

Meeting called to order: 8:35 am

Members in attendance: Mr. Lopez, Melissa Stephens, Stephanie Brewster, Nancy Mack-Bednorz, Toni Wittrock, Leslie Evans, Natalia Naymushina, Susan Baker, Janet Daghri, Toysha Solomon, Colleen Mukavitz

Non-members in attendance: n/a

Agenda Topics

Welcome

Melissa Stephens kicked off the meeting. Last month's meeting minutes were approved.

Principals Report

- **Changes in staff:** New English teacher has hired for 6th grade. New tech person, Mr. Mena, has been hired. He manages all the computers and WBMS website.
- **Book fair and literacy night** is next week. WBMS is working hard to promote Book Fair. If Book fair makes over \$5,500 Mr. Lopez will come to school in a superhero costume. English teachers have a door decorating contest. Next year want to make Literacy night an even bigger deal with food trucks and bounce houses and will want PTO to help with this. The night is intended to promote Literacy across the content areas. This year, Ms Donaldson would like a few volunteers and for the PTO to help defray some costs for the food and water and to donate some gift cards to the book fair. PTO members can sign up on the sign up genius that has been circulated or contact Toni Wittrock if they would like to help.
- **Dress code clarification:** WBMS sweatshirts can be worn around waist but not other jackets or clothes. Have instituted 7 second rule around small groups forming where fights or other issues can happen. School can take action with items on social media if they are related to school relationships and it can be proven with a screen shot or other so parents are encourage to report any postings that are of concern.

PTO President Report

- **Fundraising:** A meeting with PTO officers and Mr. Lopez to discuss fundraising was held on Oct 26. A corporate fundraising drive was discussed which he has subsequently approved. We are asking that all members reach out and contact corporate entities that they may have a relationship with to ask for sponsorship. Please contact Lisa Fikes with any questions. We are also discussing having Friday Fun Day on the early dismissal days and perhaps PTO can sell food or other as a fundraiser. PTO is also considering alternative fundraisers similar to the Valentine fundraiser or selling food at various activities.
- **WBMS Carnival:** WBMS is planning to hold a carnival in April in conjunction with the PTO. We need a chair for this event. This event will be coordinated under Events committee (Lori Burklund). Susan Baker volunteered to co-chair this event. **Action: PTO members please contact Lori Burklund (Head of Events committee) or Leslie Evans (volunteer coordinator) if you might be interested in co-chairing or helping with the committee.**

Vice- President Membership

- Report included in President's report.

Treasurer Report

- Reviewed current budget with a balance ~\$62K (Details on the PTO financials will be posted to the website). Received a gift card from school tool box.
- Transactions: Summarized in report. No major transactions this month.
- **Proposed WBMS track:** Stephanie is working with coaching staff on alternatives for track and ideas on raising funds. **Action: Executive committee to discuss if we need to find someone to work with fundraising and help with PR for track.**

Secretary

- No report.

Events

- No report
- **Upcoming Events:**
- **Book Fair** – November 5 – 9 / Literacy night November 7
- **Veteran's Day** - November 9 – Natalya will work with Leslie to coordinate volunteers. Currently have about ten veterans who have RSVP's. WBMS World Cultures classes will have attendees.
- **8th Grade Party** – will be held at Main Event on Wednesday, May 30th. The price will be the same as last year however there are more students – we expect 373 students this year-so more budget may need to be allocated.

Parliamentarian

- Colleen is working on updating the current bylaws. If anyone is interested in working with her on this please contact her.
- **Action: Colleen will put together a meeting/event schedule for the rest of the year and send to executive committee for approval.**

New Business

- Motion by Melissa and seconded to approve 4 - \$25 vouchers for Literacy Night. Motion approved.
- Motion by Melissa and seconded to approve contract for Main Event. Motion approved.
- Discussion on creating / supporting two signature events such as Spaghetti Dinner in fall to welcome families back and Carnival and/or other in Spring.
- Meeting adjourned.

Upcoming Meetings

- Executive Officers: December 6 at 7 pm at La Madeleine
- General Membership; December 14th, 8:30 am WBMS Auditorium

West Briar PTO Organizational Structure

2018-2019

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|---|---------------------------|
| 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 th Grade Event Chair (Fall) | Malala Carillo |
| iii) 6 th Grade Event Chair (Spring) | Malala Carillo |
| iv) 8 th Grade “Moving On” Chair | Nancy Mack |
| v) 8 th 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> |

