

University Academy at Tyler PTO

Board Meeting Minutes July 9, 2024

Date: July 9th, 2024

Meeting Started at 6:03 pm Virtual Google meeting

End Time: 6:55 pm

Attendees:

Eva St Clair – President, Elena Lyons – Vice President, Allison Aragon – secretary. Allyson Dawson, Nat Dragonne

Previous Month Minutes:

Elena Lyons made a motion to approve May 2024 (5/14/2024) meeting minutes. Nat Dragonne second the motion. The **motion passed unanimously**.

Financial Report:

Reviewed April financial meeting report – Nat Dragonne made a motion to approve. Elena Lyons second the motion. **Motion passed unanimously**

New Financial items:

- Eva St Clair submitted the IRS confirmation for Form 990-N Tax year 2023.
- Received Read-a-thon check in the amount of \$4,155. Expecting second check for grand total of roughly 5k
- School Supplies – 161 orders; earned 1 free box, link was sent to Dyer to send to a family in need.
- Box Tops – earned \$7.10 in June; hoping to promote more through Parent Square

Principal Report:

Allyson Dawson – No Principal report

Teacher Request:

Recapping the teacher request from 5/14/23 minutes

- Lewis - Garden Supplies
- Raspberry – 24 pack of clear bins 48q
- Dawson – pencil grips

New Business:

- **Parent Square** - PTO communication will be going through Parent Square with the proposed idea of archiving Facebook.
 - Allow PTO communication with team leads, certain grade levels, sign-ups for volunteers, etc

- **Upcoming Parent Communication**
 - Teachers favorite things to have for Meet the Teacher night
 - All staff return July 23rd – Teacher will need to update by August 1st; Matt will update the file
 - Sarah Harmen will update PTO throughout the year for any changes

 - Email for when the School Supplies arrive. We will get an email the day they are shipped and as the shipment gets closer, we will get time/date updates at which PTO will send out an email for volunteers.

- **New Student Orientation**
 - **Thursday, August 1st from 9 am – 11 am**
 - PTO will have a booth with coffee and donuts
 - Budget for \$200 for food; Nat Dragonne will donate \$100 for food
 - Allyson Dawson Motions approval for \$200 to supplied donuts and coffee for New Student Orientation. Elena Lyons seconded the motion. **Motion to spend \$200 passed unanimously.**
 - Welcome to UA Tyler bags – will need to be stuffed, **possible meeting date July 29th**
 - Holly is verifying how many bags are needed

- **Meet the Teacher – August 8th**
 - Meet the Teacher Lunch – provide lunch to teachers; teachers will be on campus all day
 - Provide Brookshires lunch - budget of \$600. Elena Lyons motions to spend \$600 for teachers lunch on meet the teacher. Nat Dragonne seconds the motion. **Motion Passed unanimously.**
 - **Meet the Teacher Family Event – August 8th 4 pm – 6 pm**
 - Balloon arch – appx \$125
 - Photo Booth in the Swoop’s Nest
 - Popsicles “Otter Pops” from Sams club \$20/box - plan for 300 students – Matt will freeze
 - Popcorn
 - Overall Budget \$300; Elena motions to spend \$300 for Meet the Teacher Family event. Allyson Dawson seconds the motion. **Motion passed unanimously.**

- **PTO Projects**
 - Garden Supplies – Elena is creating a form for donations/grants

- Needing 2 teachers (Lewis and _____) and 2 parents
- Mrs Hoppe (?) was over the school garden before – Dawson will talk to see if she will join Lewis in the project
- HydroGarden – Allison
- School Library: Elena is creating a form for donations/grants
 - Book donations – all books will need to be approved by board
 - 1 parent willing to volunteer 2 times/week
 - Need bookcases – ask University to see what is in surplus
- Fundraising/Donations
 - Read-a-thon
 - Cash can not be collect through the school – Person that collects money at events will need to be cash handling certified by the University
 - Allison Aragon is cash handling certified by the University
 - Eva spoke with Insomia cookies and they are willing to help us.