

Lake Travis High School

PTO Executive Board meeting Minutes

Monday, August 14, 2017  
9 a.m., LTHS Annex, Room M221.4

In Attendance: Brandye Rocca Shannon Cordray Kim Yancey

M.K. Rowins Michelle Whitwell Kendal Fowler RaNee Steed Heather Swanson Tanya Dorsett  
Kaki Jon  
Raquel Knox Lorena Masferrer Jan Moreland Gordon Butler Fred Elabed  
Holly Elabed Emily larcher Stacie Massey Babita Deitrich

Lake Travis High School PTO Executive Board meeting Minutes Monday, August 14, 2017  
9 a.m., LTHS Annex, Room M221.4

1. Call to Order/Welcome

Brandye Rocca called the meeting to order at 9:08 a.m. with a quorum present, the

President being the chair and the Secretary being present. Introduction was made by Brandye i  
ntroducing herself as our LTHS PTO President.

2. Approval of April's Board Meeting Minutes

Shannon Cordray moved to approve the April 14th, 2017 Executive Board meeting minutes.

The motion was seconded by Tanya Dorsett and passed with all in favor.

3. Business Items

The Executive Board has met several times to discuss adding a V.P. of Membership and Co-

V.P. of Student Activities. Brandye has scheduled a special meeting Friday, August 18th, 9:00 in  
the Annex, Room M221.4 to discuss changing the by-laws. Babita Deitrich asked that the Board  
clarifies Article 7, section 3 which states that you can add a second person to each office but  
you are only allowed 1 vote. A change needs to be made in the by-laws that we are adding a  
Membership V.P. so one can be elected. Article 8 has been changed to include the duties of the  
Membership V.P.

Brandye Rocca has changed the Standing Rules under section 1 to add Pay-pal as a payment  
method. Also, added Square account set up. The motion was made by Tanya Dorsett and  
seconded Shannon Cordray to change the Standing Rules to reflect those additions. Passed  
with all in favor.

Kim Yancey has agreed to be the Social Media Chair. The motion was made by Heather Swanson for Kim Yancey to be the Social Media Chair it was seconded by Tanya Dorsett and passed with all in favor.

Principal Gordon Butler expressed that he would like to not have the Talent Show this year due to the increasing activities happening at the school. Space is becoming limited. A motion was made by Shannon Cordray to remove the talent show from the PTO calendar at this time. The motion was seconded by Michelle Whitwell and passed with all in favor.

Plan of works are due to Michelle Whitwell by October 31st, 2017.

The next Executive Board will be on September 11th, 2017 at 8:30 a.m. with the General Membership meeting following at 9:15 a.m. The meeting will take place in the LTHS Black Box Theatre. College In-Roads has paid \$500 to speak the first 8 minutes of the General Membership meeting. Brandye has received several donations from local businesses with which she is going to be raffling these items off at the meetings.

#### 4. Principals Report

Gordon is asking for some flexibility and patience as we have a lot more students this year.

We are having Open House on August 23rd. Parents will be walking their children's schedule in a come and go format. Open House will be from 6:30-8:30 p.m. Volunteers are needed to work the PTO tables in shifts. Jan Moreland, Raquel Knox, Tanya Dorsett, Kaki John, Heather Swanson and Brandye Rocca volunteered to work a shift.

#### 5. Officer's Report

\* Treasurer-Michelle Whitwell reported that we've brought in over \$27,000 so far in revenue

from Membership sales and Homecoming sponsors. Net income to date is \$26,890.00. Michelle proposed to change the name of Membership to Friend of the PTO. Michelle would like to increase the line item to \$3,100. Sponsorships will be split between community promotion and community connections so it will reflect a \$500.00 increase. Michelle proposed we remove the Directory line item since we are no longer offering a printed directory. It was a break even program so it does not impact the bottom line. Michelle would like to move \$200 from Community Outreach to Friend of the PTO. Talent Show line item to be removed. Teacher Appreciation would like to increase by another \$400.00 for each Class Representative. Move the \$400.00 No-Hassle line item to Admin expense to simplify.

