

**Lake Travis Middle School PTO**  
**Meeting of the 2011-12 LTMS PTO Executive Board**  
**August 9, 2011 – 9:00 am – Teacher’s Lounge**

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1. Call to Order: Lake Travis Middle School PTO President, Jane Rose, called the meeting to order at 9:07 a.m. A quorum was determined with the following attendees: *Jane Rose, Russell Maedgen, Janet Pyne, Megan Mosley, Lynn Ballard, Cindy Hardage, Jill Waldschmidt, Babita Dietrich, Caroline de Laat, Courtney Helton, Maria Soo, Nicole Pearson, Lisa Medina, Linda Knebel, Stacy Jespersen*
2. Approval of Past Board Meeting Minutes : May 12, 2011 minutes were amended to include Jill Waldschmidt & Linda Knebel as attendees. Lynn Ballard moved to accept the minutes as amended. Caroline DeLaat seconded. **Motion carries.**
3. Back to School Readiness

**Knights Games:** 6th Grade Representative, Cindy Hardage, reported that she has fifteen student volunteers and six parent volunteers who are available the entire event. 166 incoming 6th grade students have signed-up to attend. She is planning for 250 people including volunteers and walkups. Principal Maedgen suggested hotdog cooking start 45 minutes prior to lunch being served at 11:15. Jane Rose requested pictures be taken to put in the notebook she is preparing to pass along to next year’s board to provide information on activities.

**Round Up:** Round-Up Committee, Nicole Pearson, reported that preparations for Round-Up were progressing well. She needs more parent volunteers for the 8th grade session and will be contacting 6th grade parents and 9th grade parents to see if they can help. We are expecting approximately 90 new students and need more student volunteers to help with school tour for 6th graders and newcomers.

Jane Rose showed the new t-shirts and flash drives designed for this year which will be for sale at Round-Up.

Principal Maedgen reported that the staff would be distributing lockers to only 6th graders at Round-Up. 7th and 8th graders will be assigned lockers the first day of school.

**No Hassle Fundraiser:** Jane Rose for Fundraising Chair, Lori Barnett — We are changing the No Hassle Fundraiser from a contribution per student to \$80 per family or \$50 per Individual.

**School Store/Art Supplies:** Jane Rose for School Store Chair, Lisa McNerney — We will not be offering Locker Looks in the school store this year because we would have to carry an inventory. Art supplies will be available in the school store.

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**First Day Packets:** No report was available from the First Day Packet Committee. Principal Maedgen commented that all documents in the first day packet need to be approved by the administration.

**School Supplies:** School Supplies Chair, Megan Mosley, requested the assistance of three or four people to help unload and set-up school supply distribution for Round-Up. She reported that the PTO made \$2200 on school supplies and additional school supply bundles are being prepared for purchase at Round-Up.

**Staff Appreciation:** Staff Appreciation Chair, Lisa Medina, reported the committee has a breakfast planned for teachers on August 15.

**Welcoming:** Jane Rose for Traci Smith — Friday, August 26 is the Principal’s Coffee at 9:00 a.m. in the LTMS Cafeteria. The Newcomers’s Coffee will be held on Friday, September 2nd at 9:30 at Panera. The committee is coordinating a pizza party for newcomer students.

**Campus Beautification:** Campus Beautification Chair, Jill Waldschmidt, reported that she has been hand watering the plants in addition to sprinklers and trying to keep plants alive. She is not planting anything in preparation for school starting due to the drought.

**Book Fair:** Maria Soo reported that there is a big push for books and money to purchase books this year because there is no money in school budget for the library. The PTO will be making up for lack of school funds for the library.

4. Officer Reports

**President:** President, Jane Rose, asked committee chairs to complete Plans of Work and submit them to her by August 31. If they have any questions they can call her.

**Treasurer:** Treasurer, Caroline DeLaat, reported that the audit was performed. Two recommendations were made:

1. Future audit teams should be provided with a Transaction Detail Report from Quickbooks for the time period being audited. This would provide an additional level of transparency of the PTO’s finances.
2. A format change to the audit final report is recommended for future audits, in order to clarify the money movement through the audit period.

The details for both recommendations can be found in the Final Audit Report.

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Caroline also reported that she is adjusting the budget to reflect credit card sales which were not included in the current budget. She will discuss additional budget adjustments at the September board meeting. She is working on setting up credit card sales for Round-Up.

**8th Grade Representative:** 8th Grade Rep, Linda Knebel, reported that things were going well.

**Fundraising:** Jane Rose for Fundraising Chair, Lori Barnett. Lori wants to see how No Hassle Fundraiser goes. She will push Randalls and Target, reminding parents to link their cards to LTMS PTO. She is also going to the community for donations, and she asked board members to send thank you letters to vendors for any donations.

**Membership:** Membership Chair, Courtney Helton, reported that she is preparing for Round-Up. She will man the membership table for the event.

She is preparing membership forms for teachers and for families for the First Day Packets. LTMS PTO membership is \$5 for staff members. Courtney is planning to put a thank you candy bar in teacher mail boxes for teachers that join. She will be soliciting donations for prizes for the grade with the most families joining PTO after she has a better feel for number of students per grade.

**Communications:** Communications Chair, Lynn Ballard, reported that on Wednesday she sends out a request for news and asked that board members send volunteer requests & etc to her so it can go in the Sunday news flash.

5. Other Business — None

6. Adjourn — A motion was made to adjourn the meeting at 10:15 a.m. ***Motion Carries***

Respectfully submitted,  
Stacy Jespersen, LTMS PTO Secretary  
Thursday, September 7, 2011