



**Baines Middle School PTO
Board Meeting Minutes
April 11, 2017
8:15 a.m.**

ATTENDEES: Karen Zylicz, Robin Warren, Sobana Rajagopal, Tracy Donovan, Gena Horak, J.J. Roberts, Darla Goolsby, Angie Roberts, Melinda Slauson, Amy Sareen, Sally Campbell, Betty Yavar, Anne Rotondo, Amy Lansford

CALL TO ORDER

I. Call to Order/Presence of a Quorum

Tracy Donovan called the meeting to order @ 8:17 a.m. A quorum was present to begin.

MOTIONS MADE:

- Approval of March PTO Board meeting minutes
 - Amy Sareen made a motion to approve the March PTO Board Meeting minutes
 - Sally Campbell seconded the motion to approve the April PTO Board Meeting minutes
 - *All in favor; motion passed*
- Approval of March general meeting minutes
 - Amy Sareen made a motion to approve the March general meeting minutes
 - Karen Zylicz seconded the motion to approve the March General Meeting minutes
 - *All in favor; motion passed*
- Approval for Bryan Burns “Once upon a Texas Musical” for 7th grade
 - Gena Horak made a motion to pay an amount not to exceed \$1500 to Baines Middle School or Bryan Burns for Bryan Burns “Once upon a Texas Musical” for 7th grade
 - Sally Campbell seconded the motion to pay an amount not to exceed \$1500 to Baines Middle School or Bryan Burns for Bryan Burns “Once upon a Texas Musical” for 7th grade
 - All in favor; motion passed
- Approval for Boondoggle t-shirts and banner
 - Karen Zylicz made a motion to pay an amount not to exceed \$3500 to Leonetti Graphics for Boondoggle t-shirts and banner
 - Darla Goolsby seconded the motion to pay an amount not to exceed \$3500 to Leonetti Graphics for Boondoggle t-shirts and banner
 - All in favor; motion passed.
- Approval for Accessory Building including wind package from Tuff Shed
 - Robin Warren makes a motion to pay Tuff Shed an amount not to exceed \$7500 for accessory building plus wind package
 - Gena Horak seconds the motion to pay Tuff Shed an amount not to exceed \$7500 for accessory building plus wind package
 - All in favor; motion passed.
- Approval for permit for the Accessory Building
 - Robin Warren makes a motion to pay Tuff Shed or Missouri City an amount not to exceed \$500 for a permit for the accessory building
 - Gena Horak seconded the motion to pay Tuff Shed or Missouri City an amount not to exceed \$500 for a permit for the accessory building
 - All in favor; motion passed
- Approval for Staff Appreciation Week Lunch

- Sobana Rajagopal made a motion to pay Ula's an amount not to exceed \$1800 for Staff Appreciation Week Lunch
- Amy Sareen seconded the motion to pay Ula's an amount not to exceed \$1800 for Staff Appreciation Week Lunch
- All in favor; motion passed

MINUTES:

I. Call to Order/Presence of a Quorum

Tracy Donovan called the meeting to order 8:17 a.m. Quorum was present to begin.

II. Principal's Report

J.J. Roberts

- UIL Competitions-Band, Choir and Orchestra all did great job
- New Staff members next year including art teacher
- Two new temporary building installed for next year
- Awards ceremonies on May 23rd- 6th grade- around 9am, 7th grade- 3pm, and 8th grade-evening
- National Junior Honor Society has new criteria therefore induction will be in the fall
- Athletics- First soccer game ever- Boys tied/Girls won
- Orientation for 2017-18 school year- August 8th for 7th and 8th grade and August 9th for 6th grade
- Due to getting close to student capacity, backpacks will not be allowed between classes in the halls. Students will learn how to become more organized as a result.
- Baines will host the extended day summer camp this summer. No other onsite camps because of this.

