

**Branch PTO Meeting Minutes**  
*October 9 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  
Rebecca Dudley – Programs Chair  
Abbie Finlayson – Teacher Appreciation

**Guests:**

Katie Wood  
Amy Florence  
Kyle Dudley  
Steve Dale  
Angela Hall  
Yin Wai  
George Rief  
Angela Hall  
Mikah Kutch

**Absent Members:**

Secretary – Tina Negrete  
Art Express – Stacey Ramirez  
Box Tops – Jamie Nichols

***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)

The September 11<sup>th</sup> minutes approved by meeting attendees.

**Treasurer's Report:** Treasurer Report covered under new business fall fundraising.

**New Business:**

*PTO Volunteers/Board Members:* Tiffany introduced the new Programs Chair member, Rebecca Dudley. Currently all board member positions are filled. The PTO is still in need of volunteers for subcommittees (i.e. Science Fair, Box Tops representatives per class, assemblies, fundraiser events, and teacher appreciation).

*PTO Accessibility:* Tiffany discussed PTO availability and accessibility. We have several ways to contact members regarding PTO issues (i.e. Facebook, office PTO Contact Sheet, and email). Members will do their best to contact individuals requesting PTO communications in a timely matter. She advised PTO members use their private numbers to return calls. There have been several incidents when a call was declined or not answered because the recipient was unfamiliar with the area code on the phone.

*Facebook Postings:* Tiffany communicated with the meeting attendees the Branch PTO Facebook site will be used as a source to provide information to Branch families regarding school related issues. The site will not be used for negative comments or complaints about the school. Individuals seeking to express concerns can contact school administration directly or if it is a PTO related issue it can be addressed at the monthly general meeting.

*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 23rd. All qualified Box Tops received after October 23rd will be included in the spring 2016 classroom collection. Payouts are twice a year to teachers. The school receives points for Labels for Education. Last year the PTO was able to donate playground equipment to the school from accumulated points received from Labels for Education.

*Fall Fundraising:* Melinda reported the goal for the Mixed Bag Fundraiser was met. Distribution of the orders will be announced to parents upon arrival of the products.

- Basket Auction / Used Book Sale (19-23 Oct) – We are in need of volunteers to assist with basket preparation on October 16<sup>th</sup>. Volunteers are also needed to help during the Silent Auction.
  - Proceeds from the Basket Auction and Used Book Sale will go to PTO to distribute as needed for the school.
- Smencils will be sold October 26-28<sup>th</sup>. Amy Florence and Katie Wood volunteered to sell Smencils during lunchtime.
- The PTO Winter Book Fair will be held on December 7-11<sup>th</sup>. There will be a family night on December 9<sup>th</sup> from 4:00-6:00pm. Cookies and cocoa will be served. We will need volunteers on December 4<sup>th</sup> to help set-up for the event.

*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 an art volunteer you will need to sign out the room key from the office. Art supplies were received this week (i.e. oil pastels, markers, etc.) Schedule of room availability is listed on the door.

*Teacher Appreciation:* Abbie thanked attendees for food donations received for the end of the first quarter teacher appreciation. She advised she would try to coordinate quarterly treats for the teachers this year.

*2015-16 Activities:*

- Tiffany communicated goal this year is to see a “sea of blue” each Friday at Branch. It is really important to promote school spirit at our school. PTO is looking into placing another t-shirt only order in the near future. This will be the final order of the 2015-2016 school year.
- Tiffany informed the attendees the school is currently looking into better solutions for future blackouts, loss of water, and active shooter situations. It is important during these occurrences to still follow established procedures for signing students out of school.
- Tiffany requested George Reif provide brief information regarding current School Site Council issues.

- Facility/parking issues addressed
- Better protection of school grounds

Mr. Reif volunteered to provide information on School Site Council issues at future PTO Meetings.

- Steve Dale inquired about a Father/Daughter Dance at the school. Tiffany requested more information regarding cost, facility management, and attendees for the event submitted to the board for further consideration.
- Steve Dale also inquired about school buses on base for students traveling over one mile.
- Angela Hall discussed safety concerns at the school.

PTO issues concluded at 9:00am.

Mr. Winchell arrived at 9:00am for an open discussion regarding school issues. Below is a brief overview of the discussion

- Currently bus availability is very limited for the Muroc School District. There is currently not enough manpower or vehicles to support daily school transportation.
- The Muroc School District has implemented a new emergency plan. In the event of another black out school will go on as usual. It will be considered a normal full school day unless the temperatures in the classroom exceed 85 degrees in the summer/spring or go below 60 degrees in the winter. If the temperature is to high or to low the school with have a minimum day for future power outages or water loss.
- Mr. Winchell is working with SSgt. Hoffman from Security Forces regarding school safety. It is required on Edwards AFB to where a helmet at all times when using scooters and bicycles.
- Mr. Winchell is currently working on creating a resource center in the Forbes office for students. It will have printers and computers available for after school student use.
- Mr. Winchell advised 6<sup>th</sup> grade is currently working on Gate specific teachers. Depending on test scores students are placed in different program levels for math. 2<sup>nd</sup> grade will test for Gate at the end of the year. A grade level tutoring program is currently in development,

**Meeting Schedule:**

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

Next meeting scheduled for 13 November in the Cafeteria at 0800.

Submitted by,  
Tiffany Gordon, President