

## Lamar Elementary PTO Meeting Minutes 8/18/22

### Lamar Elementary PTO

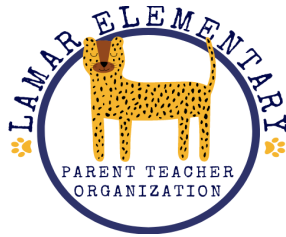
**Date, Time, Location:** Thursday, August 18th, 2022, 6:00 p.m., Kinder Commons.

**Meeting called to order by:** President Lauren duTreil at 6:00 p.m.

**Attendance:** Lauren duTreil, Kai Ritter, April Prim, Jesse Lyons, Briana Gray, Taylor Willhite, Missy Baxter, Peg Lyons, Fola Adeleye, Carla Abair, Jennifer Glass, Amy Edwards, Ana Garcia, and other members of the Lamar Elementary PTO.

### Meeting opening with welcome to new members from Lauren.

- Welcome, introductions: Lauren duTreil
  1. Introduction of the Diversity Committee Chair, Ana Garcia, who is available to help with translations.
  2. Executive and Board member introductions.
  3. Website information: Visit [www.lamarpto.com](http://www.lamarpto.com)
  4. Explanation of About Us, Programs and Calendars, Minutes / Newsletters, Volunteer (including opportunities such as bookfair), Shop (yearbook and spirit wear), and CISD Volunteer Application sections. **Please complete a volunteer application in order to help this year.**
  5. Keep informed by checking the website, Facebook, Instagram, email, and monthly newsletters.
  6. What we do - Support students, teachers, and families. Fund field trips, grade level celebrations, technology, subscriptions, furniture for outdoor classrooms, and teacher / specials contributions. Events such as Carnival, cultural celebrations, chalk the walk, and spirit nights. Fundraisers such as Readathon and Boosterthon.
- Open positions: Lauren duTreil
  1. Vote on VP Programs (Kim Cameron currently acting in the role). Taylor asked for nominations. Jesse nominated Kim. No other nominations from floor. Jesse voiced Kim's desire to resign the Assistant Treasurer position. The President and Parliamentarian put a motion regarding the position of VP Programs to vote. Board voted to approve.
  2. Explanation of other available positions including Assistant Treasurer, Sponsorships, Yearbook, Teacher Liaison, and 4th Grade Liaison. Taylor asked



for nominations. Alejandra Taylor volunteered for the position. The President and Parliamentarian put a motion regarding the position of Assistant Treasurer to vote. Board voted to approve. Alejandra Taylor elected Assistant Treasurer for 2022-2023 school year.

3. Discussion of additional board members. Ashley Singleton is taking on Sponsorships. Yearbook committee will be Maria Andrews, Judy Wall, Michelle Old, Meagan Bender, and Kristina Otto. Teacher Liaison is Lindsey Brown, and 4th Grade Liaison is Lisa Stefaniak.
- Bylaws review and vote: April Prim
    1. Explanation of updated bylaws.
    2. Improvement to the formatting, readability, addition of Table of contents, and consistent use of abbreviations.
    3. Bylaws adhere to CISD's PTO guidelines with clarification of financial policies / responsibilities and removal of the principal from the Board.
    4. Posted in the front office and website for more than two weeks.
    5. The President and Parliamentarian put a motion regarding the acceptance of updated bylaws to vote. Members voted to approve with 27 in favor, 0 opposed, and 0 abstained. Motion to adopt the newly revised bylaws carries.
  - Proposed budget review and vote: Lauren duTreil
    1. Copy of the budget provided to all meeting attendees.
    2. Expected income from fundraisers, sponsorships, spirit nights, silent auctions (fall and spring), and carnival.
    3. Expected expenditures include technology, online subscriptions, carnival, field trips, student / family events, teacher appreciation / hospitality, staff reimbursements, school equipment / supplies, decorations, and grade level celebrations.
    4. President and Parliamentarian put a motion regarding proposed budget approval to vote. Board members voted to approve with 13 in favor, 0 opposed, and 0 abstained. Motion to approve the budget passes with a majority vote of PTO Board Members.
  - President's Report : Lauren duTreil
    1. Discussion about successful events including the welcome back breakfast for teachers, meet the teacher, and tears and cheers events.
    2. Bulletin boards and decorations. Volunteers needed.
    3. Explanation of new website, updated bylaws, and welcome materials.
    4. Spirit wear designed by Peg Lyons.
    5. School supplies delivered.
  - Treasurer's Report: Briana Gray
    1. Bank balance \$23,000.