Wish-list we are proposing to move the carry-over money from last year to increase it from \$9,700 to \$20,000.

Cultural Connection will have a line item added to include \$500.00 for expenses. \* President-Brandye Rocca reminded everyone about the Social at Kaki John's on

Wednesday, August 16th at 9:30 a.m. Please bring a dish to share.

\* Vice President-Shannon Cordray reported that all of the Class Reps are all ready and

prepared for this school year.

\* Fundraising VP-Tanya Dorsett-reported that she has created two different ways of

businesses getting involved. They can do a Community promotional sponsorship in three different packages, Cavalier package, red package and black package. They will have an add in the on-line directory, their logo will be put on a banner, tweeting out their business name, website recognition, PTO E-news. They can also get more involved by doing the Community Connections Sponsorships. It allows the business to sponsor Teacher's Appreciation, Principal Coffee, sponsor a PTO meeting, etc.

\* Student Activities VP-Amanda Tennant-no report

#### 6. Committee Chair Reports

\*Class Rep-Freshman-Stacie Massey is working on sending out a sign-up genius to all of the

parents to donate different items through out the year for Teacher Appreciation. As well as the other Class Representatives.

\*Speaker Series-Emily Larcher is working on having M.J. Hegar who wrote the book Shoots Like a Girl to speak at the Novembers meeting. She is talking with Paul Woodruff a Professor at UT Austin to possibly speak about educations role in leadership at the February meeting.

\*ENews-Fred Elabed would like to get any info you would like including in the weeks ENews by Saturday morning.

\*Homecoming-Jan Moreland reported that the Homecoming Parade has now changed to a Parade and Extravaganza from 5-8. There will be vendors, food trucks and games.

\*Teacher's Appreciation-Courtney Thomas reported that they are doing a back to school lunch for the teachers on Tuesday, August 15th from 12:00-1:00.

\*Welcoming-Brianna Currey-having her first event on September 7th both in the morning and evening.

\*Wish List-Babita Deitrich modified it to campus wish list instead of teacher wish list. Babita proposed at this time we do 2 teacher lounges. Tanya Dorsett made a motion to allocate \$1,700 to be used to refurbish the 2 teachers lounges. Motion seconded by Michelle Whitwell. Passed all in favor.

\*No Hassle-to date we have received \$21,000 in No Hassle Fundraising.

7. Other Business-special meeting August 18, 2017 at 9:00 a.m. in the LTHS Annex, Room M221.4

8. Meeting adjourned at 10:45 a.m.

Respectfully submitted by Heather Swanson, LTHS PTO Secretary

Lake Travis High School

## PTO Executive Board Meeting Minutes

Monday, September 11, 2017

8:30 a.m., Black Box Theater, LTHS

In Attendance:

Kaki John  
Tanya Dorsett

Babita Deitrich

Shannon Cordray

Raquel Knox

Shaeli Walton

M.K. Rowins

Kelli Mullen  
Amanda Tennant  
Brandy Rocca  
Heather Swanson

### 1. Call to Order/Welcome

Lake Travis High School PTO Executive Board Meeting Minutes Monday, September 11, 2017  
8:30 a.m., Black Box Theater, LTHS

Brandy Rocca called the meeting to order at 8:31 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 August 14th meeting minutes. The motion was seconded by Kaki John and passed all in favor.

### 3. Business Items

\*Shannon Cordray made a motion to appoint Christie Behrens as the new Webmaster. The motion was seconded by Kaki John and passed all in favor.

\*Please hand in your 2017-18 Plans of Work this week.

\*A motion was made to approve the 2017-18 Budget by Michelle Whitwell. The motion was seconded by Kaki John and passed all in favor.

\*The 2016-17 Audit took place in July. In attendance was Amanda Tennant(Student Activities VP) Gigi Capello and Mialinda Francis. Based on the audit it was recommended that the person requesting a reimbursement check should not be a signer on that check. Also, Paypal payments need to be in the bank account every 30 days instead of every 4-5 days.

