

University Academy at Tyler PTO

Board Meeting Minutes September 2024

Date: September 10<sup>th</sup>, 2024

Meeting Started at 6:01 pm Virtual Google meeting

End Time: 6:58 pm

### **Attendees:**

Eva St Clair – President, Elena Lyons – Vice President, Allison Aragon – secretary. Matthew Cates – Treasurer, Dr Dyer, Mychele Hughes, Nat Dragonne, Rachel McDaniel,

### **Previous Month Minutes:**

Reviewed Minutes... Matthew Cates made a motion to approve August 2024 (8/6/2024) meeting minutes. Elena Lyons second the motion. The **motion passed unanimously**.

### **Financial Report:**

Reviewed August financial meeting report

- 4 reimbursements were processed in the month of August we a few more pending invoices for 1<sup>st</sup> day of school lunch for the teachers(August) and sonic drinks(September)

Elena Lyons made a motion to approve. Allison Aragon second the motion. **Motion passed unanimously**

### **New Financial items:**

- Box Top Earning - \$230 for the year with most of the submitted receipts coming from 1<sup>st</sup>-4<sup>th</sup> grade.
  - Doing a grade competition each month/quarter.
  - Allison – creating a bulletin/message board for parents to see in the entrance at the office.

### **Principal Report: Dr Dyer**

- Next Parent Engagement night is September 24<sup>th</sup> for Leader in Me Goals – come and go event. More details will be provided soon.
- Parent Volunteers have started to show up to help in the classroom and have been a help to teacher. The campus has enjoyed seeing parents volunteering.
  - Looking into the best practice on how to send/see who signs up each week.

## Teacher Request:

### Mrs. McDaniel

- Submitted request for PTO to pay the presenter fees (\$200) for a special Guest, Mary Beth Tinker. Would be a Zoom presentation for high school students, parents may attend if they wish.
  - Matthew Cates made a motion to cover the \$200 presenter fees. Elena Lyons second the motion. **Motion approved unanimously.**
    - Mrs. McDaniels will provide the information for how PTO can submit payment(check).

## New Business:

### Parent Senior Committee

- Starting a Parent Senior Committee to allow senior parents to stay informed of senior events/create events/fundraisers
- Mrs. Ferguson is assisting with this committee and is working with Hilbig to create a Parent Square just for PTO and senior parents

Allison Aragon motions to start a Parents Senior Committee. Elena Lyons seconds: **motion is approved unanimously.** Eva St Clair will email Hilbig, Dyer and Dawson to inform them that is committee was approved by PTO

### Senior Trip

- Already created a goFundme account to help raise money for their senior trip this year.
  - Wanting the funding to go through the PTO instead of UT Tyler in order to make payments faster/easier
    - Will be renting an AirBNB for the Senior trip
    - Matthew Cates will visit with Austin Bank to create a separate checking account for senior funding
      - Spending of the funds would still need to approved through the PTO
    - PTO requesting for senior parents that are willing to attend PTO meetings and be parent of the committee chair for the Senior Committee.

### Fundraising Committee:

- Voting Allison Aragon to be the chair for the fundraising committee. Requesting to have 2-3 parents to assist with the fundraising.

Matthew Cates has motioned to approve Allison Aragon as the chair for the Fundraising Committee. Elena Lyons seconds the motion. **Motion carried.**

### **Sonic Drinks: September Teachers Treat**

- Finalizing drink order. Teachers need to submit drink order by September 11<sup>th</sup> otherwise they will be getting Dr. Pepper. Dyer will help get the information for teachers that have not provided their drink order.
  - Matthew Cates will be picking up drink order. Parent volunteers will show up Friday, September 13 at 11 am to help pass out drinks.

### **Candy Drive benefitting UT Tyler's Trunk n Treat**

- Candy drive will kick off on September 24<sup>th</sup> and end October 16<sup>th</sup>. Trunk or Treat event is on Saturday, October 20<sup>th</sup>.
  - Label candy by students name, grade level and homeroom teacher. – Dyer will send out a list of homeroom teachers.
  - Contest will be based of weight of candy per homeroom. If the need of a tie breaker is presented it will be based off the pieces of candy.

### **Teacher Trunk n Treat incentive**

- Encouraging teachers to sign up a “trunk” at the Trunk or Treat event to advertise UA and to allow students the joy of seeing their teachers. \$20 gift card for the first 3 teachers that sign up. All teachers that sign up will get a fancy pen.
  - PTO currently has 3 gift cards for \$5 to half price books, 1 Starbucks gift card for \$10 and fancy pens. Matthew Cates motioned to spend \$60 in gift cards for 3 cards in the value of \$20 each. Motion seconded by Elena Lyons. **Motion passed.**

### **School Supply Fundraiser for 2025**

- Committing to use 1<sup>st</sup> day school supplies for the school supply fundraiser for 2025. We will be able to kick off the fundraiser on April 1<sup>st</sup>. Would like to available for incoming families.

Elena Lyons motioned to use 1<sup>st</sup> day school supply for the school supply fundraiser for 2025. Matthew Cates seconds the motion. **Motioned unanimously passed.**

### **Butter Braids Fundraising**

- Allison Aragon presented doing the Butter Braids fundraiser for the school Fall fundraiser. Butter Braids is a frozen pastry that just needs to be thawed and cooked by customer. They offer 5 different flavor, apple, strawberry and cream cheese, cream cheese, chocolate, cinnamon, four cheese and herb.
  - Fundraiser would begin November 6<sup>th</sup> and close November 20<sup>th</sup> with a delivery date before Christmas Break. Items would come frozen and presorted/labeled by student and teacher.
    - Samples would be given to guest at our Stem Night event in October.

- We would process the orders through the PTO's square account to prevent cash being handled by the students and for an easy submission of order.
- Each pastry sells for \$17.00/unit... we would earn a 40% profit of \$6.80/unit. We would need to place a minimum order of 350 to get free delivery. 350 units = \$2,100. If each student sold 2 unit we could raise \$4,800.
- Prizes are not offered to each seller so a proposal would be to make it a campus goal and once a level is met the whole campus would benefit from the prize level example: lunch pizza party, ice cream bar, movie afternoon etc.

Elena Lyons and Nat Dragonne both motioned to approve doing Butter Braids as a Fall fundraiser. Matthew Cates second. **Dr Dyer approved, and motion passed.**

### **Teacher Appreciation Events**

- Tabled to discuss at October's PTO meeting to discuss for October and November appreciation along with 2024/2025 calendar events.