

WBMS PTO – December 14, 2018  
Meeting called to order: 8:32 am

## Agenda Topics

### Welcome

Melissa Stephens kicked off the meeting. Minutes were approved.

Attending: Principal Lopez, Melissa Stephens, Stephanie Brewster, Nancy Mack, Natalia Naymushina, Thais Biscano Corria, Amanda Wickman, Leslie Evans, Harmony Packard, Mari A Carrillo (Malala), Colleen Mukavitz

### Principals Report

- **School events:** District level assessment next week. Purposed is to get a snapshot of where kids are at academically. Teachers use this data to adjust instruction as necessary. Miss Nwosu, who is the data specialist, breaks down the data and helps teachers know what to focus on and also helps with coaching teachers. Mr. Blaine is returning to campus and he will be preparing students for exams.
- **School calendar:** Concern was raised about scheduling conflicts on activities. School is working on a school wide calendar. Also, plan to rework on website.
- **School circles:** Continuing to improve process. Started with general agenda but wasn't kid's agenda so now have gotten student input to create conversations that are meaningful. This is becoming part of way of the way we do things. For spring we will move to one day of the week on Wednesday mornings. We are looking for student leaders in 7<sup>th</sup> grade to help with circles next year – the program using 8<sup>th</sup> grade leaders has been very effective. We will also look at data and use it to make more effective and assess impact.

### PTO President Report

- We will be kicking off spring events. Melissa will work with school administration to determine dates and communicate them.
- Toni Wittrock will serve as Activities Co-Chair with Lori Burklund to help plan next semesters events particularly school carnival.
- We are starting to think about officers and committee chairs for next year. If anyone is interested in serving on the nominating committee please contact Melissa, Carla, or Leslie. Once the nominating committee is formed, we will begin the process of soliciting interest and nominations in positions for next year. If you have questions on current positions please feel free to discuss with outgoing officer or committee head.

### Vice- President Membership

- Not present. No new memberships. Leslie will work with committee chairs as need to find volunteers.
- We will need to form nominating committee by February. Anyone interested in serving on the nominating committee should contact Melissa, Carla, or Leslie.
- Carla and Leslie will reach out to feeder school PTO's to solicit interest for PTO and for officer and committee memberships.

### Vice-President Fundraising

- Melissa has reached out to look for community rebates and is looking at that.
- Request everyone to contact businesses to solicit donations for the track.
- School store: General selling of merchandise is going well. School store is open every Friday. Suggest sending a reminder out in weekly e-mails that people can order uniforms online through the year. Amanda will be stepping down from school store next year and we will need someone to manage school store for next year.

### Treasurer Report

- Stephanie Brewster reviewed current budget with a balance ~\$63K (Details on the PTO financials will be posted to the website). Received a gift card from school tool box.
- Have received some matching gifts and a donation from Febarest sp? Dentistry. I have one matching donation that we are trying to find who made the donation, so we can provide the company the information

they need to approve the donation.

- Transactions: Summarized in report.
- Have prepared tax return for 2017-2018 and will mail them today.

**Secretary**

- Melissa needs access to the e-mail to access phone numbers.
- Stephanie asked that Secretary please check PTO e-mail for correspondence related to the matching grants and forward to Lisa Fikes or Julie Cole.

**Events**

- Chairman not present / No report  
Upcoming Events:
- Teacher appreciation event on Dec 21 at 10:30. Harmony will work with Leslie to send out a sign-up genius for volunteers.

**Parliamentarian**

- Colleen is working on updating the current bylaws. If anyone is interested in working with her on this please contact her.
- The legislature will be convening early next year and school finance will be discussed. Colleen will provide additional information in the new year. Contact her if you have questions.

**New Business**

- No new business.

**Old Business**

- No progress on track. This will be progressed in the new year.

**Upcoming Meetings**

- Executive Officers: January 10 at 6:30 pm at La Madeleine
- General Membership; January 11 at 8:30 am WBMS Auditorium



# West Briar PTO Organizational Structure

2018-2019

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

