

West Briar PTO Meeting Notes

Friday, September 14th

Meeting called to order: 8:40 am

Attendees:

Melissa Stephens, Carla Villa, Alena Pillot, Nancy Mack, Stephanie Brewster, Karen McCracken, Julie Cole, Natalia Naymushina, Thais Correa, Emiko Ohigashi, Brenda Hamm, Johanna Mazoch, Harmony Packard, Mary Portillo, Al Spencer, Jennifer Wilson, Toni Wittrock, Rena Mobley, Lisa Fikes, Valerie Breunig, Isolina Escobar, Colleen Mukavitz, Mayumi Hirano, Amanda Wickman, Adi Royere, Jose Chacon, Jeanette Ellis,

Agenda Topics

Welcome and Introductions

PTO President, Melissa Stevens introduced herself and everyone in attendance made brief introductions.

Principal/ Dean Report

Dean Johnson introduced new 8th grade Dean Monica Vela and provided an update on:

- A New practice has been introduced to all students at WBMS. Every Tuesday and Thursday all teachers lead a *Restorative Circles* group with students. This is a great way to get to know the students and learn about their interests and give them an open forum to talk about anything that may be bothering them. Last week's topic: *If you were a teacher – what would you teach?* To date it seems to be working well and they encourage parents to ask your kids about the program. There was an open discussion as to why parents were not made aware of the new practice and some early feedback from some students mentioned some teachers were not as enthusiastic about the program. Dean Johnson will relay the feedback to Principle Lopez. We learned:
 - Restorative circles are an HISD wide program and has been proven successful in many states.
 - Each circle is run by the same teacher so the kids can get to know that teacher very well.
 - All teachers were trained and instructional time will always come first.
 - This is a work in progress and more info needs to go out to the parents.
- Lunch n Learns this school year? Yes - they will continue and a schedule will be coming out soon. Suggested topic for the first one – Restorative Circles.
- New! **September 27, 6:00 pm – 7:00 pm– Parent University.** A great opportunity to highlight something your campus is doing really well. Similar to 6th grade open house. Show off our fine arts and sports complex. Circles is one of the breakout sessions.

PTO President Report

- Summer on line survey results are attached and share feedback on:
 - PTO Meetings: Time/Date
 - What to do with \$
 - Allocation for student hardships
- Updating the PTO Website – we will be getting our own Domain and have approval to move forward. Toni Wittrock is managing the updates and will keep us informed on progress.

Treasurer Report

- Stephanie Brewster reviewed the proposed budget based on history and new items to add this year.
- New budget items:
 - Additional budget for the Theatre program \$1,000.
 - School projects: Auditorium sound system upgrade, band instrument repairs, redo football goals;

West Briar PTO Meeting Notes

Friday, September 14th

fund a new teacher of the week lunch.

- Grizzly giving –continue to get the word out and share \$ progress in our communications and what our funds will be used for.
- Stephanie reviewed transaction processes and goal is to get all forms on the new website for easy access:
 - Petty Cash – please give a few days’ notice and detail on how much \$ is needed and what denominations to get.
 - Reminder that 2 people need to sign off on transactions.
 - Expenses – please remember to save your receipts. Current check requests are in the PTO mailbox.
- Parliamentarian, Colleen - Motion to approve. All in attendance approved the 2018-19 budget.

School Store: Amanda Wickman

- Big THANKS to all that helped the week before and the first few weeks of school!
- School store is now open every Friday during all 3 lunch periods.
- If anyone is interested in helping on a Friday – contact VIPs coordinator or Amanda.
- Early release days are now on Fridays and we are working on a plan to be open this Friday.
- 6th grade sweatshirts ordered
- On line ordering will be back up soon.
- Registration recap
- School supply pre-packs - sold 111 boxes (\$300 profit)
 - Next year if we sign up = get 12% discount and a \$50 visa gift card.
 - All supplies ordered were shipped directly to the families’ homes. A very convenient and easy fundraiser.
 - The team does their r best with list by grade – some teachers have specific requirements and students will have to get those requirements on their own.
 - Motion to use this company again – all approved
- Used uniforms – school nurse will take them if you don’t have someone to hand them down to.

PTO Membership

- 178 members to date.

Fundraising

- Community and Donations: Chairperson needed.
 - Encourage people to look into Company matching programs
- Box Tops – Open Position - Rachel Makondekwa has offered to help and others will join the committee. This is a simple way to raise money for the school.
- Grizzly Giving - Julie Cole. The PTO does not do fundraisers – all our donations go directly to fund school needs. We will continue to get the word out.

Secretary / Communications

- A Google Drive has been set up with our new Gmail account to share forms and keep folders for future. We will review on our next meeting and send invitations.
- Please send any items you want included in the weekly communications to Karen McCracken on Sunday.
- Contacts – we are working on cleaning up our contacts and will update with new membership and remove families no longer at WBMS.

Events

Meeting will be scheduled with faculty to review event calendar.

Teacher appreciation events in plan – dates tbc.

- First week breakfast was a success and catered by Pecan Grill
- Thanksgiving lunch

West Briar PTO Meeting Notes

Friday, September 14th

- Holiday lunch
- Valentine cookie buffet
- STAAR week breakfast
- End of the year brunch
- Teacher of the Month luncheon
- Teacher Appreciation Week

Grade level events will be reviewed each meeting.

Report on 6th grade mixer

- Thank you to all moms who helped!
- We had a great turnout with 238 kids.
- Fun night with donuts, ice cream, cookies, and games.
- All agreed it was a great idea and to do again each year. Recommendation to shorten the time from 2 hours to 1 or 1.5 hours.
- Spring party proposal: 6th grade costume party, maybe around Mardi Gras

Veterans Day -- November 9th

Natalia Naymushina is the committee chair and we discussed ideas for a location and timing of the event. All agreed the library was too crowded last year and recommend the cafeteria in the morning after drop off. There is a \$2000 budget for the event and Natalia will look at a nice gift for the veterans.

8th Grade EOY party

- Current 8th grade enrollment 373 Total enroll
- Current overall enrolment for WBMS: 1117

Other topics:

- PTO would like to have a few minutes on upcoming open houses with a PTO registration table. Mr. Lopez to confirm.

West Briar PTO Organizational Structure

2018-2019

West Briar PTO Meeting Notes

Friday, September 14th

- | | |
|---|---------------------------|
| 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 Chairperson</i> | <i>Lori Burkland</i> |
| i) Teacher Appreciation Chair | |
| ii) 6 th Grade Event Chair (Fall) | <i>Malala Carillo</i> |
| iii) 6 th Grade Event Chair (Spring) | <i>Malala Carillo</i> |
| iv) 8 th Grade “Moving On” Chair | <i>Nancy Mack</i> |
| v) 8 th 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> |