

PTO Board Meeting
August 11, 2016

Attendees

Sarah Bittner, Joan Khosla, Mark Levine, Jacqueline Keus, Hilda Hendrix, Jane Schulz, Ramon Moss, Candace Ourso

Old Business

Theatre Donor Refund

Trip to Edinburgh Fringe Festival cancelled due to insufficient participation. PTO is holding a Paypal donation from Mrs. Savage in the PTO bank account. She requests refund of \$2767.05 (\$2,850 donation minus \$82.95 Paypal fee.) Mark Levine made motion to refund money. Joan seconded. Motion passed unanimously.

Fringe Festival Donation Refunds

Candace Ourso gave a report of Fringe Festival status. Money collected via donation or fundraiser for Fringe Festival was held in the PTO bank account. Some of this money was sent as deposit to the travel company. The trip has been cancelled, and money given to travel company is not refundable. Theatre parents as well as PTO would like to return the money remaining in the PTO's account to donors as equitably as possible. There is not enough money on hand to refund everyone completely. Theatre parents would like to return money to early, and then give them option of donating to theatre program. Money can be given back pro-rata.

Joan Khosla moved to return donations on pro-rata basis. Hilda Hendrix seconded. Motion passed unanimously.

Secretary's Report

Lara Powers moved to approve last year's minutes. Jane Schulz seconded. Approved Unanimously. Hilda Hendrix moved to approve June minutes with date corrections, Mark Levine seconded, minutes were approved unanimously.

Treasurer's Report

Full year summary distributed.

Audit was completed by Angela Standridge, Jacqueline Keus, and Colleen Morris

Fundraising Report

Three fundraising events will be:

Nov 10 BBQ at Karbach, Jan 28 Wine and Dine at Levine's House, Spring BINGO date TBD

Membership Report

First PTO newsletter will go out this week. Future newsletters will go out on Mondays or Tuesdays.

New student data will be imported to Constant Contact.

Directory ads will be offered this year.

We will produce a printed directory as well as an online version.

Volunteer Report

July 4th fundraiser organized by Pamela Lemoine and Nicole Shanahan was a success.

Volunteer committee requested that funds for a Sign-up Genius upgrade be provided in the new budget.

Principal's Report

Staff updates: we have a new nurse, new staff members in the science department, and some staffing changes in the English department. Cut in budget resulted in loss of some electives.

Enrollment is up slightly from last year. The full school budget will be loaded after the enrollment snapshot at the end of October

Teacher Representative Report

Mr. Cantu requested a loan of \$450 for a district-wide math competition. This includes \$50 application fee and \$400 to fund the tournament

Mark Levine moved to approve the loan, Joan Khosla seconded. Motion passed unanimously.

Faculty meet-and-greets at PTO meetings were not well attended last year.

This year PTO plans to provide tickets for teachers to attend BBQ at Karbach rather than ask them to attend meet-and-greet sessions.

Coach Lamaine requests money to air condition, paint and buy gym mats for weight room. We will solicit a parent volunteer to spearhead this effort.

President's Report

Sarah Bittner approved committee chairs.

Pavilion

There were no openings for summer installation, we are hoping for winter break installation.

Kevin McCarthy is getting a quote from Aluminum Techniques, an approved HISD vendor. IF our vendor has a master agreement with HISD special projects, we won't have to send this project out for price bids.

Coffee Bar

Joan Khosla has assumed responsibility for Coffee Bar procurement. Coffee is sold in a k-cup vending machine. Cups and other supplies will be provided by PTO. Clubs will take turns selling and will receive profits for their weeks. Provisional budget is \$50/week for sales.

PTO Meetings

Sarah Bittner will finalize a list of speakers for General PTO Meetings.

E-Mail Vote

August 24, 2016

Sarah Bittner distributed PTO Budget for 2016-2017 via email on August 24. Joan Khosla moved to approve budget, Hilda Hendrix seconded. Five aye votes were received by email, and the budget was approved.

**PTO General Meeting
August 25, 2016**

Sarah Bittner introduced PTO Board and Committee Chairs to general PTO membership. Chairs summarized their activities for the year.

The budget for the 2016-2017 school year was distributed to the membership. Mark Levine moved to approve the budget. Jacqueline Keus seconded. The budget was approved by unanimous vote.