

**PTO Board Meeting  
September 11, 2025**

**Lantrip Elementary PTO**

**September 2025 General Meeting Minutes**

**Date, Time, and Location: Thursday, September 11, 2025, at 6pm and virtual  
Meeting called to order by President Lauren Zentz and 6:05PM**

**Attendees:**

- Lauren Zentz
- Mark GP
- Leslie Copeland
- Carrie Hendrix
- Maxine Trice
- Jannica Palmer

**Previous Meeting Updates:**

- SUCCESS!!! - Recycling Pod Relocated!!!!
- Grandparents Day Feedback (Ms. Trice): really organized!
  - Next year:
    - Organizing who signed up by grade
    - Earlier robo call prior to payment deadline
- Preparations for general PTO meeting: 9/18 (in-person)
  - Send out a survey about concerns and community/family resource connections
    - **Action Item:** Create and send out survey (Monday 9/14)
    - PTO will confirm survey questions over the weekend
  - Time 5:00pm
  - Location: Lantrip
  - Record the meeting for those who couldn't attend.
  - Agenda:
    - Getting to know the PTO board
    - Review rules/bylaws
      - Share the elections process
      - Membership benefits/dues
      - Committee Chairs
    - Review current budget
    - Discuss community/family resources (organization matching donation opportunities, any skills or resources from families)
    - Neighborhood Beautification Grant
    - Q&A/ideas

**Agenda Items:**

- "Special Focus School" - HISD announcement

- “Transformational Campus” - have more visits, more support instructionally, administrative staff are more involved in the classrooms.
- “Second teach” “GT Room,” “Extension Room” - not officially staffed at this time. Current support educators: Trice, Fitch, and Hunter (long-term sub)
- Once it’s formalized a presentation/information will be shared.
  - Timeline: more information by the last week of September
- ACE Funds:
  - No need to create a separate fund
- Field trip requests: teacher mini-grants
  - Current Budget: right around 5K, much of the funds are designated to classrooms
  - Teachers can complete form to request funds
  - \$520/grade
  - Need to communicate to the teacher
  - These funds can be used for field trips
- Neighborhood Grant Program Update
  - Approved for the initial application process
  - Formal application due by November 1st
  - Request of replacing plants at the main entrance
- Chipotle Fundraiser (decide on time that PTO board can be there?)
  - Saturday 5-9pm
  - PTO board members will be there from 6-7:30
  - Donation of 25% of sale.
- Fall Festival Preparations (Vendors allowed?)
  - Friday, 10/24/25
  - Time: 5pm - 6:30pm
  - Location
  - Volunteers:
    - Kari Archer (possibility)
- Sparkle Day (OK to move forward)
  - 9/20/25: 9-11am
  - 10/11/25:
- Chocolate sale:
  - Need signatures from Ms. Trice and Ms. B
- Miscellaneous
- School admin update
  - More opportunities for parents to share concerns/ideas for school admin

**Tabled Items:**

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**Action Items:**

- Share budget with school leadership
- Create and send out survey (Monday 9/14)

- PTO will confirm survey questions over the weekend. Include sections for “Polish” “Positives”

**Next Board Meeting:**

- **General meeting 9/18/25 @ 5:00pm - Lantrip library.**
- Fall festival planning