



BRAZOS ELEMENTARY PTE

- Parents and Teachers for Education -

We aim to build a foundation for Success and Lifelong Learning

Minutes of Meeting: March 6, 2024

Location: Brazos Elementary School Cafeteria

1. Introduction and Greeting (6:07 PM)

- Stephanie Holiday, president, called the meeting to order at 6:07 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 February Meeting Minutes

- The minutes from the February 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 \$19,421.30
- 2/20/2024- Banesa Montoya was removed from all banking documents, Stephanie Holiday and Jennifer Jez were placed on the account

5. Old/Unfinished Business

- Storage space for PTE donations and belongings: we have contacted the City of Orchard several times via email and have gotten a response that they will draft a lease agreement for us. We are currently waiting on that agreement to be presented to the organization.
- Rudy Cuellar: received email from his office 2/28/2024 stating "all services rendered were done as a professional courtesy to Mrs. Montoya", no balance will be charged to the PTE
- Board members attended the school board meeting on 2/28/2024
- Workroom volunteer updates: parent volunteers will need a background check, final details being ironed out with Mrs. Etheridge

6. New Business

- 501(c)3 status officially received from IRS 2/21/2024
- Contracted CPA: Chris Hopkins, 1st year of fees are being covered by Forge-Global, PTE will pick up fees after
New Bylaws were drafted and presented to the members present, majority of members present voted to implement the new bylaws
- Coach Garner attended meeting to help plan concession stand details
 - Discussed serving lunch/possibly chick-fil-a after field day
 - Discussed setting up signup genius to organize volunteers for field day at the high school
- April 4th meal update: ticket order sheets have gone out in ROAR folders
 - NEHS to help volunteer day of, logistics of meal discussed
 - Prize for class with most plates sold- popcorn party

- Teacher appreciation: presented week agenda, donations secured, donations/vendors to be contacted still
 - Kim Ramirez- to donate sign for front of school
 - Theme: cactus
- Brazos ISD Education Foundation presentation
 - Tiffani Shirley presented the details of the new foundation and distributed handouts
 - First meeting April 8th @ 6pm

7. Announcements/Discussion

- Ashley Brandes turned all "Teacher's Favorites" papers back into the Board Members
- Door prize winner: Felicia Oliver

8. Next Meeting

- The next meeting is scheduled for April 3, 2024 at 6:00 PM at the Brazos Elementary Cafeteria.

8. Adjournment

- Shelly McCormick motioned to adjourn the meeting. The meeting was adjourned at 6:52 PM.

Minutes recorded by:



Sarah Reber Secretary '23-'24

Officer approving minutes (name and office):



Stephanie Holiday President '23-'24

Attendees for 3-6-2024 meeting:

1. April Black
2. Ashley Pavlock
3. Caitlyn Gurecky
4. Felicia Oliver
5. Jennifer Jez
6. Jessica Gangl
7. Kim Etheridge
8. Lauren Vance
9. Natasha Tuttle
10. Sarah Reber
11. Shelly McCormick
12. Stephanie Holiday
13. Stephanie Snedaker