



**Baines Middle School PTO
Board Meeting Minutes
December 13, 2016
6:30 p.m.
Horak Home**

ATTENDEES: Robin Warren, Sobana Rajagopal, Tracy Donovan, Gena Horak, Anne Rotonda, Darla Goolsby, Becky Mattson, Betty Yavar, Melinda Slauson, Amy Sareen, Angie Roberts, JJ Roberts

CALL TO ORDER

I. Call to Order/Presence of a Quorum

Tracy Donovan called the meeting to order @ 7:06 p.m. A quorum was present to begin.

MOTIONS MADE:

- **Approval of Author Visit- Cinda Williams Chima**
 - Motion to pay Baines Middle School an amount not to exceed \$2000 for 7th grade author visit by Cinda Williams Chima
 - Gena Horak made a motion to pay Baines Middle School an amount not to exceed \$2000 for 7th grade author visit by Cinda Williams Chima
 - Amy Sareen seconded the motion to pay Baines Middle School an amount not to exceed \$2000 for 7th grade author visit by Cinda Williams Chima
 - All in favor; motion approved
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- **Approval of Expanding the Maker Space program component of the library**
 - Motion to approve an amount not to exceed \$3477 for the expansion of the Maker Space program component of the library
 - Gena Horak makes a motion to approve an amount not to exceed \$3477 for the expansion of the Maker Space program component of the library
 - Anne Rotondo seconds the motion to approve an amount not to exceed \$3477 for the expansion of the Maker Space program component of the library
 - All in favor; motion approved
- **Approval of November PTO Board meeting minutes**
 - Motion to approve November PTO Board meeting minutes
 - Amy Sareen made a motion to approve the November PTO Board Meeting minutes
 - Gena Horak seconded the motion to approve the November PTO Board Meeting minutes
 - *All in favor; motion passed*
- **Approval of Teacher's catered Carrabba's luncheon**
 - Motion to approve an amount not to exceed \$2750 for Carrabba's catered luncheon
 - Darla Goolsby made a motion to pay Carrabba's an amount not to exceed \$2750 for teacher's catered luncheon
 - Gena Horak seconded the motion to pay Carrabba's an amount not to exceed \$2750 for teacher's catered luncheon
 - All in favor; motion passed

MINUTES:

I. Call to Order/Presence of a Quorum

Tracy Donovan called the meeting to order 7:06 p.m. Quorum was present to begin.

II. Principal's Report

JJ Roberts

- Basketball team is off to a great start
- Theater is also doing outstanding job
- Spelling Bee was just held
- Door decorating contest underway
- Will discuss accountability training in January

III. Staff Representative

Angie Roberts

- Motion to pay Baines Middle School an amount not to exceed \$2000 for 7th grade author visit by Cinda Williams Chima
 - Gena Horak made a motion to pay Baines Middle School an amount not to exceed \$2000 for 7th grade author visit by Cinda Williams Chima
 - Amy Sareen seconded the motion to pay Baines Middle School an amount not to exceed \$2000 for 7th grade author visit by Cinda Williams Chima
 - All in favor; motion approved
- Motion to approve an amount not to exceed \$3477 for the expansion of the Maker Space program component of the library
 - Gena Horak makes a motion to approve an amount not to exceed \$3477 for the expansion of the Maker Space program component of the library
 - Anne Rotondo seconds the motion to approve an amount not to exceed \$3477 for the expansion of the Maker Space program component of the library
 - All in favor; motion approved

IV. First Vice President of Fundraising

Robin Warren

- Boondoggle update-Melinda
 - Still need a facilities sponsor
- Boxtops, Restaurant nights, Amazon Smile
 - Received first amazon smile check of \$8.91

V. Second Vice President of Budget

Tracy for Amy Lansford

- Directory Update
 - Amy Lansford not present
 - Directory has been sent to Print Shop

VI. Membership and Community Development Coordinator

Becky Mattson

- Receipts for Longhorn Loot contributors
 - Have been given if asked for

VII. Secretary

Amy Sareen

- Approval of November minutes
 - Motion to approve November PTO Board meeting minutes
 - Amy Sareen made a motion to approve the November PTO Board Meeting minutes

- Gena Horak seconded the motion to approve the November PTO Board Meeting minutes
 - *All in favor; motion passed*

VIII. Treasurer

Darla Goolsby

- Review of November Finances
 - Bank Balance: \$ 143,846.61 as of 11/30/16
- Motion to approve an amount not to exceed \$2750 for Carrabba's catered luncheon
 - Darla Goolsby made a motion to pay Carrabba's an amount not to exceed \$2750 for teacher's catered luncheon
 - Gena Horak seconded the motion to pay Carrabba's an amount not to exceed \$2750 for teacher's catered luncheon
 - All in favor; motion passed

IX. Publicist

Anne Rotondo

- Reminder that only one email can be sent in a 24 hour period

X. VIPS Coordinators

Gena Horak & Betty Yavar

- November VIP of the Month
 - Andrea Denena is November VIP of the Month
- Shared dreams
 - Successful drive for Holiday Cheer family
 - Perhaps next year adopt 2 families
- Laminating/poster making
 - Running low on poster paper; look at reordering

XI. Staff Appreciation

Sobana Rajogopal

- December Snack Day Luncheon Recap
 - Luncheon went really well
 - Great parent support
 - Next event is 2/10/17
- Career Day Update
 - Looking for 3 more speakers
 - Any Occasions Party Rentals to deliver tarp/tables
 - Need to email coaches about leaving gym open for set up

XII. Parliamentarian

Melinda Slauson

- Bylaw comparisons
 - Looked at First Colony's bylaws

XIII. Old Business/New Business

Tracy Donovan

- Update on commons sound system- installed over Thanksgiving
- Upcoming (next year) donation to new middle school- will review in budget
- Long jump pit cover, hurdles & pole vault pit- can't separate purchasing due to shipping charges; it has been submitted to the district
- Update on iPads approved at Oct/Nov meeting- about to be ordered
- Sidewalk along Sienna Ranch- FBISD property

- AVID field trip transportation- first Saturday in March; look into it next year to approve amount
- Zoning changes/letter from PTO Presidents- letter going out to parents asking to support current schools

Important Upcoming Dates:

Eighth Grade Career Day -	2/3
Seventh Grade Social -	2/10
Boondoggle -	4/28
VIPS Thank You Coffee	5/19
Eighth Grade Exit -	5/19

Staff Appreciation Luncheons:

2/10
4/7
5/1-5/5 Staff App Week

Meeting Dates (Second Tuesday of every month at 8:15, when possible):

1/10
2/14
3/7 (this is actually the 1st Tuesday)
4/11
5/16 (evening meeting-this is actually the 3rd Tuesday)

Meeting adjourned by Tracy Donovan at 7:59 p.m.