III. Staff Representative

Angie Roberts

- Staff Requests for Funds
 - Mrs. Sekula requests \$225 for giant foam high five hands for PALS
 - Approval for Bryan Burns "Once upon a Texas Musical" for 7th grade
 - Gena Horak made a motion to pay an amount not to exceed \$1500 to Baines Middle School or Bryan Burns for Bryan Burns "Once upon a Texas Musical" for 7th grade
 - Sally Campbell seconded the motion to pay an amount not to exceed \$1500 to Baines Middle School or Bryan Burns for Bryan Burns "Once upon a Texas Musical" for 7th grade
 - All in favor; motion passed
- Yearbook update
 - Yearbooks expected to be delivered mid May
 - Only 20-25 extra books ordered; these will be sold by lottery and cash only

IV. First Vice Presidents of Fundraising

Robin Warren/Karen Zylicz

- Boondoggle Update
 - There are going to be 87 teams this year
 - \$12,000 in sponsorships
- Approval for Boondoggle t-shirts and banner
 - Karen Zylicz made a motion to pay an amount not to exceed \$3500 to Leonetti Graphics for Boondoggle t-shirts and banner
 - Darla Goolsby seconded the motion to pay an amount not to exceed \$3500 to Leonetti Graphics for Boondoggle t-shirts and banner

- All in favor; motion passed.
- Boxtops- done for the year
- Restaurant nights- Bahama Bucks on 5/18 from 4:15pm-9:15pm
- Spirit wear- everything (minus string bags) are \$5 off
 - New incoming VPs for next year are Amy Lansford and Stephanie Northcutt
- 8th grade exit dance- preparation is going smoothly
- Approval for Accessory Building including wind package from Tuff Shed
 - Robin Warren makes a motion to pay Tuff Shed an amount not to exceed \$7500 for accessory building plus wind package
 - Gena Horak seconds the motion to pay Tuff Shed an amount not to exceed \$7500 for accessory building plus wind package
 - All in favor; motion passed.
- Approval for permit for the Accessory Building
 - Robin Warren makes a motion to pay Tuff Shed or Missouri City an amount not to exceed \$500 for a permit for the accessory building
 - Gena Horak seconded the motion to pay Tuff Shed or Missouri City an amount not to exceed \$500 for a permit for the accessory building
 - All in favor; motion passed

V. Second Vice President of Budget

Amy Lansford

- Budget will be reviewed and approved at May 23rd General Board meeting

VI. Membership and Community Development Coordinator

Becky Mattson

- No update-not present

VII. Secretary

Amy Sareen

- Approval of March PTO Board meeting minutes
 - Amy Sareen made a motion to approve the March PTO Board Meeting minutes
 - Sally Campbell seconded the motion to approve the April PTO Board Meeting minutes
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- Approval of March general meeting minutes
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VIII. Treasurer

Darla Goolsby

- Review of March Finances
 - Balance as of March 31st is \$129,572.94
 - We need to separate sales of t-shirts from Boondoggle totals

IX. Publicist

Anne Rotondo & Sally Campbell

- Everything going well

X. VIPS Coordinators

Betty Yavar & Gena Horak

- March VIP of the Month:
 - Melinda Slauson and Boondoggle team
- Cookies/Lemonade for 8th Grade Awards- will set up in lobby against windows; will need servers
- Laminating and poster making- they are reloading the computer system; all back ups are on flash drive if needed

XI. Staff Appreciation

Sobana Rajogopal

- April Luncheon: wraps and pasta salads
- Staff Appreciation Week
 - Staff Appreciation Week is 5/1-5/5; Ula's catered lunch on 5/5
- Approval for Staff Appreciation Week Lunch
 - Sobana Rajagopal made a motion to pay Ula's an amount not to exceed \$1800 for Staff Appreciation Week Lunch
 - Amy Sareen seconded the motion to pay Ula's an amount not to exceed \$1800 for Staff Appreciation Week Lunch
 - All in favor; motion passed

XII. Parliamentarian

Melinda Slauson

- 2017 - 2018 Slate
 - Slate of officers was reviewed; will be reviewed and approved at May General Meeting

XIII. Old Business/New Business

Tracy Donovan

- General meeting is on 5/23
- Status of long jump pit cover, hurled & pole vault- need to check on
- Status of Boondoggle Accessory Building- discussed
- August orientation dates- August 8th for 7th and 8th grade and August 9th for 6th grade
- Clean & Organize PTO closet- After 6th grade awards ceremony on May 23rd
- PALS Thank You Party: need to set date
- Career Day Date for 2017: February (still working on date)
- Revision of bylaws- will seek approval of \$1000 minimum to be voted on at general meeting May 23rd

Important Upcoming Dates:

Boondoggle- 4/28
General meeting to vote on slate & 17-18 budget- 5/23
VIPS Thank You Coffee - 5/12
Eighth Grade Exit - 5/19

Staff Appreciation Luncheons:

5/1-5/5 Staff Appreciation Week

Meeting Dates

5/16 Evening meeting at Ula's 7:00pm

Meeting adjourned by Tracy Donovan at 9:22 a.m.