\*Next meeting date is 10/16/17 Executive Board at 8:30 a.m. at the Black Box Theater, LTHS.

#### 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. Officer Reports

\*President-Brandye Rocca ask if everyone would please set up Group me as an app so you

aren't receiving a bunch of text messages. There will be an informal board meeting in the LTHS Annex on November 3rd at 9:00 to discuss the Wish list.

The February 12, 2017 Executive Board meeting time has been changed to 12:30 and the General Membership to 1:30 due to our Speaker Professor Woodruff.

\*Treasurer-Michelle Whitwell reported a bank balance of \$64,921.00.

\*Vice President-Shannon Cordray reported that the Class Representatives will be giving their reports at the General Membership Meeting.

\*Fundraising VP-Tanya Dorsett reported that she has sold 5 Black sponsorship packages

and 2 Cavalier sponsorship packages.

\*Student Activities VP's-Amanda Tennant/Kaki John reported they are working on the Homecoming Parade and Extravaganza and getting prepared for Halloween costume contest.

#### 6. Committee Chair Reports

\*Teachers Appreciation-Courtney Thomas reported the Back-to-School luncheon was a huge success. Next event will be Thursday, September 14th. A potato bar will be provided for lunch for the staff.

\*Wish List-Babita Deitrich reported that the first wish list check request for the Teacher's lounge update was received. The forms have been updated and sent to Principal Gordon Butler and Debbie Black to be sent out to everyone. She is working on the google form. When it's working properly she will send out the link out. The final spreadsheet will be shared with the Board and then send to the Webmaster. Meeting November 9th, 10 a.m. to review Wish list re- quests. The final results will be presented at the November 13th Executive Board Meeting.

#### 7. Other Business-nothing to report

8. Meeting adjourned at 9:01 a.m.

Respectfully submitted by Heather Swanson, LTHS PTO Secretary

Lake Travis High School  
PTO Executive Board Meeting Minutes Monday,  
October 16, 2017 8:30 a.m.  
LTHS Black Box Theater

In Attendance:

Tanya Dorsett  
RaNee Steed  
Shannon Cordray  
Kaki John  
Gordon Butler  
Babita Deitrich  
Michelle Whitwell  
Heather Swanson  
Brandye Rocca

1. Call to Order/Welcome

Brandye Rocca called the meeting to order at 8:31 a.m. with a quorum present, the President being the chair and the Secretary being present.

2. Approval of Past Board Meeting Minutes

Gordon Butler moved to approve the September 11th meeting minutes. The motion was seconded by Tanya Dorsett and passed all in favor.

3. Business Items

\*Brandye Rocca spoke with Kevin Claypool in regard to the online directory.

She spoke to Steve who did the website for LTISD. There are two ways we can have the directory password protected. The first way is to download the entire directory to a computer and then it can be printed out. The second way is to click on the link provided, it will be password protected. You would be able to search, scroll for a certain name. The cost would be \$200. This would be a one

time cost. A motion was made to approve the password protected directory and the cost by Tanya Dorsett and seconded by Gordon Butler. Passed all in favor.

\*Michelle Whitwell proposes that the money for the directory be taken from the programs expenses line item.

\*College Inroads evening was successful. Over 350 people attended.

\*Scholarship guidelines and rubric are being created on October 27th with Principal Gordon Butler, Brandye Rocca, Shannon Cordray and teacher chosen by Mr. Butler. A \$500 scholarship will be given to one Senior boy and girl.

\*November 3rd will be the first informal Wish list meeting at 9:00 a.m. in the Annex. November 9th at 10:00 there will be a discussion on what Wish List items will be granted.

#### 4. Principal's Report

\*Principal Gordon Butler to give his report during the General Membership meeting, which is taking place directly after the Executive Board Meeting.

#### 5. Officer Reports

\*President-Brandye Rocca to give report during the General Membership Meeting.

\*Treasurer-Michelle Whitwell reported that there is a bank balance to date of \$75,182.44. We have raised \$60,000.00. And expenses of \$6,612.00 Net income for the year \$53,468.00. There is \$35,194.00 to spend on Wish List items.

