

Minutes
PTA Board Meeting Mathews Elementary School
August 5, 2008

Present: Tony Estrada, President
Elizabeth Breston, Vice President
Amy Kinkade, Principal
Jennifer Cray, Teacher Representative
Marcia Tugendhat, Treasurer

1. The meeting was called to order at 9:45.
2. It was agreed to adjourn the meeting at 10:45.
3. New Business
 - a. Introductions were not needed
 - b. Audit status
 - i. Tony was unable to convene an audit committee of three but will continue to try. An exception will be made as needed to the rule that auditors must be members of the PTA
 - ii. Books need to be straightened out and bank balance verified by treasurer ASAP. It currently appears that there may be carry over of \$17,589.50.
 - c. Objectives for the year
 - i. To support math achievement for all Mathews students
 1. Procure digital projectors that are required for new math curriculum (AK to price ASAP)
 2. Send teachers to math conferences as determined by principal
 - a. Teachers will be asked to report back to the membership on what was learned
 3. Organize Singapore math training for all teachers and include parent training component
 4. Support teachers in offering training to parents early in the school year as to how to best assist their children's math learning
 - ii. To support technology integration in all classrooms
 1. Provide training for teachers as to how to use technology for centers and other learning activities
 2. Evaluate software that is available and make recommendations regarding software purchases that are needed
 - iii. To support all classroom and specials teachers
 1. Offer AIM grants to encourage bringing real-world experiences into the learning process (AK to send out proposal info to all teachers)

2. Provide limited monetary support to teachers as to acknowledge their personal investment in classroom materials
3. Send teachers to conferences as determined by principal
- iv. Support Mathews Elementary as a community
 1. 1. Purchase sound system for cafeteria to facilitate cultural and community events (Tony Estrada to research specs and cost)
 2. Purchase band and orchestra books for fifth and sixth grades (AK to research cost)
 3. Provide leadership course for 5th and 6th grade students
 4. Assist grade levels in fundraising for field trip transportation through pizza sales at PTA meetings (Elizabeth Breston to coordinate)
- d. Upcoming events
 - i. Sneak-a-Peak- 8/22 4-6 pm All PTA board members asked to help greet families. Envelopes to be made available for membership
 - ii. Back-to-School Nights – Elizabeth, Tony and Amy to rewrite parts of the packet and get to Marcia. Elizabeth to check about having them copied. Have info loaded to web page
 - iii. Track and Field Day 10/17. Elizabeth to check with volunteer who is coordinating
 - iv. Octoberama- new silent auction chair, Genny Dalton, is on board and sending out letters
4. Other business
 - a. Art Night to be held as an art auction
 - b. Eleanor asked to organize teacher appreciation. One Friday a month goodies will be procured for teachers and staff
 - c. PTA minutes to be sent to all teachers to emphasize their valued membership and encourage participation through teacher representative
 - d. PTA accomplishments to be reported in monthly newsletter
 - e. Future projects to develop
 - i. purchase of cafeteria tables
 - ii. new folding chairs
5. Next meeting: September 8. 2008 8 am
6. Meeting adjourned at 11:25

Minutes
PTA Board Meeting Mathews Elementary School
Sept 8, 2008

Present: Tony Estrada, President
Elizabeth Breston, Vice President
Amy Kinkade, Principal
Callie Bailey, Secretary
Jennifer Cray, Teacher Representative
Julie Levy, Membership
Yvette Alvarado, Chair, Academic Affairs and Enrichment
Greg Strake (for Lacey Strake), Communications
Paola Ferate-Soto, Academic Affairs and Enrichment
Cristina Mauro, Fundraising
Youjin Kim, Academic Affairs and Enrichment
Diana L McMillian, Staff Representative
Ruthann Rushing, Staff Representative
Beth Savercool, Hospitality

7. The meeting was called to order at 8:05.
8. It was agreed to adjourn the meeting at 9:00
9. Minutes of the August 05 meeting were approved
10. Report of Officers
 - a. Treasurers report
 - i. Marcia Tugendhat (Treasurer) provided documentation of the budget for the year
 - ii. UPDATE: Regarding the special supports for projects Marcia clarified the following items: The special project was initiated by during the summer. Two of the items have been completed: hiring a part time technology person, and ordering maps and globes for classrooms. The third project (buying new computers for classrooms) is still waiting to be fully funded.
 - iii. The amount reflected in PTA dues may be incorrect. The state and local portion is one-half of the \$6 PTA collects (\$3 versus the \$1.50 reflected in report).
 - iv. The Singapore Math training amount could be reduced this year because another campus has expressed interest in sharing the expense with Mathews.
 - v. Due to fundraising questions arising from budget discussion, Tony Estrada asked for a motion to suspend the agenda and have the HEB card presentation at this point. Motion made and seconded.
 - b. HEB Card presentation [taken out of agenda order]
 - i. If Mathews wants to participate this year a decision needs to be made by 10/15/08.
 - ii. The program requires a monthly rather than one time commitment

