

University Academy at Tyler PTO

Board Meeting Minutes 10/3/2023

Date: 10/3/23
Time: 6:01 PM
Location: UTTUA Cafeteria

Attendees: *In Person:* Eva St Clair, Elena Lyons, Matthew Cates, Kamilla Ben, Kelly Dyer, Ashley Rubin, Itzel Davis, Chandra Tucker, Kesley Thomas

Students: Gabby, Camera, Felipe, Rafe

Online: Christina Kernes, Amber Greene, Sammatha Ferguson

“Previous Month” Minutes: Matthew Cates made a motion to approve the September 2023 Meeting Minutes. Elena Lyons seconded the motion. The motion passed unanimously.

Secretary Report: N/A

Financial Report: Matthew Cates submitted the October 2023 Meeting Financial Report. See attached documents for details. Elena Lyons made a motion to approve. Chandra Tucker seconded the motion. The motion passed unanimously.

Report Highlights discussed:

- No changes to the bank account. The Amazon non-profit business account was successfully set up.

Principal Report:

- Received approval to do the tickets for the Halloween Dance through Skyward. Longview campus declined participating in the dance. The Palestine Campus Director will let Dr Dyer know what they decide.
- STEM night will be STEAM Night to include Art on 10/26 which is also the Raising Cane’s fundraiser.
- The Lighthouse Team is rocking it. The school hosted six principals from Belize to discuss PBL. They assisted in leading them through classrooms.
- The cabinets were hung by Mrs Ferguson and Matthew Cates will help measure to find out what we need for countertops. Dr Dyer will see about getting the school to help purchase.

Teacher Requests:

- Mrs Greene - Field Trip snacks of scary cakes (approx 64) and capri suns for 7th-8th grade to help launch the PBL for Science, Social Studies & English. Estimated at \$43. Approved as a donation and a parent will provide before the field trip by 8AM Friday.
- Mrs Greene submitted this for the entire campus. It is the Bluetooth dongle to help teachers connect to the donated Cricut Explorer.

- This was discussed to hold off to see if a parent will donate off our Amazon Wish List
- Winter Formal DJ request from Mrs McDaniel to have the PTO pay for the DJ as it is an expense they historically have not been able to afford. Elena Lyon's motion to approve the cost of \$300 to pay the DJ on December 9th. Ashley Rubin's seconds the motion and the motion is passed unanimously.
- Request from Mrs Tucker and Mrs Greene request to have PTO provide Pizzas for the Lighthouse Team for STEAM night. It was discussed to provide 4 pizzas (2 cheese, 2 pepperoni) and water for the students. Elena Lyons motioned to approve the 4 pizzas and drinks, approx \$40,. Kamilla Ben seconds and the motion is approved unanimously and we will see if they will donate as well.

Current Business:

- Teacher Workroom Redmodel Update
 - Matthew Cates will measure the cabinets on 10/4/23 to help Dr Dyer know what size is needed to order.
- Candy Drive 10/1-10/20
 - The flier will be posted live online to Facebook and School Website under the PTO Section along with all over events we host.
 - Candy Drive from Monday 10/2 to Friday, 10/20. We requested Teachers to send out the flyers to
 - The candy is to provide to the parent hosted trunks for the UT Tyler Trunk or Treat. UT Tyler does not require that you provide all the candy yourself but we hope to be able to collect enough to donate to the Go Greek Organization hosting the Trunk or Treat as well as have enough for our UTTUA trunks to hand out to all students.
 - They have approximately 2500-3000 children come by in the two hour window of the Trunk or Treat annually.
 - Goal is 15,000 pieces of candy.
 - Competition for the candy drive to change from number of bags to weight and number of pieces. If weight is close then we will compare pieces of candy. Elena Lyons motioned to change the winning requirements for the Candy Drive. Matthews Cates seconds.
 - Teachers will label bags and candy has a storage location onsite to avoid K-3
 - Class that wins the Candy Drive receives a full ice cream sundae social paid for by the PTO.
- Halloween Bash 10/21
 - The Dance flier going live on Facebook on 10/4/2023.
 - Requested donations from Lowes & Home Depot. Lauren Crouch will reach out to Michaels, Elena Lyons will reach out to Hobby Lobby. Another parent will be requesting donations from Joann's. Lowe's stated they are maxed out on donations for this time period.
 - We received donations for tablecloths, drop cloths, black plastic sheeting.

- We have a list of items we are borrowing from parents - details are in the email. A quick summary of items are: archway, dried flowers, fog machines, lights, tombstones, photo backdrop, skeletons, animal skeletons. Etc.
- Ashley Rubins will donate 2 balloon arches for photo areas. A spooky one for the entry and a cute one in the “quiet” room.
- Needs: Tape, staples, butcher paper, balloons, paint, black trashbags.
- Discussed dance set up at the OAC.
- Set up a get together after school to have students help with decorations.
- Food discussed: Nachos, treats/cookies with an idea for an end cap treat/snack that is warmed up.
- We will request donations from Walmart as well and reach out to parents closer to the dance for food items as needed.
- It was motioned by Ashely Rubins a Budget for food/supplies of \$500 and seconded by Kamilla Ben. Motion was unanimously approved.
- Dance will be 7PM-10PM
- Elena Lyons will handle the Chaperones sign up requests to have enough parents to help us.
- Mrs Harmon will be our DJ at the dance at no cost.
- Trunk or Treat 10/22
 - PTO will host a trunk and the event is from 5-7PM.
 - PTO created a flier to be distributed.
 - We have 5 parents who showed interest in hosting a trunk and will provide them with candy. If you are participating you need to show up between 3-4PM.
- Raising Cane’s Fundraiser 10/26
 - Raising Cane's Flyers were received. Event is 10/26/2023 from 5PM-9PM.
 - Location is the new one at the 323 Loop across from Walmart.
 - They require the flier either digital or physical at time of purchase for us to get the credit or the 15% donation.
 - We will provide physical copies for the STEAM Night to be handed out.
 - We are not able to hand out fliers at the restaurant
- Box Tops for Education
 - School enrollment only, no longer through PTO.
 - Provided the form to Dr Dyer for her to sign and complete. We will get that set up and provide the school with the account information.
- School Pantry
 - The pantry is filled with food.
 - Possible Refrigerator donation.
 - Working on a grant or donations to have a more formal school pantry to help our low income or struggling families.
 - Goal is by year end we have this program set up and running smoothly.
 - Set Up an Amazon Wish List of the food pantry items.
 - Elena Lyons set up a GroupMe for teachers to have an easy way to communicate directly with the PTO during events.

New Business:

- Remind Group
 - Utilize to allow parents an option outside of Facebook or Email.
- November/December Event ideas
 - Discussed random ideas to help the campus for fundraising and also teacher or teacher appreciation. Nothing formally voted on or decided.
- Grants
 - Elena Lyons discussed different grant organizations that may be able to help us get funding for our events.
 - PTO wants to find a way to give back and build our school community and events.

Adjournment: 10/03/2023 at 7:22 PM

Next Meeting: 11/7/2023, 6:00 PM at UTTUA Cafeteria