attached).

4. Officer & Committee Reports

Special presentations were made by several Fall Wish List Grantees, expressing their thanks for receiving PTO funding,

A presentation was made by Amy Johnson who teaches Interior Design. They are in the process of designing a brain balance corner in the Library, painting one wall with chalk board paint so different murals can be drawn. Adding air plants to add oxygen and designing a table with swing chars.

Teacher Jill Oates who received \$1,600 for a school recycling program reported that 60 recycling bins have been distributed throughout the school. Main goal was to put 3 bins in the cafeteria and made signs for each bin to help the students. The students will be competing in DECA International and taking 22 students to Anaheim, CA.

Teacher Erica Musick made a video presentation of the 20 calculators that they were able to purchase.

There were also video presentations on the rolling mirrors and the Computer Science Headsets.

5. New Business- We are looking for an Audit Committee that will consist of 3 people. On April 18th Elaine Pasqua will be speaking in the Recital Hall.

6. Principal's Report- Gordon Butler spoke about the Prom. Mr. Butler said 750 students attended and that the hotel staff was very complimentary. Mr. Butler announced that the school will still be on a block schedule for the 2017-18 school year with an added 5 minutes to the schedule. Cav time will now be 1 time per week for 60 minutes every Wednesday. Course selection must be completed by June 15th.

There will no longer be In School Suspension. The student will now receive a one day school suspension or Friday night school for 4 hours.

Mr. Butler announced that there will be a Day of Service on April 22nd from 9 a.m. to 2:00 p.m. for students that owe hours.

Tests will now be going home with students except for A.P. tests next school year.

Mr. Butler is also hoping to change the semester exam percentage grade from 20% to 15% or under.

7. Announcements-Next General Membership meeting will be on May 15th. It will possibly be a lunch and learn.

8. Adjourned at 10:51 a.m.

LTHS PTO Executive Board Meeting
Monday, May 8th, 2017
9:00 a.m. LTHS Annex, Room M221.4

AGENDA

1. Call to Order / Welcome
2. Approval of Past Board Meeting Minutes
3. Business Items
 - * Audit Committee Appointments
 - * Social Media Start Up Committee Update
 - * Committee Chair Appointments
 - * Standing Rules Amendment
 - * 2015-2016 Audit Report Closure
 - * PTO Registered Agent Change
 - * Current Treasurer's Report
 - * 2017-2018 Working Budget Discussion/Approval
4. Principal's Report
5. Office Reports
 - * Treasurer
 - * President
 - * Vice President
 - * Fundraising VP
 - * Student Activities VP
6. Committee Chair Reports (as time permits)
 - * Class Rep - Freshman
 - * Class Rep - Sophomore
 - * Class Rep - Junior
 - * Class Rep - Senior
 - * Directory
 - * Empower LT
 - * eNews
 - * Halloween
 - * Homecoming
 - * No Hassle Fundraiser
 - * Publicity
 - * Talent Show
 - * Teacher Appreciation
 - * Volunteers
 - * Webmaster
 - * Welcoming

7. Other Business (as time permits)
8. Adjourn