- iii. Mathews could partner up with Highland Park
 - iv. Ruthann Rushing recommended that we also keep Whole Foods, Fresh Plus, and Central Market, and Randalls in mind for the future.
 - v. Elizabeth motioned to approve selling HEB cards, motion approved
 - vi. Amy Kincaid asked for clarification if there was a minimum of cards, the details on unsubscribing, and suggested using an example that used a smaller monthly purchase rather than \$600 of how to use (Elizabeth will respond). Concerned example implied you had to buy \$600 worth of cards per month.
 - vii. UPDATE:
The HEB program will encourage monthly participation but individual cards will be sold at school events.
- c. Presidents report
- i. Tony Estrada reminded the board that they need to attend one of the leadership training sessions- If attending the session on 9/13 at Allen Elementary need to RSVP by 9/10. If attending the session on 9/27 need to RSVP by 9/20. Tony must be contacted to make reservations.
 - ii. Austin Council meeting on 9/12 from 12-1, Julie will attend on behalf of Mathews PTA if possible.
 - iii. There will be Public meetings for public input on the hiring of a new superintendent on 9/23 through 9/25. Tony has flyers in English and Spanish for distribution.
 - iv. One more member is still needed for the audit committee
 - v. New sound system contact may come in this week- Amy needs to be contacted before they come so that AISD staff can be there.
- d. Membership report
- i. Julie Levy proposed setting the goal 10% higher than last year.
 - ii. 43 members are currently registered for 2008/9, there were 120-130 last year
 - iii. Julie will include a write-up in the newsletter and will promote membership at all PTA events.
 - iv. Julie stated that many parents have been generous and donated beyond membership dues so far this year.
- e. Tony moved that the meeting be extended 15 min, no objections
- f. Principals report
- i. Amy Kincaid reported that Mathews was very full this year, particularly in Kindergarten and 4th grade.
 - ii. Amy suggested that childcare at school events be one of the perks of PTA membership
 - iii. Remodeling coming along. Hot meals served this week. Windows to be installed in three classrooms by November.

11. Committee reports

- a. Track and Field
 - i. Elizabeth said things are “on track” and going smoothly.
- b. AIM grants
 - i. Yvette Alvarado has received 2 AIM grants and needs one other person to help review. Applicants will be notified by the end of October. Oct. 15th is the deadline for receiving proposals.
- c. Octoberama- No report
- d. Building and Grounds
 - i. Currently clean-up and workday is scheduled for Oct. 4,
 - ii. Ruthann motioned to reschedule for Nov. 15th, motion approved

7. Unfinished Business

- a. Back to School night
 - i. Amy Kincaid reported that Back to School went well, and will leave the schedule the same for this Thursdays K-2 night.
- b. Tony motioned that review of objectives and budget approval be tabled until further notice, motion approved

8. New Business

- a. Brackenridge Tract
 - i. Ruthann Rushing stated that the West Austin Neighborhood group is seeking our approval of a position paper bringing together stakeholders including MUNY, West Austin Youth Association, and others
 - ii. Amy Kincaid stated that Mathews stands to lose around 189 students if the tract is developed and does not include UT Graduate Married student Housing.
 - iii. Callie Bailey will forward the position paper to the PTA Committees and Chairs for approval and comments before Fri. 9/12
 - iv. UPDATE: The Campus Advisory Council will also be reviewing the Brackenridge proposals, David McGregor will attend
- b. Upcoming PTA meeting – presentation topic - tabled

9. Next meeting will be Oct. 6 in the Mathews Library at 8 am.

10. Meeting adjourned.

Minutes
PTA Board Meeting Mathews Elementary School
Oct. 06, 2008

Present: Tony Estrada, President
Elizabeth Breston, Vice President
Amy Kinkade, Principal
Callie Bailey, Secretary
Marcia Tugendhat, Treasurer
Jennifer Cray, Teacher Representative
Tim Tierney, Fundraising
Yvette Alvarado, Chair, Academic Affairs and Enrichment
Lacey Strake, Communications
Paola Ferate-Soto, Academic Affairs and Enrichment
Cristina Mauro, Fundraising
Diana L McMillian, Staff Representative
Ruthann Rushing, Staff Representative
Johanna Duncan, Building and Grounds Chair

1. The meeting was called to order at 8:05.
2. It was agreed to adjourn the meeting at 9:00
3. Minutes of the Sept 08 meeting were approved
4. Report of Officers
 - a. Membership (taken out of Agenda order)
 - i. Julie Levy wasn't present- but Marcia Tugendhat said that a little over 100 people have joined so far this year and about \$660 has been collected in dues. There were 176 members last year and Julie set the goal at 10% higher for this year.
 - ii. Membership is due in a week to the state, but it was agreed to continue a membership drive all year long.
 - iii. A membership notice will be put in the wed folder, and a table set up at literacy night and track and field day.
 - b. Ruthann Rushing mentioned that the Primetime program might have to cancel some classes because there are currently not enough volunteers. Each class needs 2 parents. Right now only 7 out of 18 classes that have enough parents. Elizabeth Breston will take the list of classes and call parents to try and recruit volunteers.
5. New Business (taken out of order)
 - a. The 6th grade Car Wash fundraiser on Oct. 4 from 9-3 pm was a successful PTA event for the 6th grade fund
 - b. Election Day Bake sale- Tony suggested to the Board that the PTA hold another bake sale like we've in the past on election day- Nov. 8, 2008.
 - i. 3rd and 4th grades are interested in running the bake sale this year.

