



NeSmith Elementary (PreK-2nd)
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Minutes of the May 12th 2011 PTO Executive Board Meeting

Attending the meeting were: Courtney McCuiston, Norma Carpenter, LeAnn Jones, and Sami Castagna. Three of the four executive board members were present, and a quorum was declared.

1. Minutes of the March 21, 2011 PTO meeting were approved and signed.
2. There was a discussion on how board and general meetings should be conducted. Courtney bought a Robert's Rules book. It was decided that one of the Co-Presidents will conduct meetings and all will become more familiar with Roberts Rules.
3. Norma Carpenter gave a status of incorporation. Community PTO is incorporated as a non-profit Texas corporation. A federal tax-ID has been obtained. IRS section 501(c)(3) status has been obtained through Parent Booster. Norma will open a bank account at Independent Bank in Lavon. She will go over the account types with the bank and get the free checking account if it would have the lowest fees given our activity level.
4. The bylaws were discussed, included in this discussion was the need for an additional board member. A Vice President position was discussed and Norma will incorporate responsibilities into the bylaws. Norma made a motion to vote to appoint Sami Castagna to the Vice President position. LeAnn Jones seconded, all were in favor, motion carried. Other issues were discussed and Norma will make modifications to the bylaws and circulate again for approval. Committees and chairs will not be included in bylaws as these positions could change from year to year.
5. Committees and chairs volunteer form was presented, it was discussed that the initial volunteer form will be available at the May membership meeting and will go home with students the following day. The form will also be available online. Then as forms are turned in, the committee and chair volunteer form and descriptions of those positions will be sent out via email. Forms will be reviewed in the June or July meeting and selections and notifications will be made. Changes to the form were discussed including changes to

the fundraising positions and possible addition of a corporate donation position, and the board is to approve the form before it goes out.

6. Current year budgets were not available at the meeting. LeAnn will send out requests to the current treasurers of each board to send budgets to Norma as soon as possible so she can begin the 2011-2012 budget. Discussion of budget will be on agenda of next meeting.
7. Preliminary calendar of PTO events was presented. Courtney will follow up on a few of the NeSmith calendar items as to if PTO is involved. There are no significant changes to the existing calendars regarding scheduled activities.
8. EPI School Supplies – Courtney is tracking orders in Excel for McClendon orders that come in. Need an update from Michelle on if she is tracking. Delivery will be on July 21st. Payment will be needed by June 15th.
9. Upcoming PTO general meeting – handouts will include a copy of the bylaws, copy of the preliminary calendar, and the initial volunteer form. We will inform the members that we are excited about the changes and the new year and we really need their help and to please fill out a volunteer form so that we can get them in the volunteer database and call on them.
10. Courtney gave an update on field day. There appear to be enough volunteers, but, Courtney will send out an email verifying with everyone that they understand they will not be with their child during the volunteer time. Courtney will also verify with Mary Chenault the number of FCCLA students that will be available to help with games.

The meeting was adjourned.