

University Academy at Tyler PTO

Board Meeting Minutes August 6, 2024

Date: August 6th, 2024

Meeting Started at 5:59 pm in person/Virtual Google meetin

End Time: 6:56 pm

Attendees:

In person attendance: Eva St Clair – President, Elena Lyons – Vice President, Matthew – Treasurer Allison Aragon – secretary, Travis Gage, Lilia Ruiz

Virtual attendance: Allyson Dawson, Aaron Bunch, Bailey Greer, CK Kernes, Holli, Jessican Richardson, Stephanie Halberstadt, J Dibi

Previous Month Minutes:

Reviewed...Biley Greer made a motion to approve July 2024 (July 9th, 2024) meeting minutes. Elena Lyons second the motion. The **motion passed unanimously**.

Financial Report:

Reviewed July financial meeting report. Zero changes in July. Will have budget adjustments due to New Parent Orientation even happening in August. – Aaron Bunch made a motion to approve. Allyson Dawson second the motion. **Motion passed unanimously**

New Financial items:

- Box Top Program
 - \$43 for the Year 2023 - 2024
 - Encouraging families to sign up to help increase the amount earned for the 24-25 school year
 - Poster during Meet the Teacher; referral code - agreed to only post in ParentSquare and to not send flyers home.
- School Supplies – 161 orders; earned 1 free box, link was sent to Dyer to send to a family in need. – Reviewed from July's minutes

Principal Report: Allyson Dawson

- The school received school supply backpacks from the Communicate Back to School supply drive

- Parents can call/email the school to reserve a backpack and pick up at Meet the Teacher. ****Updated on August 7th – Backpacks will be First come First serve at Meet the Teacher.****
- New Student Enrollment/Orientation
 - New Student Orientation was a success. Looking forward to 25-26 school year enrollment already.
 - Would like to have a New Student sign up list throughout the year with 20-30 New Student backpacks ready to give to new families as they continue to enroll.
- New 5-6 team

Teacher Request:

None

Upcoming/Review Business from July:

- **School Supply Drive – 161 kits**
 - We will have a 4 hour window coming soon for the drop off time. With 5 pallets of school supplies. Will be posting time frame on Facebook PTO group and email
 - We will be putting the supply boxes in the classroom and organizing the classroom by request only.
 - Matt will bring a few dolls/wagons to help carry the boxes to classroom
 - Dawson/Dyer will send us a list on which classroom to deliver the supplies to
 - Bonus the company provides labels with student's name for the items in the boxes incase teacher would like to label the items.
 - Allison – reaching out to Kiwanis club and UT Tyler campus/athletics for any volunteers to help unload.
- **Meet the Teacher – Friday, August 9th 4 pm – 6 pm**
 - Balloon and Photo opportunity – set up in the Swoop Nest – Elena
 - PTO Booth in the gym – come and go style – pushing Box Top Sign ups
 - Teacher Favorite things – Dawson will be sending out to PTO tomorrow in the afternoon – PTO will create a QR code for parents to scan after Matt has compiled the list together in one file/slide
 - Popsicles “Otter Pops” from Sams club \$20/box - plan for 300 students – Matt will freeze ... we have 150 new families joining the school
 - Allison will make a poster for PTO involvement and for Box Tops
 - **Approved in July's meeting** : (Overall Budget \$300; Elena motions to spend \$300 for Meet the Teacher Family event. Allyson Dawson seconds the motion. Motion passed unanimously.)
- **First Day of School**
 - Meet the Teacher Lunch – provide lunch to teachers

- Brookshires lunch – **Approved from July’s meeting:** (budget of \$600. Elena Lyons motions to spend \$600 for teachers’ lunch on meet the teacher. Nat Dragonne seconds)
- Eva – Create a sign up on Parent Square for volunteers to help with set up and serving ... Dyer/Dawson usually stay late to clean up to allow leftovers to be eaten throughout the day
- Will be held in the Swoop’s Nest
- **Parent Involvement**
 - We LOVE to see more parents on campus. We look forward to seeing them on campus, the teacher appreciates the help and students love it.
 - PTO will help set up a volunteer request form for teachers to list what type of volunteering them need/want
 - PTO will then list this on Parent Square asking for volunteers.
- **Parent Square** - PTO communication will be going through Parent Square with the proposed idea of archiving Facebook by the end of 2024.
- **PTO Projects**
 - Garden Supplies – Elena is creating a form for donations/grants
 - Elena will be the contact person regarding the Garden Supplies Grant
 - Looking for 1-2 parents that can assist Elena in the grant search/applying
 - 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: **Temporary on Hold**
 - Hilbig is assisting on reviewing the law regarding a library
 - If we are unable to do a campus library then we will change this is into a Teacher Resource Room for teachers to grab books to use within their classrooms.
 - Fundraising/Donations
 - Allison is the contact person for fundraising
 - Looking for 1-2 parents to help assist in finding beneficial fundraising opportunities.
 - Read-a-thon – Spring Fundraiser for the month of March
 - Cash can not be collected 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

New Business:

- **Teacher appreciation**
 - Each quarter we would like to provide a lunch and a special treat each month for the teachers
 - September Appreciation
 - Sonic Drink day – Matt will pick up drinks and deliver to the school.
 - Proposed Budget \$100. Allison Aragon motioned to approve spending \$100 on Sonic Drinks for teachers. Elena Lyons second the motion. **Motion approved to spend \$100.**
- **Calendar Items**
 - Will be posted on ParentSquare for volunteers
 - September –
 - October – Candy Drive will kick off for in September for the Trunk or Treat event sponsored by UT Tyler Greek Life on October 20th
 - Candy goes by weight then by pieces if there is a tie
 - November
 - December – Hot Coco for Teacher and Students
 - January – School supply replenishment for Teachers
 - February –
 - 12th Darwin Day – sponsored by PTO
 - 28th STEM Night
 - March – Read-a-thon Fundraiser
 - April – STARR Prep
 - May – Teacher Appreciation

End Meeting at 6:56 pm