- ii. Tony listed some things that have come up in the past:
It must be clear that the sale is not sponsored by any political figure, it can't be within 100' of the polling place, and nothing from the sale can be sold to Mathews kids during school hours.
- iii. Jenifer Cray said she has a volunteer ready to organize the sale, but would like some members of the PTA who helped with the last sale to go over what they did previously with her.
- iv. Tony said that in previous years they needed about 2 parents to sit at the table per hour, and got donations from parents and businesses. Pizza was also a hit in the afternoon.
- v. The third graders will take the morning shift, the 4th graders will cover the afternoon shift.
- vi. The bake sale should also be announced in the PTA flier to be sent out in the next Wed. folder
- c. Tax Free Days:
 - i. It was moved that Octoberama (Nov. 1) is one of the two designated tax free days
 - ii. The second tax free day is to be determined at a later date
 - iii. There was agreement
- d. Reflections program- Ruthann moved that Mathews participate in the PTA reflections program this year, an art competition at the state and national level. There was agreement and Ruthann will get the information together and send it home to parents.

6. Unfinished Business

- a. Budget updates: Marcia Tugendhat passed out the proposed PTA Budget for the year.
 - i. Marcia talked to the Casis treasurer, and reported that Casis only gives money to their endowment if they have a surplus.
 - ii. Marcia stated that she was not comfortable with the current proposal of only a 5,000 surplus carryover for next year.
 - iii. Amy Kincaid suggested that a 2,000 donation from the Special Projects fund be applied to the Sound System line item since the maps and globes cost less than originally anticipated
 - iv. Ruthann moved that the Budget be adopted, with the suggestions that the Board
 1. Wait until the end of the year to determine the amount that the MFE receives so that an appropriate carryover amount for next year can be determined and funded
 2. That the Board try to find sponsors for visiting Authors
 3. That 2,000 be transferred from Special Supports to help fund the Sound System.
 4. Motion approved.

5. The revised budget will be up for approval by the general membership at Family Literacy Night. Marcia will try to send it out before the meeting for review.
 - v. Tony Estrada updated the Board on the new sound system. The initial price for the system was quoted at \$5,400, including speakers, a 16 channel mixer, and wireless mics. Tony will look into pricing a smaller mixer and seeing if wireless mics can be purchased at a reduced price through AISD.
 - vi. Amy is investigating permanent spotlights that can be remotely operated.
7. Announcements:
 - a. PTA Texas day is on Feb 26th, 2009 at the Capitol
 - b. The 100th anniversary convention will be held Feb 27th- March 1, 2009
 - c. The Centennial Celebration will be held at the State Fair on Oct. 18th in Dallas
 - d. Mock Election- Amy Kincaid stated that Mathews will not be holding a mock election, but will be doing some other things to educate the kids about the election process and civic involvement including: having the kids dress in red/white/blue, singing some patriotic songs in assembly, and showcasing the bluebonnet books election, among other things.
8. Principals report (taken out of agenda order)
 - a. Proposition 1 affecting the AISD will be on the ballot Nov. 4. Proposition 1 would increase the tax rate by 3.9 cents per \$100 property valuation, and support a 3% pay increase for AISD teachers.
 - b. Amy will be receiving a wishlist from teachers for the Gold Star Registry- then parents can go online and see what supplies teachers need.
 - c. Construction update: Crews are still working on the roof and have not been able to eliminate all the leaks. The elevator shaft won't be complete until after Jan 1st. All construction materials and debris will be removed to another location before Octoberama. The kitchen is still having some problems with the grease trap and no air conditioning. Plants that were killed from lack of water over the summer are to be replaced by the contractor.
 - d. Mathews is starting a new program for girls empowerment in the 5th and 6th grades. There will be three associated events- 2 at the school and one at the Ann Richards School. Amy will release the schedule to the teachers when she receives it.
 - e. Mathews hired a new 4th grade teacher and is still pretty full in the 4th grade. Mathews will probably be frozen to transfers again next year.
 - f. It was moved to extend the meeting until the agenda items were covered, motion approved.