2. Explanation of YTD expenses such as teacher t-shirts, decorations, hospitality and school supplies. Income from membership donations.
  3. Upcoming income will come from Read-A-Thon and spirit wear.
  4. Upcoming expenditures will include the mascot balance / shipping, technology, and staff reimbursements.
  5. President and Parliamentarian put a motion to approve the treasurer's report. Vice President of Fundraising seconded the motion. Board members voted to approve the treasurer's report.
- VP and Committee Reports
    - Fundraising: Jesse Lyons
      1. Read-A-Thon kick off on August 30, 2022, and it will start the following week. Record student reading minutes. Share the link to get donations.
      2. The Spirit wear store is open until August 31st. No excess inventory.
      3. Spirit Night on September 22nd at Spring Creek Barbecue.
      4. Sponsorship levels being revamped.
      5. Silent Auction for first spots in the carline coming soon.
    - Membership: Missy Baxter
      1. 92 new members. Around 70 parents / guardians, 15 teachers / administrators / staff, 7 both.
      2. Free to join PTO, and donations are accepted.
      3. Raised \$1,000+ as of August 17th.
    - Programs: Lauren duTreil standing in for Kim Cameron
      1. Upcoming events: Hispanic Heritage Month from September 15 - October 15. Mascot name contest coming soon.
      2. Ways to get involved include volunteering for the upcoming events of bookfair and fall picture day.
      3. Check email and website for volunteer opportunities.
      4. Yearbook will be available in softcover and hardcover. Purchase by September 30th for 10% discount.
  - Principal's Report: Kristen Belcher
    1. Introduction and report of a positive start to the new school year.
    2. With more enrollments this year, please be patient with transportation. As the car line is very full, please consider signing your child up for bus transportation.
    3. Starting Monday, August 22nd, teachers will enter the building at 8:00 a.m. If you arrive after 8:00 a.m., please park, walk with your child, and sign them in. Dismissal at 3:10 with a goal to finish by 3:30.
    4. Parent information night: 6:00-6:45 p.m. for 2nd, 3rd, and 4th grade. 7:00-7:45 p.m. for Pre-K, K, and 1st grade. Teachers will send out information. Kids allowed at the event.



5. Safety top priority. Visitors press the call button and do not let anyone else in upon entering the building. Everyone is required to check in at the office and wear a badge in the building. Badges must be returned to the front office upon exiting the building.
  6. Letter went home about drills. Fire drill every month. Drills repeated in the spring.
  7. Door checks multiple times a day. Officers checking exterior and interior doors. Multiple audits with doors. No door props. Cameras strategically placed in the interior and exterior of the building.
  8. Further discussion of ideas about safety features including locked playground and Watch D.O.G. paid program that involves volunteers signing up to watch the building.
  9. Staff trained in CPR and other life saving measures. Discussion about PTO funding wall mount cabinets for supplies. Nurse Dodie has two options: one for \$99 and another for around \$199.
  10. Check Lamar website for information and weekly SMORE. You can choose your preferred language at the bottom of the SMORE page. Discussion about making a video to inform parents about translating the SMORE.
  11. Thanks to PTO. Jennifer Glass presented the "Friend of Education" award.
- Questions

**Next meeting is** Thursday, September 15th. Time to be determined.

**Meeting adjourned at 7:40 p.m.**

**Minutes compiled by** Kai Ritter, Secretary