



BRAZOS ELEMENTARY PTE

- Parents and Teachers for Education -

We aim to build a foundation for Success and Lifelong Learning

Minutes of Meeting: February 7, 2024

Location: Brazos Elementary School Cafeteria

1. Introduction and Greeting (6:04 PM)

- Stephanie Holiday, president, called the meeting to order at 6:04 p.m.

2. Roll Call

- Roll call was conducted by secretary, Sarah Reber
- Complete attendance list available at the end of the minutes

3. Review of January Meeting Minutes

- The minutes from the January meeting were read by secretary, Sarah Reber.
- Community approval was obtained, and the president also approved the minutes.

4. Financial Report

- Financial report read by treasurer, Jennifer Jez
- Current balance \$19,321.30
- Updated organization of the status of the bank account and the need to consolidate old accounts at Wallis State Bank
- The bank account will have one administrator, Jennifer Jez, and a second signer on the account, Stephanie Holiday
 - Krystal Treybig motioned to approve, Morgan Supak seconded
- Venmo account logistics discussed
 - Majority voted to establish Venmo account
 - Felicia Oliver motioned to approve, Morgan Supak seconded

5. Old/Unfinished Business

- Banesa Montoya resigned her role as president of the PTE Jan. 30, 2024 via text message to the officers
- Stephanie Holiday moved from role of vice president to president
- Reintroduction of '23-'24 PTE officers
- Banesa Montoya will be officially been removed from the PTE bank account as well as the articles
- Maria Gonzalez has been removed from the bank account and the articles
- All previous bank cards were canceled 1/30/2024
- Stephanie updated organization on 501C3 status and clarified our donation status
- Spring Fling that was scheduled for the end of April was voted to be canceled by the majority

6. New Business

- Teacher appreciation week:
 - Form for "teacher's favorites" presented to the members
 - Ashley Brandes will disperse and collect forms

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- Krystal Treybig motioned to approve, Morgan Supak seconded
- Field day concession stand for PK-2nd, May 17th
- PTE to volunteer at big kid's field day May 10th, will contact Coach Garner to coordinate
- Popcorn sales on campus
 - Felicia Oliver to donate popcorn
 - April Black has received a popcorn machine donated by her father
- "PTE link" on Brazos Elementary under construction
- Brazos PTE Facebook page under construction
- Letterhead has been created to use for official PTE documents. Presented to members, majority voted to adopt
 - Krystal Treybig motioned to approve, Morgan Supak seconded
- T-shirt fundraiser
 - Members invited to share new ideas/designs
- Mission statement created for the organization. Read to the members, majority voted to adopt
 - Felicia Oliver motioned to approve, Krystal Treybig seconded
- PTE bylaws are under construction and will be presented and voted on at next meeting
- PTE new PO box is box 5
- Krystal Treybig discussed the following:
 - Drive through meal for meet the teacher
 - Membership drive to boost enrollment, consider making it a competition between the classrooms
 - Example of membership drive paperwork presented
 - "Teacher's Favorite" list to be shared amongst parents
 - Having these ready to send home at Meet the Teacher next year
- Meal fundraiser discussed for the 2nd grade spring show on April 4th
 - Time: 5-7 PM
 - Prize for top selling class
 - Ben's Chuck wagon proposed as caterer
 - Committee to be determined

7. Announcements/Discussion

- Morgan Supak asked about possible grants from the state, April Black mentioned she has looked into it, will discuss and look into more with our hospitality chair
- Ashley Brandes presented teacher survey to members; feedback included:
 - Consistency, support, excitement for the campus
 - Volunteers for the workroom
 - Providing snacks & drinks for the teachers
 - Meals for the teachers during Meet the Teacher
 - PTE to provide fence around playground
 - PTE to provide shade structure
 - Selling t-shirts, campus swag
 - Provide lunches/luncheons
 - Bounce houses for STAR party
 - Partner with the Elementary Honor Society to provide them volunteer hours
- April announced her father's donation of a popcorn machine to the PTE
- PTE to sell "unsold t-shirts" for \$2 each at next meeting

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- Door prize winner: Felicia Oliver

8. Next Meeting

- The next meeting is scheduled for March 6, 2024 at 6:00 PM at the Brazos Elementary Cafeteria.

8. Adjournment

- Krystal Treybig motioned to adjourn the meeting. The meeting was adjourned at 7:06 PM.

Minutes recorded by:

Sarah Reber

Officer approving minutes (name and office):

Stephanie Holiday

Stephanie Holiday - Brazos PTE President '23-'24

Attendees for 2-7-2024 meeting:

1. April Black
2. Ashley Brandes
3. Ashley Pavlock
4. Felicia Oliver
5. Jennifer Jez
6. Jennifer Ramirez
7. Jessica Gangl
8. Kim Etheridge
9. Krystal Treybig
10. Michelle Chupik
11. Morgan Supak
12. Sarah Reber
13. Stephanie Holiday
14. Stephanie Snedaker

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