9. Announcements continued:
 - a. Yvette Alvarado reported that 4 Aim grants have been received so far but that the deadline isn't until Oct. 15th. Grants will be announced by the end of Oct.
 - b. Ruthann mentioned that there was one un-funded grant carried over in the budget from last year.
 - c. Elizabeth suggested that the grant projects be publicized after completion around the school.
 - d. Literacy Night is on Oct. 23rd, plans are in place for the 3rd graders to run the pizza sale. Johanna Duncan volunteered to help.
 - e. Track and Field Day- still need parent volunteers, particularly for the morning. There should be an announcement in the flier reminding kindergarten and 6th grade parents to bring a snack for 24 kids and label donations Track and Field to be brought to the office.
 - f. Octoberama: Elizabeth reported that things seem to be going well, and that homeroom parents will be sending out reminders regarding donations and volunteers.
 - g. UPromise is set up for Mathews—it's a college savings/school support program. Members register their credit cards through UPromise and purchases made at participating businesses will earn rebates. Participants designate if they want their earnings to go to a college fund or to support a specific school (or a combination of both).. Amy moved that the program kick off be postponed until November. Motion seconded.
 - h. The Student Directory has several local business sponsors and will be out soon.

10. The next meeting date will be Nov. 3rd at 8am

11. Meeting adjourned

Minutes
PTA Board Meeting Mathews Elementary School
Nov. 17, 2008

Present: Tony Estrada, President
Elizabeth Breston, Vice President
Amy Kinkade, Principal
Callie Bailey, Secretary
Marcia Tugendhat, Treasurer
Jennifer Cray, Teacher Representative
Youjin Kim, Asian Heritage Month
Diana L McMillian, Staff Representative
Ruthann Rushing, Staff Representative
Johanna Duncan, Building and Grounds Chair

12. The meeting was called to order at 8:10
13. It was agreed to adjourn the meeting at 9:15
14. Minutes of the Oct 06 meeting were approved
15. Report of Officers
 - a. Presidents Report
 - i. Sound system is installed and the lights will be put up by Thursday, still need a switch circuit for the speakers. A cabinet is needed to secure the new equipment; Couch Outlaw has volunteered.
 - b. Membership Report
 - i. The current membership is 173, the goal is 194. There was a higher number reported last time but Julie has since discovered some duplications.
 - ii. Instead of printing up membership cards it was agreed to send out a note with the Wed. folder detailing the website and access information.
 - iii. Ruthann suggested sending out another email to make sure all board members have joined. It was agreed that the PTA will accept members all year rather than cutting it off at the beginning of the year.
 - c. Treasurers Report
 - i. Marcia passed out a detailed and updated budget.
 1. The Octoberama net was around 17,650. The total won't be exact for a few weeks as things are being processed; such as transaction charges etc.
 2. Tickets sold well; expenses were up a little from last year, but some items purchased can be used again in following years.
 3. Grade level fundraising had been successful:
 - a. The 3rd grade bake sale was successful.

- b. The fourth grade Mangia pizza sales are underway.
- c. Any grade level is encouraged to use the PTA as a holding account for their fundraising. The money raised follow the students from grade to grade. For example, if third grade raises an excess that money will go with them to fourth grade.

- 4. HEB card project doing very well, last month we (Mathews and it's partner schools in the project) were only 4,000 away from receiving a 5% return on money spent. The automatic debit each month seems to be working.
- 5. We need to reach 70,000 spent at HEB monthly with our partner schools to get the 5% return.
- 6. Amy said cards should be in for this month before Thanksgiving.
- 7. There were no expenses this year for Track and Field day
- 8. The directory was completely paid for by sponsors, with and additional \$300 raised. A \$200 donation was solicited from Fresh Plus for the directory but was redirected into silent auction proceeds.

ii. Marcia brought it to the attention of the Board that right now the PTA account is earning 0% interest. She suggested that the Board consider opening a low interest CD or savings account for the carryover from year to year so that money can be earning interest.

- 1. It was moved that Marcia investigate putting \$5,000 into a interest earning 1-3 month CD.
- 2. The motion was seconded and approved.

d. Principals Report

- i. There will be temporary stage lighting for the school musical.
- ii. The windows are replaced upstairs, still waiting for screens and solar shades to be installed.
- iii. The elevator won't be completed by Dec. 1st goal, but the outside face is going up now.
- iv. The roofing contractor will be asked to send Mathews a check for the plants lost over the summer. Ruthann suggested that labor for installation should be included.
- v. The new speaker system is working great.
- vi. Ventilation on the stage is not adequate; a few fans are needed to keep the air moving.

16. Committee Reports

a. Octoberama Report

- i. Emily reported the event went very smoothly and both parents and kids seemed pleased and entertained. She suggested that Octoberama and the Silent Auction be separate and that more people be devoted strictly to the auction; with perhaps a separate silent auction committee.

