

Meeting Minutes

Lake Travis Middle School PTO **Executive Board Meeting – 9/6/2016**

Location: LTMS Library Classroom

1. Call to Order/Welcome

Denise Hamilton called the meeting to order at 10:34 a.m. with the President being the chair and the Secretary Shannon Johnston taking minutes. A quorum was not yet present.

2. Officer & Standing Committee Reports

- **President - Denise Hamilton**

Ms. Hamilton announced that the PTO will hold a special meeting on Tuesday, October 11th for Dr. Lancaster to join and give a district update. She provided an update on the recent Principal's Coffee. It was a huge success, and she gave a special thanks to Shannon Cordray for putting it together and working with Lola Savannah to get breakfast tacos and Starbucks coffee. Ms. Hamilton reminded the board that there are several big items up for voting at next week's general membership meeting which include the Bylaws, Standing Rules, and the revised Budget.

- **Secretary - Shannon Johnston**

Ms. Johnston went over the Life Simple app which the PTO uses as its main calendar. It is easily downloaded and merges schedules together. She has sent all of our emails to Cindy Simar so we can start recording our volunteer hours through V-Raptor.

- **Treasurer - Dina Holstien**

Ms. Hamilton reported that money is still coming in for PTO memberships and donations for the No Hassle Fundraiser. Round Up fundraising was a success with a few hiccups from our first year using PayPal. Ms. Holstien reported the current balance is at \$37,636.76.

- **Membership - Shaeli Walton**

Ms. Walton reported that 6th grade membership level is in the lead. She indicated the deadline for the contest was extended until Sept. 23rd and that Chick-fil-a has agreed to provide coupons for each student in the winning grade level.

- **Communications - Laura Fischer**

Ms. Fischer had nothing to report. Shannon Johnston stated that Agenda and past Meeting Minutes from May will need to be in this week's Knightly News in preparation for next week's general membership PTO meeting.

- **Fundraising- Christina Seawright**

Ms. Seawright was not in attendance. Ms. Hamilton thanked Christina for pushing information at Round Up about the No Hassle Fundraiser. Our goal was to raise \$27,040 and we ended Round Up with \$25,893. We have continued to receive no hassle fundraiser donations since and hope to reach our goal. This month we launched the ability to donate to the No Hassle Fundraiser online from the LTMS PTO website which will allow us to continue to receive donations throughout the year.

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

Ms. Yancey was not in attendance as she just gave birth to a healthy baby girl. Ms. Hamilton thanked her for her efforts in successfully running Knight Games. The event was amazing and had our highest attendance of incoming 6th graders at over 325!

3. Special Committee Reports

- **Round Up - Rory Sewell and Deborah West**

Ms. Sewell and Ms. West were not in attendance. Ms. Hamilton read items from the recap they provided. Overall positive experience, heard a lot of comments on the ease of things. Student guides did a great job, families really enjoyed having the help to guide them. Need to focus on the cashier area to ensure we have the right number of volunteers to help. Overall schedule worked well, may need to revisit times (for parking efficiency and lunch shifts). Ms. Hamilton thanked everyone who participated in Round Up for their efforts this year.

- **Staff Appreciation Committee - Elizabeth Devine and Kristi Davison**

Ms. Devine and Ms. Davison stated the next big event is the teacher's dinner on Curriculum Night. They have everything they need and dinner will be served at 4:30. Everything is going well with Staff Appreciation.

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

Ms. Peters and Ms. Williamson were not in attendance. Ms. Hamilton reported on their behalf that sales were up at Round Up and have been steady these first few weeks of school, taking in about \$1700.

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

Ms. Gallagher stated that the school is no longer using Noble Hours, and all service hours will be handwritten and turned in. She indicated that the form is available on the LTMS school website as well as the LTMS PTO website.

- **Book Fair - Suzanne Kelbaugh**

Ms. Kelbaugh stated that the fall book fair is scheduled for the week of October 17-21. She has a list of 60 volunteers that can help and will be reaching out.

- **Campus Beautification**

Ms. Hamilton planted three plants in the big planters at the front of the school before school started. She indicated that Past Chair Carolyn Horn is willing to help and she would be

interested in the position if it was more defined. Ms. Hamilton said that as a board, we will need to discuss and add definition to this role with specifics.

- **School Supplies - Melissa Clark**

Ms. Clark was not in attendance. Ms. Hamilton reported that working with our new school supplies provider (Sprout School Supplies) was an overall good experience. Ms. Clark has already begun working on some challenges we faced this year to ensure they are handled next year. We sold over 700 kits this year. There was a recommendation to discuss with Sprout School Supplies and the lead teachers the possibility of having Sprout remove any item that the lead teachers want out and get in bulk to alleviate the hassle of opening the supplies and removing items. Ms. Clark will look into this recommendation.

4. Announcements

- Curriculum Night - Sept. 7
- General Membership Meeting - Sept. 13

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

A quorum was established after Dina Holstien arrived. Denise Hamilton requested a motion to approve the meeting minutes from the 8/9/2016 Executive Board Meeting. Megan Brunson made the motion. Raquel Knox seconded the motion. **Motion carries.**

6. Adjourn

President Denise Hamilton thanked everyone in attendance and the meeting was adjourned at 11:25 a.m.

In Attendance: Denise Hamilton, Megan Brunson, Shannon Johnston, Raquel Knox, Laura Fischer, Suzanne Kelbaugh, Shaeli Walton, Dina Holstien, Jojie Gallagher, Elizabeth Devine, and Kristi Davison.

Respectfully submitted on September 7, 2016

By Shannon Johnston, LTMS PTO Secretary