

**Branch PTO Meeting Minutes**  
*11 September 2015*

**Location/Time:** Cafeteria - started at 0800

**Members:**

Tiffany Gordon – President  
Telissa Matos – Vice-President  
Michelle Wooddell – Treasurer  
Melinda Marchlewicz – Fundraising Chair  
Renee Hennagir – Public Relations Chair  
Abbie Finlayson – Teacher Appreciation  
Stacey Ramirez – Art Express

**Absent Members:**

Secretary – Tina Negrete  
Programs Chair – Vacant  
Box Tops – Jamie Nichols

**Guests:**

Katie Wood  
Amy Florence  
Kyle Dudley  
Franchesca McCulley  
Jessica Harrell  
George Rief  
Becky Farley  
Brianna Bazua  
Jessica Bryant  
Kelly Howard  
Alicia Kunkel  
Elizabeth Meyerhoff  
RuthAnne Fredberg  
Kesance Guzman  
Kim Cantrell

***Topics of Discussion:***

**Call to Order:**

Tiffany welcomed everyone, mentioned the sign-in sheet, and each attending PTO member made a brief introduction.

*Previous Meeting Minutes:* (Approved and/or Corrected)

N/A since first meeting of this 2015-16 school year. Minutes will be approved/corrected starting October's meeting.

**Budget:** Budget for the school year was passed around. CFC monies and spirit wear to be added. Allotments: \$500 per grade; K-2<sup>nd</sup> to use for book closet, 3<sup>rd</sup> to use for running club, and 4<sup>th</sup>-6<sup>th</sup> to use toward purchase of rockets...and \$200 teacher supply allowance.

**New Business:**

*PTO Volunteers/Board Members:* Still in need of the Programs Chair board member. Plus many other positions/programs in need of volunteers like the Science Fair, Box Tops representatives per class, assemblies, fundraiser events, and teacher appreciation.

*Labels for Education/Box Tops:* Our POC is Jamie Nichols (branchboxtops@yahoo.com). There is lots of info on the PTO board/websites. First turn in will be Monday October 26th. If you want your student's teacher to receive your turn in please put the teacher's name on the bag being sent in. Wanting list of classes without a representative to aid in volunteers.

*Fall Fundraising:*

- The mixed bag fundraiser booklets have been sent home and are due Wed 16 Sept
- Basket Auction / Used Book Sale (19-23 Oct)
  - A silent auction during parent/teacher conferences
  - Info sheet to be sent home 18 Sept
  - Donations needed by theme and Due 9 Oct
    - Classes with extra donations will be used to fill other classroom baskets if needed or to create another basket
  - Basket assemble 16 Oct
  - Proceeds will go to PTO to distribute as needed for events and such
    - Mrs. Cantrell asked about being able to know the amount raised by the baskets and the budget will reflect that
- Smencil sales throughout the school year

*Feed the Mustang:* An option to donate to the school or a specific grade level or class.

- Donations can be given to the PTO
  - If there is specific function/class that donation is to be used for let us know
  - Easier to give gift cards to the teacher (if you prefer)
  - Field Trips need a check only donation for the ASB (Associated Student Body) account
- Money donations are optional, if preferred, method to help the school
- Fundraisers are a way for the PTO to raise funds for the school...if you do not want to participate...you don't have to. Please don't hesitate to throw in the trash, recycle the books or even return to the school.
- We work our fundraisers around Air Force base wide fundraising efforts, as required, due to our status as an on-base non-profit organization

*Art Express:* Is now located in room 15 in the upper wing. Classes will need a representative to assist with teaching art. If you are a rep you will need to sign out the room key from the office. Donations are always welcome and needed.

*Teacher Appreciation:* Abbie is looking for volunteers/possible committee members who are willing to help her set up events for the teachers. Currently the PTO does an annual appreciation week in May...but would like to do more for them. Holiday treats or even a monthly goodie day.

*2015-16 Activities:*

- Goal this year is to increase the 'School Spirit'
- Possible events that the PTO will need help with:
  - Winter Book Fair (7-11 Dec)
  - Science Fair
  - Mustang Mixers

**Other Topics:**

Check out the PTO Facebook, webpage's and board at the main entrance.

The Muroc School District has openings for morning campus aides, an elementary teacher, substitute teachers and a nurse (need Bachelor's Degree/RN Certification). If you are interested please go to [EDJOIN.ORG](http://EDJOIN.ORG) to view positions available, the requirements and to apply.

- Currently the teachers rotate weeks in the vehicle drop of area...it would better our teachers and students if they could start the school day on time.
- Districts can always use substitute teachers so check out the requirements and sign up.

Digital School Sign - money still allotted but all dependant on fundraisers/events.

District Board meetings are held the 2<sup>nd</sup> Wednesday of each month. This is where all matters of the Muroc district takes place (i.e. policy changes, updates, facilities, state bills).

**Meeting Schedule:**

PTO meetings will be held on the 2<sup>nd</sup> Friday of each month.

Next meeting scheduled for 9 Oct in the Cafeteria at 0800.

**Meeting Adjourned:** 0847

Submitted by,  
RENEE HENNAGIR, Public Affairs Chair