\*Vice President-Shannon Cordray to give report during the General Membership Meeting.

\*Fundraising VP-Tanya Dorsett expressed that we have received incredible support from families and the community. A Christmas tree company approached her in regards to give us \$1.00 per tree they sell. If they could be allowed to sell on school property they will give us \$3.00 per tree. There will be further discussion on this.

\*Student Activities VP's-Amanda Tennant/Kaki John reported the Halloween costume contest will take place on Friday, October 27th. Help is still needed to decorating on Wednesday, October 18th. Please meet at the Spirit Shack at 9:00 a.m.

\*Membership VP-Raquel Knox reported that the membership bags have come in and will be passed out. Salon Bellaza sponsored the bags for \$600.00.

6. Committee Chair Reports-defer to General Membership Meeting

7. Other Business-nothing to report

8. Meeting adjourned at 9:03 a.m.

Respectfully submitted by Heather Swanson, LTHS PTO Secretary



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.

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6.

Fundraising VP-Tanya Dorsett-nothing to report. Student Activities VP- nothing to report.

Committee Chair Reports

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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 11, 2017  
9:00 a.m. LTHS Annex, Room M221.4

In Attendance:

Amanda Tennant  
Tanya Dorsett  
Heather Swanson  
Emily Larcher  
Raquel Knox  
Courtney Thomas  
Shannon Cordray  
Brandy Rocca  
Michelle Whitwell

1. Call to Order/Welcome

Brandy Rocca called the meeting to order at 9:10 a.m. with a quorum present, the

P resident being the chair and the Secretary being present.

2. Approval of Past Board Meeting Minutes

Amanda Tennant moved to approve the November 13th meeting minutes. The motion was

seconded by Tanya Dorsett and passed all in favor.

3. Business Items

\* President Brandy Rocca reported that the online Directory is now up and working.

LTParent is the password. Brandy will be contacting the school Principals to let them know. The directory has been broken up into three sections.

\* On Thursday, December 14th will be the Teachers and Staff Christmas party. Courtney Thomas is asking for volunteers to help decorate Emmaus Catholic Church at 3:30. The theme this year will be Cowboy Christmas.

\* College Inroads asked if they could do another presentation in the Spring. Principal Gordon Butler expressed that he would prefer for them to come in March. Possibly one evening after Spring Break. Brandy will be reaching out to College Inroads to finalize a date.

- \* The Powder Puff football game will be on March 29th at 2:30.
- \* Prom will take place on the evening of April 7, 2018.
- \* Brandye Rocca has reached out to one of our Graphic Design Teachers to have some of her

students design our PTO Logo.

- \* A Nomination Committee will be formed in January. PTO positions are available.
- \* January is School Board Appreciation Month.
- \* In the January Enews there will be a by-law change announced to add a credit card to be

available for PTO to purchase Wish List items, service fees, etc. Stacey Jespersen offered to write the by-law change. It needs to be posted for 30 days on the LTHS PTO Website.

- \* Benevity Fund needs to be renewed.

\* Brandye Rocca launched the google doc for the \$500.00 PTO Scholarship fund. Any student wanting to apply needs to fill out an application. Gordon Butler is finalizing the rubric to help in choosing the students who will receive the scholarship.

4. Principal's Report-Principal Gordon Butler passed out possible calendar changes to review. Possible start date August 15, 2018. School calendar should be officially decided first week of January 2018. There will be no early semester exams given. Make up exams will take place on January 8, 2018.

#### 5. Officer Reports

President-Brandye Rocca reported we have one fundraiser we can do in the Spring. One of the ideas is maybe having a concert. If anyone has any ideas please let Brandye know.

Treasurer-Michelle Whitwell reported a balance of \$62,539. Expenses of \$16,449. We are still paying on Wish List items. Michelle has paid approximately \$8,000 towards Wish List. We are still receiving No Hassle Fundraiser donations.