- ii. The layout worked well. Some of the booths were put in the front playground with the idea that it would increase the activities' street presence.
 - iii. The new playground cover was perfect for the bands to set up under and provided shade for the tables and seating.
 - iv. The kids loved Guitar Hero, and Grande Communications was very generous. Next year she suggested to not do a contest with Guitar Hero, but to let the kids play whatever they wanted since there was such a range of levels.
 - v. Emily will put together a letter for the Wed. folder acknowledging this year's Donors.
 - vi. Another suggestion was to get rid of karaoke, but to expand the cakewalk and move it to the cafeteria.
 - vii. Signage could be improved next year, with a map posted in the front. New signs are needed for tickets and booths as well.
 - viii. There were 132 Mathews' volunteers that donated over 210 hours, and 137 community volunteers that donated 330 hours.
- b. AIM Grants
- i. 4 out of 5 AIM grants have been awarded. Elizabeth will write up a piece about the recipients and their projects.
- c. Building and Grounds Workday-
- i. The workday was a success with over 70 volunteers from UT and Mathew's families and friends.
 - ii. Lots of General Cleanup was completed: the storage shed and theater storage areas were thoroughly cleaned up and reorganized, Gravel was cleaned up and redistributed, etc.
 - iii. Follow up items for next work day:
 1. The Front playground needs further barriers to keep the gravel in place.
 2. Amy mentioned that she'd like the interior of the playhouse painted.
 3. The radios were very helpful, possibly increase the number available and have vests available to delineate coordinators.
 4. Break it up into two shifts, one from 9-11 and another from 11-1pm.
 5. Elizabeth suggested that one volunteer could look after kids that come with their parents.
 6. Elizabeth also suggested that the event could be used in tandem with a fundraising activity- like decorating the bird baths that were sold at the silent auction this year.
- d. Fundraising
- i. Marcia asked if there was a planning process for the Special Projects needs. Amy responded that she meets with Gary Mauro to determine the next years priorities.
 - ii. Box Tops for Education has already earned more this year than last, with \$240 earned in just the first of two submissions.

- iii. Need to follow up with the Upromise launch.
- iv. The Teacher's wish-list is done and will be available soon.

17. New Business

- a. Transferring funds to interest bearing CD ***(taken out of order, see treasurer's report).**
- b. Parent Education/ Workshop class
 - i. Possibly offer training be grade level about how math is taught in that grade.
 - ii. Other classes might be offered like Parent University- dealing with more general parenting topics like internet use or parenting strategies.
 - iii. Tony will follow up with Amy regarding possibly scheduling something on Math night.
- c. Teacher Luncheon and Appreciation.
 - i. Marcia volunteered to help with coordinating the food.
 - ii. Tony will look into what checks were given to staff and teachers last year.
 - iii. A parent volunteer is still needed to coordinate the luncheon.
 - iv. The luncheon is tentatively scheduled for Dec. 17th.
- d. Excellence in Education Nominations
 - i. Jennifer Cray is the Rising Star in Education Nominee
 - ii. Amy Kincaid will be nominated for the Principals award
 - iii. A request for documentation and anecdotes from parents, students, and fellow teachers to support the nominations will be sent out via email or the Mathews discussion group.
- e. Brackenridge Tract
 - i. Ruthann mentioned that the Brackenridge Tract charette had taken place and further information should be released about the development program for the land in the spring.

18. Next meeting date Jan. 12, 2009

19. Meeting adjourned.

Minutes
PTA Board Meeting Mathews Elementary School
Jan. 12, 2009

Present: Tony Estrada, President
Elizabeth Breston, Vice President
Amy Kinkade, Principal
Callie Bailey, Secretary
Marcia Tugendhat, Treasurer
Jennifer Cray, Teacher Representative
Greg (for Lacey Strake), Communications Chair
Diana L McMillian, Staff Representative
Ruthann Rushing, Staff Representative
Johanna Duncan, Building and Grounds Chair
Paola Ferate, Hispanic Heritage Month

1. The meeting was called to order at 8:00 am.
2. It was agreed to adjourn the meeting at 9:00am.
3. Minutes of the Nov. 17 meeting were approved
4. Report of Officers
 - a. Treasurers Report
 - i. Marcia Tugendhat passed out a detailed and updated budget.
 1. The Octoberama final net was 17,511.03.
 - a. Octoberama was over budget by around 2,000, but Marcia pointed out that the budget had never really been detailed and finalized in the past. The budget numbers used this year were probably inaccurate and didn't reflect the real cost as committee chairs would often pay for things with their personal money. Next year each chair will get an anticipated budget with line items and return it to the board.
 - ii. Diana McMillian brought a concern from the teachers and staff regarding the continuance of an annual holiday check from the PTA to reimburse staff for personal spending they make throughout the year.
 1. The board wanted to clarify that it still wants to use the funding to support teachers and are looking at further ways to fund specific classroom, equipment, and school-wide resources.
 2. Classroom resources are currently supported by the PTA and still available for the year; Amy will follow up in a staff meeting to make sure teachers are aware of the procedures to make use of that funding.

