

**Lake Travis Middle School PTA  
Meeting of the Executive Board  
August 13, 2007 – 10:30 am – LPE Volunteer Room**

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Attendees: Judy Fry, Tracy Henry, M.E. Cook, Dyan Emerson, Elena Brooks, Kerrie Schneider, Liz Stringer, Amy Still, Tammie Brown, Eve Petrucelli, Leigh Ann DeWitt.

President Judy Fry called the meeting to order at 10:40 am.

The minutes from the June 11 executive board meeting were approved. The minutes from the May 2 executive board meeting were submitted but not considered for approval pending further review.

**Round Up:** *Tammie Brown and Eve Petrucelli*

Volunteer staffing is in place, and assignments with directions will be emailed this week. Board members will be asked to serve as cashiers with instructions to come from Tammie.

In addition to the \$10 family membership, LTMS PTA will be asking for one-time donations to supplement fundraising. Giving levels were agreed to be: \$100 Platinum; \$75 Gold; \$50 Silver; \$25 Bronze; and Heavenly allowing for a write-in amount. As of now, no receipts will be given at Round Up; possibly will be provided later. Judy is assessing how to get upfront cash for the event in accordance to PTA guidelines.

**Treasurer's Report:** *Kane Pierce, in absentia*

The following documents were provided:

- Treasurer's Report for August 13, 2007;
- LTMS PTA Financial Report for June 1, 2006 - May 31, 2007;
- Income/Expense Comparison:4 for 6/1/2006 through 5/31/2008;
- Disposition of 2006-2007 Escrow Items.

**President's Report:** *Judy Fry*

First Day Folder deadline for items to be included is Friday, 8/17, to Wendy Onken. Leigh Ann will prepare envelopes in the same way she did last year. Stuffing will take place 8/24 at 10:00 am in the office.

Textbooks for the new science classrooms are estimated to cost \$6K.

A new rolling digital sign is being considered for the school. M.E. offered to investigate a price break since it is understood that LTHS is getting one; maybe HBMS would be interested as well.

Teacher Grants are expected to increase this year to \$3K from \$2K last year for our 60 faculty members. It was approved that teacher grants will be made according to the following schedule: \$100 to first time teachers; \$50 to full time teachers; and \$25 to part time teachers.

Teacher Appreciation budget is a concern for this coming year based on previous year's spending at \$6K versus this year's funding capability. Chairperson Tracy McMeans will be invited to next board meeting to review plans, budget needs, and possible ways to defray costs.

Directories have been purchased by the PTA for teachers in years past. For 2007-2008, it was approved that, in an effort to buy textbooks and other items to benefit the academic needs of our students, LTMS PTA will only buy five directories for the front office.

**VP of Fundraising Report:** *Tracy Henry*

The magazine kickoff assembly will be October 19 with the sale beginning October 22 through November 2. Tally and sorting work will be November 6 in the library.

Encourage the purchase of Cav Cards and directories at Round Up. During this time only, LTMS PTA gets a kickback from sales. Also encourage using e-scripts as that too brings funds back into the PTA.

**VP of 6<sup>th</sup> Grade Activities:** *Dyan Emerson*

Holiday Kazam details are being worked. Cost estimate for food (Gattis) is needed for approval on 9/7. Dyan will work with Wendy to get event on the school calendar.

**Communications:** *Amy Still*

Constant Contact is being used to drive our *Knightly News*. Given that this program does cost us and the cost increases after 500 names, it will be provided as a benefit of PTA membership. Leigh Ann will provide Amy a soft copy membership form to be posted on the website so people can join any time.

Dyan requested links on the PTA web page for each grade level's activities.

**Other Business**

Courtyard cleanup will be Sunday, August 19, from 4 to 6 pm.

Tracy suggested that Knights in Service become part of Character Education to more effectively promote it.

**General Announcements and Date Reminders**

Next meeting will be of the executive board on September 5<sup>th</sup> at 12 noon. Additionally:

- 08/19: Courtyard cleanup from 4-6 pm. Contact is Tracy Henry.
- 08/21: Set up for Round Up at 10 am. Contacts are Tammie Brown and Eve Petrucelli.
- 08/22: Round Up with shifts at 9-11 am for 7th; 1-3 pm for 8th; and 4-6 pm for 6th.
- 08/24: First Day Folder stuffing at 10 am in the office.
- 08/27: First Day help needed at 8:15 in office to assist those who didn't attend Round Up.
- 09/15: PTA Leadership Orientation Training from 9-11 am at Crockett HS. Contact is Judy Fry.
- 09/20: First Teacher Appreciation event.
- 10/16: Magazine fundraiser kickoff for sale 10/22 – 11/02. Contact is Tracy Henry.
- 11/30: 6<sup>th</sup> grade Holiday Kazam from 4-6 pm in cafeteria. Contact is Dyan Emerson.

The meeting was adjourned at 12:15 pm.

Respectfully submitted,  
Elena Brooks  
August 20, 2007

Revised August 20, 2007

Resubmitted September 5, 2007