Vice President-Shannon Cordray reported that a couple of the Class-Reps are doing \$5.00 Starbucks gift cards and the Freshman Reps are doing mini-calendars for the teachers.

Fundraising VP-Tanya Dorsett reported thank you gifts were given to our Sponsors. The gifts consisted of Shipley donut's.

VP of Student Activities-Amanda Tennant nothing to report. Planning for Spring

#### 6. Committee Chair Reports

Membership-Raquel Knox reports that we have 337 total donations with 228 of that being from the Friends of the PTO.

Teacher's Appreciation-Courtney Thomas reported the teachers loved the Thanksgiving Pies. We collect 305 total pies. Sixteen of those pies were donated by Randalls and 15 by H.E.B. Courtney wants to acknowledge LTHS support staff on February 2, 2018.

7. Other Business-next Executive Board Meeting is January 22, 2018.

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

Respectfully submitted by Heather Swanson, LTHS PTO Secretary

Lake Travis High School PTO Executive Board Meeting Minutes Monday, January 22, 2018  
9:00 a.m., LTHS Annex, Room M221.4

In Attendance: Brandye Rocca Shannon Cordray Kaki John Heather Swanson Michelle Whitwell Emily Larcher Gordon Butler Babita Deitrich Raquel Knox Amanda Tennant

#### 1. Call to Order/Welcome

Brandye Rocca 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

Kaki John move to approve the December 11th meeting minutes. The motion was seconded by Gordon Butler and passed all in favor.

#### 3. Business Items

\*Brandye Rocca has been asked by several parents to educate our student's on Sex Trafficking. Brandye will get more information and report back to the board on the logistics.

\*College Inroads will be conducting another meeting on March 27th, 2018 at 6:30 p.m. in the LTHS Recital Hall.

\*Brandye and Gordon discussed trying to raise \$100 per student. Still brainstorming ideas for a Spring Fundraiser. Gordon would like to get an \$8,000 TV screen that can be used for advertising and student activity announcements.

\*Amanda Tennant made a suggestion of setting up a LTHS PTO booth at the Spring Jam. We could possibly sell items.

\*Gordon Butler mentioned that DECA would like to set up a school store where they could sell Lake Travis items that does not infringe on the sports programs.

\*Brandye sent the School Board a Thank you for all that they've done for us. \*The Nominating Committee will be voted on at the February meeting.

#### 4. Principal's Report-Gordon Butler

Gordon talked about the upcoming Cavalier Showcase that will take place on Wednesday,

January 24th. This is the time to discuss Pre A.P. and A.P. All schedules cannot be changed after June 11, 2018. New program called On-Ramps will be implemented which is through UT. The program will be dual enrollment which will be taught by our teachers teaching the UT curriculum. The student can decide half way through the semester depending on their progress if

they would like UT credit. If they do not want UT credit they will stay in the class and receive honor points.

#### 5. Officer Reports

President-Brandye Rocca reported that the LTHS PTO Scholarship link will be launched in March.

Treasurer-Michelle Whitwell reported a balance of \$53,172.00. Total revenue YTD \$61,289.00. Total expenses YTD including Wish List \$26,514.00. Teachers have started to purchase their Wish List items and we have currently funded \$16,344.24.

Vice President-Shannon Cordray reported that the Class Representatives have given out their December Teacher Tokens.

## 6. Committee Chair Reports

\*Teacher's Appreciation-Courtney Thomas reported that they hosted a Soup Bar for the staff on January 11th.

Their next event will be supplying desserts for the Choir Love Lunch on Tuesday, February 13th during all three lunches in the choir room.

On January 26th they will be giving LT decorated cookies to the 96 support staff.

Speaker Series-Emily Larcher will provide a flier to advertise Professor Paul Woodruff. Information will be sent so it will be on the next Peach Tree email blast.

\*Fundraising VP-VIKS Medical would like to sponsor a teachers lunch.

7. Other Business-next Executive Board Meeting is February 12th at 12:30 with the General Membership Meeting immediately following in the LTHS Black Box Theater. Speaker Professor Paul Woodruff will be speaking.

