Lake Travis Middle School PTO
Wearing our armor daily

Meeting Minutes

Lake Travis Middle School PTO
Executive Board Meeting – 8/9/2016
Location: LTMS Library Classroom

1. Call to Order/Welcome

Denise Hamilton called the meeting to order at 9:01 a.m. with a quorum present, the President being the chair and the Secretary Shannon Johnston taking minutes.

2. Approval of Past Executive Board Meeting Minutes (6/9/16)

Denise Hamilton requested a motion to approve the meeting minutes from the 6/9/2016 Executive Board Meeting. Raquel Knox made the motion. Megan Brunson seconded the motion. **Motion carries.**

3. Principal's Report

Principal Jodie Villemaire introduced herself and the three Assistant Principals - Janet Pyne, Jennifer Sanders, and Zach Freed. Right now they are busy hiring teachers for growth positions and replacing the teachers that resigned over the summer. Ms. Villemaire also has a new assistant, Beth Muzny. She came from Dripping Springs ISD, and we are lucky to have her.

Ms. Villemaire is very excited for the upcoming presentation for the teaching staff by Myron Dweck, who wrote the book Grading Smarter, Not Harder. His philosophy is to make learning the priority, rather than the final grade. He also teaches how to involve the kids in the assessment process. Another teacher training initiative is the year-long writing program - Central Texas Writing Project. It is essentially a study on how to improve writing. Teachers will attend monthly sessions so they can apply what they learn in the classroom. Many teachers come out of the program with a whole new philosophy on writing and a new passion. This is a two year program, and Ms. Villemaire hopes to include more teachers next year, not just Language Arts teachers.

Rachel's Challenge will also be incorporated into the campus this year. Spearheaded by Assistant Principal Jennifer Sanders, who is part of this program at a national level, Rachel's Challenge was started by the father of the first victim of Columbine, Rachel Scott. It is an anti-bullying program, but focuses more on bringing kindness and compassion into the classroom everyday. Ms. Sanders stated that the data shows that the safer kids feel at school, the better they learn. LTMS is on the forefront with adopting this program and Ms. Sanders is hoping that we will eventually be an anchor school for this program. Wednesday, Sept. 21st will be the first Rachel's Challenge assembly for 6th grade. A group

of 100 students will be picked to lead Rachel's Challenge. There will also be a community event that night. This program will be used in conjunction with OLEWUS, our current social awareness program. OLEWUS meetings will still occur monthly with the Character Education committee.

4. Officer & Standing Committee Reports

- **President - Denise Hamilton**

Ms. Hamilton is very excited to lead the LTMS PTO board this year. She gave a brief synopsis of making motions and other rules that must be followed. She also urged everyone to finish their Plans of Work for the upcoming year.

- **Vice President - Megan Brunson**

Ms. Brunson was present and had no report.

- **Secretary - Shannon Johnston**

Secretary Shannon Johnston introduced herself and discussed the minutes. Each meeting will be recorded and then the minutes will be emailed out for approval at the next meeting. She also mentioned the app Life Simple which the PTO uses as its calendar. It is easily downloaded and merges schedules together. As part of the Audit Committee, Ms. Johnston went over the recent audit of the 2015-2016 financials. No problems were found.

- **Treasurer**

President Denise Hamilton has been performing the duties of Treasurer in the last month. Ms. Hamilton purchased Quickbooks to keep the financial records and in doing so had to purchase new checks as a result.

President Denise Hamilton relayed that the current treasurer stepped down recently and she has found a replacement, Dina Holstein. Ms. Hamilton requested a motion to elect Dina Holstein as Treasurer effective immediately. Shannon Johnston made the motion, and Megan Brunson seconded the motion. **Motion carries.**

Ms. Hamilton also requested a motion to make Dina Holstein a check signer. This motion was made by Megan Brunson, and seconded by Christina Seawright. **Motion carries.**

Ms. Hamilton urged all board members to read the PTO's financial policies on the website. All financial forms are also on the website. There has been one change to the financial policies - expenses must be turned in within 10 business days. PTO correspondence will take place in the PTO mailbox behind the office.

Ms. Hamilton handed out the updated budget and went over a few items. The current balance stands at $20,073.23.

- **6th Grade Rep - Kim Yancey**

Ms. Yancey is preparing for Knight Games this week. She currently has 264 students signed up, but expects many more to show up. She will need access to coolers. Everything is going well.

- **7th Grade Rep - Jamy Bailey**

Ms. Bailey had nothing to report. Most 7th grade events happen at the end of the year.

- **8th Grade Rep - Sherry Sanders & Raquel Knox**

Ms. Sanders and Ms. Knox had nothing to report. Most 8th grade events happen at the end of the year.

- **Membership - Shaeli Walton**

Ms. Walton was not in attendance.

- **Communications - Laura Fischer**

Ms. Fischer went over the procedure for submitting items for the Knightly News. Each Wednesday she will ask if anyone has any items. She would really like submissions by Friday at the latest. Knightly News goes out on Sundays. It is updated with a new layout and Ms. Fischer is working to make it more concise and current. There will also be a new donor listing.

- **Fundraising - Christina Seawright**

Ms. Seawright stated our goal for fundraising to get more participation, more excitement surrounding our PTO programs. People need to know that the No Hassle Fundraiser pays for all of our programs. What are some new things we can do this year? Ideas in addition to the sale of t-shirts, USBs, planners include a car wash, expanding our online store offerings.

5. Special Committee Reports

- **School Store - Kelly Peters and Melissa Williamson**

Ms. Peters and Ms. Williamson are adjusting the schedule so the store will be closed on Tuesdays and Fridays. They feel volunteers can be better utilized elsewhere. They are taking inventory today and will be at Round Up all day.

- **Knights in Service - Mindy Kratsas and Jojie Gallagher**

Ms. Kratsas announced that Ms. Sparks is taking over the teacher contact for Knights in Service (replacing Mr. Bass). Right now they are still deciding whether to continue with Noble Hours.

- **Welcoming - Shannon Cordray**

Ms. Cordray has purchased the teacher gifts (magnetic clips). She is getting a cake for the custodial staff. Her upcoming events will be a pizza lunch for new students and a new family coffee. A Principal's Coffee will also happen after school starts. Ms. Cordray stated it might be necessary to increase the budget for Welcoming to be able to purchase better items.

6. Announcements

- SAC Back to School Breakfast - Aug. 11
- Knight Games - Aug. 10

- Round Up - Aug. 17
- Principal's Coffee - Aug. 30
- Executive Board Meeting - Sept. 6
- General Membership Meeting - Sept. 13

7. Adjourn

President Denise Hamilton thanked everyone in attendance and the meeting was adjourned at 11:03 a.m.

In Attendance: Denise Hamilton, Megan Brunson, Shannon Johnston, Christina Seawright, Raquel Knox, Sherry Sanders, Kim Yancey, Melissa Clark, Mindy Kratsas, Kelly Peters, Sara White, Laura Fischer, Melissa Williamson, Shannon Cordray, Suzanne Kelbaugh, Jodie Villemaire

Respectfully submitted on August 19, 2016

By Shannon Johnston, LTMS PTO Secretary