



# BRAZOS ELEMENTARY PTE

- Parents and Teachers for Education -

*We aim to build a foundation for Success and Lifelong Learning*

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## Minutes of Meeting: May 1, 2024

**Location:** Brazos Elementary School Cafeteria

### 1. Introduction and Greeting

- Stephanie Holiday, president, called the meeting to order at 6:03 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 April Meeting Minutes

- The minutes from the April 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 of: \$24,820.89
- Deposits for month of April: None
- Withdrawals for the month of April: \$2,184.49 (teacher appreciation), \$232.74 (PTE thank you notes)
- Jennifer is working on getting online banking access

### 5. Old/Unfinished Business

- Workroom volunteers had their first session on April 19<sup>th</sup>, all went well
- PreK-2<sup>nd</sup> field day: lunch orders going home soon with Coach Garner's information
  - PTE to host a pizza, chips and drink lunch package for \$8
- Storage update:
  - Lease was signed with the City of Orchard on April 12<sup>th</sup>
- Cafeteria TV:
  - Will be purchased and installed this summer
- Teacher appreciation week:
  - Estimated to cost around \$2600 after all donations received
  - Monday: Fajita Bar by Hacienda Real
  - Tuesday: Humble Ground Coffee Trailer, pastries and donuts in lounge
  - Wednesday: Breakfast Empanadas by Marini's Empanada Kitchen
  - Thursday: Room service day, Swig drinks
  - Friday: Marco's pizza & salad day
  - Each teacher/staff member getting a gift basket

### 6. New Business

- Community Rewards through the Kroger App was initiated
- Email was sent looking for volunteers for the Cougar Relays at the High school

- Elections for Board Members:
  - President:
    - Stephanie Holiday was nominated for president by Sarah Reber, seconded by Jennifer Jez
    - No opposing candidates were nominated
    - Majority voted Stephanie Holiday to be president
  - Vice President:
    - No members present were nominated for Vice President
    - Members present agreed to keep the Vice President slot vacant
  - Secretary:
    - Sarah Reber was nominated for secretary by Stephanie Holiday, seconded by Krystal Treybig
    - No opposing candidates were nominated
    - Majority voted Sarah Reber to be secretary
  - Treasurer:
    - Jennifer Jez was nominated for Treasurer by Sarah Reber, seconded by Stephanie Holiday
    - No opposing candidates were nominated
    - Majority voted Jennifer Jez to be Treasurer
  - Hospitality:
    - April Black was nominated for Hospitality by Stephanie Holiday, seconded by Jennifer Jez
    - No opposing candidates were nominated
    - Majority voted April Black to be Hospitality
  - Teacher Liaison:
    - Current PTE Board Members agreed to open the teacher liaison position up to more than one teacher
    - Ashley Brandes, Karrie Miller, Emily Drymala all volunteered to take on and share the responsibilities of this role

## **7. Announcements/Discussion**

- Brief discussion about where to have a Harvest Festival, Mrs. Etheridge to see if having it at the school is ok
- Mrs. Miller pitched the idea of a "Walk-a-thon" as a potential Spring event next year
- Attendees were asked to turn in any kind of artwork or possible idea for a car decal for the elementary students
- Door prize winner: Krystal Treybig

## **8. Next Meeting**

- The next meeting is scheduled for: TBA (date and location) but summer meetings will continue so we can prepare for Meet the Teacher, compile a PTE schedule of events, discuss a possible Harvest Fest and more.....

## **8. Adjournment**

- Stephanie Holiday motioned to adjourn the meeting. The meeting was adjourned at 6:36 PM.

**Minutes recorded by:**

*Sarah Reber*

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Sarah Reber Secretary '23-'24

**Officer approving minutes (name and office):**

*S Holiday*

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Stephanie Holiday President '23-'24

**Attendees for 5-1-2024 meeting:**

1. April Black
2. Felicia Oliver
3. Jennifer Jez
4. Karrie Miller
5. Kim Etheridge
6. Krystal Treybig
7. Natasha Tuttle
8. Sarah Reber
9. Stephanie Holiday
10. Stephanie Snedeker