8. Meeting adjourned 10:14 a.m.

Respectfully submitted by Heather Swanson, LTHS PTO Secretary

Lake Travis High School  
PTO Executive Board Meeting Minutes  
Monday, February 12, 2018  
12:30 p.m. LTHS Black Box Theater

In Attendance:  
Heather Swanson  
Brandy Rocca  
Tanya Dorsett



Raquel Knox  
Courtney Thomas  
Babita Deitrich  
Shannon Cordray  
Kaki John  
Jan Moreland  
Gordon Butler  
Fred Elabed

#### 1. Call to Order/Welcome

Brandye Rocca called the meeting to order at 12:32 p.m. with a quorum present, the

President being the chair and the Secretary being present.

#### 2. Approval of Past Board Meeting Minutes

Kaki John move to approve the January 22nd meeting minutes. The motion was seconded

by Gordon Butler and passed all in favor.

#### 3. Business Items

\*The following positions are open for the 2018-2019 LTHS Board and Chairs, V.P.

Fundraising, Secretary, Freshman, Junior and Senior Class Representatives, Halloween, Publicity, Volunteer Coordinator, Welcoming, Wish List and Directory.

\*There is discussion of changing the Directory format to be a Business Directory instead of the traditional Family Directory. Businesses would pay a fee to be included.

\*The Nominating Committee will be appointed and voted on during the following General Membership Meeting. Kaki John being the Chair. Amber Young, Christie Behrens and Melissa Constantinides as the committee.

\*A parent has come forward and would like to Chair the 2018 Talent Show. A motion has been made by Tanya Dorsett to have Christina Quakenbush as the Talent Chair. The motion was seconded Kaki John, passed all in favor.

\*A motion has been made by Shannon Cordray to reinstate the Talent Show line item back to the 2018 Budget. The motion was seconded by Raquel Know, passed all in favor.

\*Brandye Rocca has offered to set up Cheddar Up in place of Jot. form. Going forward No Hassle Fundraising and Friend of the PTO will be paid through Cheddar Up. No fees will occur to LTHS PTO. The fees will now be assessed the individual who would like to donate using Cheddar Up.

#### 4. Principal's Report-Gordon Butler

Students and Teachers were recognized for the month of January. A Risk Behavior survey

will be given to the students tomorrow Tuesday, February 13, 2018. Gordon has been talking to the Technology department about where the best place to have a monitor to be placed and display sponsored message, etc. The goal is to have the monitor up and running by July 1, 2018. LTHS PTO has allocated \$8,000 towards Professional Development. Gordon is wanting to use approximately \$2,000 on an Administration Retreat to plan the entire year for the staff.

## 5. Officer Reports

President-Brandye Rocca reported that Torchy's Taco's have reached out and would like to donate tacos, etc. Also, High 5 would like to offer to be a sponsor for the Students and Teachers of the Month.

Treasurer-Michelle Whitwell reported the total revenue y.t.d. is \$62,348.00 Current Wish List items have funded so far at \$24,883.00. Total expenses y.t.d. is \$40,634.00. Cash balance y.t.d. is \$40,493.00.

Vice President-Shannon Cordray reported that the Class Representatives passed out their Teacher's tokens this month. Shannon also presented the LTHS PTO logos that Diane Wrinkle's students designed.

V.P. Fundraising-Tanya Dorsett reported that VIK Medical is sponsoring the Teachers Appreciation lunch in April.

V.P. Student Activities-Kaki John reported that they are already looking for 2018 Homecoming volunteers.

## 6. Committee Chair Reports

Homecoming Chair-Jan Moreland reported that there is a meeting for new volunteers on April 12th at All Star Burger. She would like to have 5-6 committees that can help run the Homecoming Extravaganza. RaNee Steed will be in charge of running the Parade again. Kaki John and Heather Swanson will be running the Extravaganza. Courtney Thomas will be in charge of the decorations. Melissa Constantides will be the Booster Club liaison as well as Sponsorship. There will be no homecoming t-shirts this year. Homecoming date has not been set yet.