- iii. A revised budget needs to be completed to take into account funding the part-time technology teacher.
 - b. Presidents report
 - i. PTA Texas Day is Feb. 26th at the Capitol to discuss PTA concerns with legislators.
 - c. Membership report
 - i. There's 179 members with 100% PTA participation from the teachers
- 5. Committee Reports
 - a. AIM Grants
 - i. The grants have been awarded and Yvette sent out a blurb with descriptions of the projects. All the projects can proceed at this point.
 - b. Fundraising
 - i. Mangia pizza is a great resource for fundraising and have a community outreach person . The Mangia Pizza 4th grade fundraiser was very successful and Mangia was supportive and easy to work with. Elizabeth Breston said that the Mathews community came together and pitched in across many grade levels to make the fundraiser a success.
 - ii. Elizabeth said she'd like to ramp up fundraising by trying to find larger fundraising programs. She mentioned that some other schools in the vertical team use a system called school pay that makes processes online donations, paying for field trips, school lunches, grocery cards, etc. The system accommodates checks, bank drafts, and credit cards. Elizabeth will also share the information with Mathews Fund for Excellence.
 - iii. The part time technology position was privately funded last year through some emergency fundraising and needs to be annualized somehow.
 - 1. The grocery card program could be a key part of the annual fundraising structure to support the position.
 - 2. Marcia said a part-time volunteer to assist the treasurer with the grocery card program is needed.
 - 3. A grant could also be primary for funding the position from year to year. Elizabeth and Callie will follow up with some foundations and Christina Mauro.
 - 4. Funding from the district should also be pursued. Currently the district doesn't pay for technology positions. Tony will follow up with the Austin High vertical team.
 - 5. Satellite distribution of the grocery cards monthly could be helpful, especially at Brackenridge.
 - c. Reflections
 - i. Submissions from the school went and we are waiting to hear back.

6. New Business

- a. Tony moved that the board approve funding the part time technology position for the 2009/10 school year.
 - i. Motion seconded and approved.
- b. Teacher salaries was tabled until next months meeting
- c. Documentation of the first semester PTA efforts should be sent out/ put on the website.
- d. Next meeting is Feb. 2
- e. Meeting adjourned at 9:15.

Minutes
PTA Board Meeting Mathews Elementary School
Feb. 2, 2009

Present:

Elizabeth Breston, Vice President
Amy Kinkade, Principal
Callie Bailey, Secretary
Marcia Tugendhat, Treasurer
Ruthann Rushing, Staff Representative
Joanna Duncan, Building and Grounds Chair
Paola Ferate, Hispanic Heritage Month
Tim Tierney, Special Fundraising

1. The meeting was called to order at 8:00 am. It was agreed to adjourn at 9:15.
2. Minutes of the Jan. 12th meeting were approved as corrected
3. Report of Officers:
 - a. Treasurers Report
 - i. Marcia presented the revised budget. An approximate adjustment of roughly \$5965.49 needs to be made to the expenses side. The deficit is a result of less income and more expense on Octoberama, two years of bills for the anthology that had not been paid until this year, over expenditure on a number of items and less income in the way of PTA donations, agendas, and dues. **Marcia later corrected the amount by + \$3600, so the estimated deficit is 2365.49**
 - ii. An item came in that wasn't in the budget; There are no landscaping items but an expense came in anyway. Ruthann mentioned that in the past there has been an allowance of around \$500.
 - iii. Other landscaping items are anticipated. Plants need to be purchased to replace the ones lost last summer. We are supposed to be reimbursed, but need to get the check by March 1st so plants can be purchased by the March 28th workday.
 - iv. The survey regarding fundraising for the tech teacher had a very high response rate. 80% of the participants were familiar with the fundraising effort.
 - v. A line item is still needed for Heritage Community activities.
 - vi. The district is going to provide digital projectors, so that is no longer something the PTA needs to provide.
 - vii. Need to add a line item for the Technology Teacher
 - viii. Should we remove the line item for Mathews Fund for Excellence? Ruthann felt that it should stay in the budget, there was consensus that it should not be removed.

- ix. It may be possible to cut some from Continuing Education
- x. Could we combine Parent Education with Math night? Amy felt that there was too much going on that evening with the speaker and the PTA meeting.
- xi. We can carry over any excess earned this year for the tech teacher and roll it into the budget item next year.
- xii. A statement summarizing the results of the fundraising survey needs to be prepared and distributed.
- xiii. Ruthann suggested that we make an appointment with the Partners in Education regarding fundraising for the technology teacher.
- xiv. Paola suggested that we look into Ameri-corps volunteers for the tech position, but Amy said that consistency from year to year is important for the position.
- xv. It was moved that the revised budget be accepted and presented at the general PTA meeting. The motion was approved.

