

# West Briar PTO Meeting Notes

Friday October 12, 2018

Meeting called to order: 8:35 am
<b>Agenda Topics</b>
<b>Welcome</b> Melissa Stephens kicked off the meeting. Approval of last month's minutes all confirmed.
<b>PTO President Report</b> <ul style="list-style-type: none"><li>• Principal Lopez is on Paternity leave and welcomed a baby girl.</li><li>• During the last SDMC Meeting, they discussed the reading test scores being lower than expected (especially 7<sup>th</sup> grade). Some ideas to help will be discussed in the next meeting.</li></ul>
<b>Vice- President Membership</b> <ul style="list-style-type: none"><li>• 1<sup>st</sup> PTO Free Dress was Friday, Oct 12<sup>th</sup>. If parents sign up after the deadline, there will be another free dress pass in November. Currently at 184 members</li><li>• VIPS<ul style="list-style-type: none"><li>○ WBMS Book Fair – November 5 – 9<sup>th</sup>. Book Fair enthusiasts welcome! Much help is needed to assist our librarian, Mrs. Miller, with the WBMS Book Fair running from November 5th to November 9th with <b>Literacy Night on Wednesday, November 7th</b>. Super Heroes is the theme this year with help needed at various times during the week and for set up and break down. There is a quick online tutorial that Mrs. Miller would like all NEW volunteers to review for running the cash registers. Please email Mrs. Miller at <a href="mailto:paige.miller@houstonisd.org">paige.miller@houstonisd.org</a> and she will send you a link. Please also remember that VIPS certification is required by HISD for anyone volunteering at the school. See this online link to register: <a href="http://www.houstonisd.org/vipslogin">www.houstonisd.org/vipslogin</a></li><li>○ NOTE: See the PTO website on the WBMS homepage for additional details. Online ordering available Oct 25th to Nov 10th, so please get the word out!</li><li>○ Veterans Day November 9<sup>th</sup> – flyer should be going to students and posted on website.</li></ul></li></ul>
<b>Vice President – Fundraising</b> <ul style="list-style-type: none"><li>• Grizzly Giving – low this year - continue to push in every communication</li><li>• School Store: New sweat shirts have been restocked in time for cooler weather. Need to finalize website for online ordering.</li></ul>
<b>Treasurer Report</b> <ul style="list-style-type: none"><li>• Stephanie Brewster reviewed current budget with a balance ~\$61K (Post to website)</li><li>• Transactions:<ul style="list-style-type: none"><li>○ Ordered light board and sound board for auditorium - \$7492</li><li>○ Band instrument repairs – 11 different instruments have been repaired and came under budget. Band still has \$1k to use this year as well.</li></ul></li><li>• Grizzly giving –continue to get the word out and share \$ progress in our communications and what our funds will be used for.</li></ul>
<b>PTO Membership</b> <ul style="list-style-type: none"><li>• 178 members to date.</li></ul>
<b>Secretary</b> <ul style="list-style-type: none"><li>• Web Content – new site looks great.</li><li>• Looking for some help from students with Instagram – to help post pictures, stats of games and other school activities.</li></ul>

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- New Mail Chimp program being used for communications is working well.

### Events

- Book Fair – November 5 – 9 / Literacy night November 7
- Veteran’s Day - November 9
- Other upcoming Events
  - Principal appreciation month in October. Meeting with Dean Johnson to discuss ideas.

### Parliamentarian

- Colleen is working on updating the current bylaws and received some support. She will share progress at next meeting
- Colleen is working with other schools across HISD to help them get a PTO started and share best practices. In need of group moms to mentor – if you have an interest – please let Colleen know.

### Other Committees

- Help needed to take over the Honor Roll wall. Very easy to keep up and needs updating every report card cycle.

### New Business

- The goal posts also need to be removed. The school is looking at a way to have them removed.
- They would like PTO to fund a school track that is very costly. We discussed some creative fundraising and setting up a committee manage a plan.

### Upcoming Meetings

- Executive Officers: Oct 26 @ 10 am with Mr. Lopez to discuss fundraising
- General Membership – November 9, 8:30 am WBMS Auditorium

West Briar PTO Organizational Structure

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2018-2019

- |   |                           |
|---|---------------------------|
| 1) <i>President</i>                             | <i>Melissa Stephens</i>   |
| a) Vice President—Membership                    | <i>Carla Villa</i>        |
| i) VIPS/Volunteer Coordinator                   | Leslie Evans              |
| b) <i>Vice President—Fundraising</i>            | <i>Lisa Fikes</i>         |
| i) Community & Donations Coordinators           | Rachel Makondekwa         |
|   | Nicole Renaud             |
| ii) Box Tops Coordinator                        |                           |
| iii) Grizzly Giving                             | Julie Cole                |
| iv) School Store                                | Amanda Wickman            |
| c) <i>Treasurer</i>                             | <i>Stephanie Brewster</i> |
| d) <i>Secretary</i>                             | <i>Karen McCracken</i>    |
| i) First Day Packets Coordinator                | Suzanne Sperling          |
| ii) Communications: Social Media                | Toni Wittrock             |
| iii) Communications: Marquee                    | Sarah Castro              |
| iv) Communications: Record Keeping              | Toni Wittrock             |
| v) ESL Coordinators                             | Thais Biscaro             |
|   | Vilma Aguilar             |
| vi) Honor Roll/Student Recognition              | Amanda Wickman            |
| vii) Honor Roll/Student Recognition             | Shannon Abel              |
| e) <i>Events Chairperson</i>                    | <i>Lori Burkland</i>      |
| i) Teacher Appreciation Chair                   |                           |
| ii) 6 <sup>th</sup> Grade Event Chair (Fall)    | Malala Carillo            |
| iii) 6 <sup>th</sup> Grade Event Chair (Spring) | Malala Carillo            |
| iv) 8 <sup>th</sup> Grade “Moving On” Chair     | Nancy Mack                |
| v) 8 <sup>th</sup> Grade Spring Formal Chair    | Jennifer Wilson           |
| vi) Valentine’s Day Fundraiser Chair            | Alegna Pillot             |
| vii) Veteran’s Day Celebration Chair            | Natalia Naymushina        |
| f) <i>Parliamentarian</i>                       | <i>Colleen Mukavitz</i>   |