

**PTO Board Meeting
August 21, 2025**

Lantrip Elementary PTO

August 2025 General Meeting Minutes

**Date, Time, and Location: Thursday, August 21, 2025, at 6pm and virtual
Meeting called to order by President Lauren Zentz and 6:08PM**

Attendees:

- Lauren
- Leslie
- Carrie
- Mark
- Becky

Previous Meeting Updates:

Agenda Items:

- Budget
 - Bank: just a little over \$4K
 - Donation from Jannica: requested to go to the classrooms
 - Idea: split 8 ways instead of 7 to add to the PTO general funds.
 - PTO general total amount: \$243
 - Polo/spirit shirts and patches should bring in \$800
- Fundraising ideas:
 - Organization membership donations usually start at the beginning of the calendar year.
- Polo Distributions
- T-Shirt Sales/Distribution
- ACE Ambassadors
 - Request for 1 gift card each month for each grade level (7 each month)
 - Need to confirm with Jannica if she is okay with using the donation funds for this grade level request.
 - Leslie will reply to Jana Fitch's email about a limited amount of time support and
- Preparations for Grandparents Day 9/8:
 - Set up Sign-up genesis for volunteering
 - 5-7 volunteers per grade lunch time.
 - Plate charge: \$5 – we can add an additional cost that can go to PTO
 - Need to fill out a fundraiser form.
 - Cut off tickets the previous week on Thursday 9/4.
- Preparations for general PTO meeting: 9/18 (in-person)
 - Send out a survey about concerns and community/family resource connections
 - Potentially at 5:30pm
 - Agenda:

- Getting to know the PTO board
 - Review rules/bylaws
 - Discuss community/family resources (organization matching donation opportunities, any skills or resources from families)
 - Q&A/ideas
- Neighborhood Grant Program \$500-5K for neighborhood beautification/improvement projects
 - Potential uses of the grant: landscaping
 - Potential request: \$1-2K, raise the matching grant through the neighborhood association.
 - Eligibility criteria:
 - Applicants must be a neighborhood-based organization and/or civic club incorporated as a 501 (c) (3) or 501 (c) (4) non-profit organization through the State of Texas.
 - If the applying neighborhood-based organization is not 501 (c) (3) or 501 (c) (4), they must secure a 501 (c) (3) or 501 (c) (4) organization to partner with for this project.
 - Applicant organizations must represent a specific geographic area located in the Houston city limits.
 - Applicants must identify how the organization will fund and support the project in the future.
 - *Political organizations and individuals are not eligible.*
 - Important Dates:
 - **Intent to Apply: Saturday, August 31, 2025, 11:59 p.m.**
 - **Application Deadline: Friday, November 1, 2025, 11:59 p.m.**
 - **Project Completion: May 31, 2026**
- Open House - T-Shirt Sales (everyone needs to be on Zeffy)
 - Set up raffles for PTO fundraising?
 - Sell remaining shirts
- Recycling Pod
- Spirit Night - Chipotle (school approval needed, decide on the % split?)
- Restarting Sparkle Days: potentially 9/20 and 10/4
- There are 12 paying PTO members.

Action Items:

- Everyone needs to be set up on Zeffy
- Leslie - reach out to Jannica to discuss use of donation and future donation events.
- Get approval for from Ms. B for Sparkle days 9/20 and 10/4

Tabled Items:

- Review bylaws regarding executive monthly meetings and the need to include school leadership

Next Board Meeting:

- **Executive meeting 9/11/25 @ 6pm - virtual**
- **General meeting 9/18/25 @ 5:30pm? - location at Lantrip.**
- Fall festival planning