4. Committee Reports

a. Fundraising

- i. Elizabeth said that after discussion with the fundraising committee regarding a Fun Run that if we proceed we should do a small one that doesn't require street closure or clearance from the city. An appropriate goal might be to raise around \$1,500 with just a school focused run.
- ii. Another possibility is to continue the carwashes that 6th grade is doing for their trip. The carwashes have been very successful and require very little advance organizing and overhead. We could have 4 carwashes after they stop in March and raise between 650 and 1,000. We could also sell pizza (from Mangia?), and set up a booth for grocery cards.
- iii. It was suggested that we provide child care for parents working the car wash. Could we combine the workday with a car wash?
- iv. Elizabeth is finalizing the draft for the grant for the Austin Community Foundation and will send it out for review before it is submitted.
- v. Applications for the grocery card program are available in the office.
- vi. Math night will be the culmination of a weeklong fundraising awareness campaign with little competitions and math-centered games. A flyer will be sent out in the Wed. folder.

5. New Business

- a. Need a PTA summary of accomplishments so far this year and a list of goals for the spring to send out to parents.
- b. The Reflections entries are back with ribbons and need to be presented to the students who entered
- c. Marcia brought up for discussion a concern regarding low teacher salaries for higher steps on the compensation chart. Even after the

bond issue passed and salaries for new teachers have been raised to be more competitive, there were very few significant increases in pay for continuing teachers. She said that she would like to see higher incremental raises every year for continuing teachers.

- d. Amy mentioned that there is a district pilot program for a strategic compensation plan. Barton hills is one of the pilot schools. Additional compensation is awarded for meeting goals set every year; the program is designed to increase accountability for student performance.
- e. The board agreed that they would like to show support for the issue and that it could be brought up for discussion at the ACPTA meeting.

Minutes
PTA Board Meeting Mathews Elementary School
Mar. 02, 2009

Present:

Tony Estrada, President
Elizabeth Breston, Vice President
Callie Bailey, Secretary
Marcia Tugendhat, Treasurer
Ruthann Rushing, Staff Representative
Joanna Duncan, Building and Grounds Chair
Paola Ferate, Hispanic Heritage Month
Tim Tierney, Special Fundraising
Jennifer Cray, Staff representative
Dianna McMillian, Staff representative

1. The meeting was called to order at 8:00 am. It was agreed to adjourn at 9:15.
2. Continuing Business (taken out of order)
 - a. Aim Grants,
 - i. All have been paid out except one. Yvette will contact winners to make sure they understand the reporting and documenting process so the community can stay updated on their progress.
 - b. Reflections
 - i. A student from Mathews won at the local level and went on to state. Next year the theme is “Beauty is.....” The topic needs to be sent out with a newsletter blurb in April or May so that parents can get a head start. Ruthann will write something up. Yvette Alvarado and Julie Mani (Language Arts Liaison) will be in charge of the reflections program. Homeroom parents or teachers might be the best avenue for making sure that kids know about the contest.
3. 5th Grade is slated to have 3 classes next year.
4. Report of Officers:
 - a. Treasurer’s Report
 - i. Tech teacher fundraiser going well. Almost 4,000 in donations has come in. The change alone amounted to about \$1,140 and is still trickling in.
 - ii. Grocery card program is picking up- only 5 cards are left for purchase this month.
 - iii. Randalls cards are not really selling. Should we continue this program or just focus our efforts on HEB?

- iv. There seems to be some confusion among parents and teachers regarding escrow accounts for grade level fundraising. We hold the money in the PTA accounts, but the grade level needs to earn and repay the money during the same fiscal year.
 - v. Speakers in the cafeteria are working. Jason needs to make sure that all the parts have come in. GSD&M donated an A.V. cart that fits the equipment perfectly.
 - b. Presidents Report
 - i. There's a kids run on March 28th. If 30 kids participate from a school they can earn money for their PTA. Mathews won't participate this year.
 - ii. *The planners the PTA distributed last year were never fully repaid by money collected by teachers as a fee from parents. We received \$120 but spent over \$700. It was decided to buy them in bulk and sell them to parents at the beginning of the year for consistency from classroom to classroom.
- 5. Committee Reports
 - a. Fundraising
 - i. Elizabeth said that after discussion with the fundraising committee regarding a Fun Run that it was decided that a run would be too logistically difficult. An alternative idea was to maybe have a themed night or two- like family comedy night that could be open to the community. It could also potentially include dinner or a picnic.
 - ii. There will be at least two carwashes that we could do after 6th grade finishes theirs, one in April and one in early May. Should we combine one with the workday?
 - iii. Grant for the Austin Community Foundation is almost finished and will be submitted after it receives Amy's approval.
 - iv. Elizabeth said she was forming a sub- group from the fundraising group dedicated specifically for grant research and writing.
 - v. *Zilker Elementary does a huge art auction every year with the kids art and also incorporates local artists. Mathews will have an art auction this year to support the art dept. Items still to be resolved include whether or not all kids have to participate, and what should happen with work that doesn't sell? Elizabeth will talk to Kari Perkins(Art Liaison) and the fundraising committee will resolve the details.
- 6. New Business
 - a. New officers could be elected at either the State of Mathews forum or on April 23rd there usually is a band or orchestra concert that could also be combined with a PTA election.