Teacher's Appreciation-Courtney Thomas reported that the Super Star cookies we passed out to all of the Support Staff. Teacher's Appreciation will be supplying the dessert for the Choir's Love Lunch tomorrow Tuesday, February 13, 2018.

7. Other Business-next Executive Board Meeting is March 19th at 9:00 in the LTHS Annex.

8. Meeting adjourned at 1:22 p.m.

Lake Travis High School  
PTO Executive Board Meeting Minutes  
Monday, March 19, 2018  
9:00 a.m., LTHS Annex, Room M221.4

In Attendance:

Kaki John  
Melissa Constantinides  
Emily Larcher  
RaNee Steed  
Shannon Cordray  
M.K. Rowin  
Michelle Whitwell  
Heather Swanson  
Brandy Rocca  
Fred Elabed  
Jan Moreland  
Tanya Dorsett  
Raquel Knox  
Shaeli Walton  
Babita Deitrich  
Courtney Thomas  
Amanda Tennant  
Lorena Masferrer

1. Call to Order/Welcome

Brandy Rocca called the meeting to order at 9:11 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 February 12, 2018 meeting minutes. The motion was seconded by Kaki John and passed all in favor.

3. Business Items

\*College Inroads will be presenting again on March 27, 2018.

\*Brandye Rocca would like to possibly have parent/family sponsored pavers to be a fundraising option to be installed around the flag pole.

\*The Digital TV/Monitor will be 86" and be installed by the Counselors Office when you enter the school. It has been approved through Maintenance and the Technology Department with a cost of \$8,400.00. The monitor should be up and running by May/June. This will benefit the PTO with Fundraising.

\*The Directory is being revamped and now becoming a Business Directory. More discussion to follow.

\*LT Cavalier PTO Scholarship is being launched today on Schoology. The questionnaire will be filled out on schoology. All entries are due by April 6, 2018. Selections are being made by one LTHS Administrator, two LTHS teachers and two LTHS PTO Board members. The recipients will receive their scholarship at the Award Ceremony on May 21, 2018. The Scholarship will go directly to the students college.

\*Kaki John the Nominating Chair reported that they are meeting again Wednesday, March 21, 2018.

\*Brandye would like for the Wish List recipients come to the April 9th General Membership meeting and give a brief update on their Wish List item.

4. Principal's Report-Gordon Butler wasn't able to attend meeting.

#### 5. Officer Reports

President-Brandye Rocca would like to have a PTO Social for incoming Freshman parents in the summer. Please be sure in all your receipts to the Treasurer Michelle Whitwell to be reimbursed

Treasurer-Michelle Whitwell reported a \$41,727.39 bank balance.

V.P. Fundraising-Tanya Dorsett reported that Vik Medical will be sponsoring the Teacher's lunch in April.

#### 6. Committee Chair Reports

\*Talent Show-Christina Quakenbush has reported that they had 90 minutes of talented students show up for the try-outs. The MC will be Ken Mallory, Sammy Zona former Voice Contestant and Brad Lancaster as judges. Still looking for one more judge. Sammy Zona will close the show. Tickets will go on sale on March 26th for \$8.00 and \$10.00 at the door.

\*Homecoming-Jan Moreland reported that she is having a meeting on April 12, 2018 at 6:30

Lake Travis High School  
PTO Executive Board Meeting Minutes  
Monday, April 9, 2018  
8:30 a.m., LTHS Black Box Theater

In Attendance:  
Heather Swanson  
Brandy Rocca  
Michelle Whitwell  
Babita Deitrich  
Kaki John  
Raquel Knox  
Christie Behrens

RaNee Steed  
Gordon Butler  
Emily Larcher  
Fred Elabed  
Jan Moreland

1. Call to Order/Welcome

Brandye Rocca called the meeting to order at 8:37 a.m. with a quorum present, the President being the Chair and the Secretary being present.

2. Approval of Past Board Meeting Minutes

Kaki John moved to approve the March 19, 2018 meeting minutes. The motion was seconded by Raquel Knox and passed all in favor.

3. Business Items

\*Committee Chairs have been announced. Please see attached. A motion was made by Heather Swanson to appoint the Committee Chairs. The motion was seconded by Gordon Butler and passed all in favor.

\*Mialinda Francis has volunteered to be on the 2017-2018 Audit Committee. We are in need of two more volunteers.

\*The PTO Scholarship winners will be announced on May 21, 2018.

\*Standing Rule Changes have been made to read the following:

ARTICLE VII: Offices and Their Election Section 3. Election

1. 2. 3.

Officers shall be elected by a majority vote of the members present, provided a quorum is present, at the April membership meeting.

Vote shall be by ballot; however, if there is no more than one nominee per office, election may be by voice vote.

Only one person shall be elected to any one office.

Amendments to Section 3. Election C—A single office may be shared by two persons, but each office shall have a single vote on the Board.

ARTICLE VII: Duties of Officers

NEW Section 8.

The VP of Membership shall:

plan, coordinate, execute, and track all "Friends of PTO" of the organization.

4. Principal's Report-Gordon Butler report that this is a testing week so no lunches will be delivered. Block scheduling will continue next year.

5. Officer Reports

Treasurer-Michelle Whitwell reported a cash balance of \$38,182.25. Total revenue YTD

\$63,708. Total expenses YTD including Wish List \$46,707. Currently funded \$30,593 of Wish List Items.

Michelle Whitwell has proposed to reduce the budget for Speaker Series by \$2,000 and Professional Development by \$6,000. After proposed adjustments there is a \$13,718 left to allocate to additional Wish List items.

## 6. Committee Chair Reports

Homecoming Chair-Jan Moreland reported a meeting will take place at All-Star burger on Thursday, April 12th at 6:00 to talk about the Homecoming Extravaganza.

Teacher's Appreciation-Courtney Thomas reported that Thursday, April 19th they will be providing a Taco lunches for the teachers during all three lunches. VIK Medical will be sponsoring the lunch.

7. Other Business-next Executive Board Meeting is on May 7th at 9:00 a.m. at the LTHS Annex. The next General Membership Meeting will be on May 14th at 11:00 a.m. in the LTHS Black Box.

8. Meeting adjourned at 10:30 a.m.

LTHS PTO Executive Board Meeting  
Monday, May 7, 2108  
8:45 a.m. LTHS Annex Rm. M221.4AGENDA

1. Call to Order/Welcome
2. 2. Approval of Past Board Meeting Minutes
3. Business Items
4. Principal's Report

## 5. Officer Reports\*Treasurer

\*President

\*Vice President\*Fundraising VP\*Student Activities VP\*Membership VP

6. Committee Chair Reports (as time permits)\*Class Rep-Freshman  
\*Class Rep-Sophomore  
\*Class Rep-Junior  
  
\*Class Rep-Senior\*Cultural Connections\*Directory  
\*Speaker Series\*eNews  
  
\*Halloween\*Homecoming  
\*No Hassle Fundraiser\*Publicity  
\*Teacher Appreciation\*Volunteers\*Webmaster\*Welcoming  
\*Wish List
7. Other Business (as time permits)
8. Adjourn

LTHS PTO Executive Board Meeting  
Monday, May 7, 2108  
8:45 a.m. LTHS Annex Rm. M221.4 AGENDA

2. Approval of Past Board Meeting Minutes

1. Call to Order/Welcome

3. Business Items

4. Principal's Report

5. Officer Reports \*Treasurer

\*President

\*Vice President \*Fundraising VP \*Student Activities VP \*Membership VP



6. Committee Chair Reports (as time permits) \*Class Rep-Freshman  
\*Class Rep-Sophomore  
\*Class Rep-Junior

\*Class Rep-Senior \*Cultural Connections \*Directory  
\*Speaker Series \*eNews

\*Halloween \*Homecoming  
\*No Hassle Fundraiser \*Publicity  
\*Teacher Appreciation \*Volunteers \*Webmaster \*Welcoming  
\*Wish List

7. Other Business (as time permits)

8. Adjourn