Tony asked who would like to continue on from the board for next year. Marcia Tugendhat said she would like to continue as Treasurer, and Elizabeth Breston said she would volunteer to be Co- President with Tim Tierney. The Historian's job position *needs to be better clarified. The Academic Liaisons' responsibilities and Event Chair's responsibilities could be expanded to include documenting their events and passing the photo's and event information to the historian for inclusion in the yearly archive.

- b. *The Communications Committee meeting will have their next meeting on Tues. March 3 at 8 am.
- c. Ruthann said that the CAC had sent a letter to the larger CAC regarding the need for funding for tech teachers district wide. Tim Tierney followed up with a letter to the school board. Tony will follow up and possibly write a letter or present the issue to the City Council PTA.
- d. The OWANA neighborhood meeting will be held in the Mathews cafeteria tomorrow night (Tues. the 3rd) at 6:45 pm. Tony will contact them to see if we can be on the agenda regarding the tech teacher fundraiser and other school updates.
- e. The schedule for next year will be set by CAC in May. Jennifer mentioned that the teachers felt that there were too many events in the fall, and that track and field day needed to be moved back into the spring semester.
- f. It was also mentioned that PTA academic liaisons could help take the burden off teachers for Curriculum nights.
- g. Marcia brought up that a letter to teachers regarding year end checks needed to be sent soon so that teachers and staff have enough time for input regarding other ways that the PTA can show appreciation for staff and teachers and support them in their classroom goals.
- h. Teacher appreciation week was also discussed. Should it be primarily organized through homeroom parents? Elizabeth will talk to Lynn Rubinett about what kind of things might be done this year.
- i. Next meeting will be on April 6th at 8am.
- j. Meeting Adjourned

Minutes
PTA Board Meeting Mathews Elementary School
April 07, 2009

Present:

Tony Estrada, President
Elizabeth Breston, Vice President
Callie Bailey, Secretary
Marcia Tugendhat, Treasurer
Ruthann Rushing, Staff Representative
Joanna Duncan, Building and Grounds Chair
Paola Ferate, Hispanic Heritage Month
Tim Tierney, Special Fundraising
Jennifer Cray, Staff representative
Dianna McMillian, Staff representative
Renaе Alsobrook, Electronic Communications
Amy Kincaid, Principal

6. The meeting was called to order at 8:00 am. It was agreed to adjourn at 9:15.\
7. Report of Officers:
 - a. Treasurer's Report
 - i. Grocery program is gaining steam and is making around \$500 a month
 - ii. Ruthann Rushing asked if AIM grant money was held over from year to year if unused until the project was complete. It was decided that the AIM grant money should be required to be used the year it was granted or it will be returned.
 - iii. After reviewing the budget and discussing what was still needed for the Technology teacher fundraising it was decided that the PTA could contribute \$1,000 to the Mathews Fund for Excellence this year.
 - iv. A matching grant from AMD is expected for the fundraiser.
 - b. Presidents Report
 - i. There are still a few loose ends regarding the new sound system's headsets, Jason Pinchback is following up.
 - ii. Tony spoke with the Austin School Board regarding funding for technology teacher positions in elementary schools district wide. A signed letter still needs to be sent to the City Council PTA. The PTA and the CAC sent a letter to the District Advisory Council through the Austin High Vertical Team.
 - c. Principal's Report

- i. Amy Kincaid said that Mathews is on the District Advisory Council this coming year and needs one parent and one teacher volunteer to represent Mathews on the D.A.C.

8. Committee Reports

a. Fundraising

- i. The annual Good Times Celebration will happen on the 18th of April from 2-5 on West Lynn. Mathews PTA will have a booth, and will talk to Grande Communications about possibly bringing their Guitar Hero bus.
- ii. A letter will be sent to parents asking permission for their kid's work to be sold at the Art Fair.

b. Building and Grounds Workday

- i. There was a wonderful group of parents and UT volunteers that turned out and were very productive. New replacement plants were installed, there was lots of general cleanup and weeding, and sets for the theater production were built in the cafeteria and looked great.

9. New Business

- a. The schedule for the 2009/10 school year will be set at the next CAC meeting. The PTA representatives will talk to the CAC about moving track and field day, and possibly adding some time for a parent education session(s) about specific topics that Mathew's parents might be interested in. Topics and times for potential parent education were discussed; including an early morning session or a Sat. morning time slot. Amy Kincaid mentioned that other schools generally had small turnouts for parent education. Satellite sessions within Mathew's zoned neighborhoods were discussed as an option to make it easier for busy parents to attend, specifically in the Guadalupe neighborhood and UT married student housing. There was consensus to propose to the CAC to schedule a trial session for the fall. The need for better support for teachers during curriculum nights was brought up. Liasons by grade level could be asked to help gather materials so that teachers can spend more time preparing their workshops. Pizza or dinner could be provided to teachers the night of each curriculum night.
- b. Next year's PTA officers positions are filled, except for the Vice-president's position.

10. Next meeting will be May 4, 2009 *(later changed to May 11).

11. Meeting Adjourned

