



**Baines Middle School PTO  
Board Meeting Minutes  
July 25, 2017  
2:00pm- BMS Library**

**ATTENDEES:** J.J. Roberts, Tracy Donovan, Anne Rotondo, ,  
Sobana Rajagopal, Lori Bramlett, Gena Horak, Melinda Slauson, Darla Goolsby, Dani Herrera, Amy  
Sareen, Alicia Dague, Betty Yavar, Becky Mattson, Johnnie Wright

**CALL TO ORDER**

**I. Call to Order/Presence of a Quorum**

Melinda Slauson called the meeting to order @ 2:01p.m. A quorum was present to begin.

**MOTIONS MADE:**

- Approval of May PTO Board Meeting minutes
  - Amy Sareen made a motion to approve the May PTO Board meeting minutes
  - Becky Mattson seconded the motion to approve the May PTO Board meeting minutes
    - *All in favor; motion passed*
- Motion for approval to pay Quench or BMS or FBISD an amount not to exceed \$1600 for staff water filtration system
  - Darla Goolsby made a motion to pay Quench or BMS or FBISD an amount not to exceed \$1600 for staff water filtration system
  - Gena Horak seconded the motion to pay Quench or BMS or FBISD an amount not to exceed \$1600 for staff water filtration system
    - All in favor; motion passed

**MINUTES:**

**I. Call to Order/Presence of a Quorum**

Melinda Slauson called the meeting to order 2:01p.m. Quorum was present to begin.

**II. Principal's Report**

**J.J. Roberts**

- Short one assistant principal and one teaching unit position to fill
- New lockers have been installed
- No backpacks between classes is due to safety concerns with number of students; will have advisory every day and teachers will help with organizing binders and lockers
- 1800-1850 students- projected enrollment

**III. Staff Representative**

**Angie Roberts**

- Not present; Melinda provided update
- She is the new webmaster; any changes please see her

**IV. Membership and Community Development Coordinator**

**Becky Mattson/Sobana Rajagopal**

- **Longhorn Loot**
  - Will be at all orientations and round ups
  - Collection ideas
    - Perhaps put bins in all advisory classes for collection
- **Staff Membership**

- Attend teacher breakfast to make the push
- **Directory update/flyer**
  - Flyers are complete and back from printer ready to go

#### V. First Vice Presidents of Fundraising

Amy Lansford/Elizabeth Hodges

- Not present; Melinda provided update
- School Store
- Spirit Wear Update
  - Flyers are ready to go
  - Will add online sales this year
- Box Tops/Restaurant nights/Amazon Smile

#### VI. Second Vice President of Budget

Gena Horak

- Audit
  - Completed
- Budget make-over
  - Provided to all in binder; same format, just reduced down to two sheets

#### VII. Secretary

Amy Sareen

- Approval of May PTO Board Meeting minutes
  - Amy Sareen made a motion to approve the May PTO Board meeting minutes
  - Becky Mattson seconded the motion to approve the May PTO Board meeting minutes
    - *All in favor; motion passed*

#### VIII. Treasurer

Darla Goolsby

- Motion for approval to pay Quench or BMS or FBISD an amount not to exceed \$1600 for staff water filtration system
  - Darla Goolsby made a motion to pay Quench or BMS or FBISD an amount not to exceed \$1600 for staff water filtration system
  - Gena Horak seconded the motion to pay Quench or BMS or FBISD an amount not to exceed \$1600 for staff water filtration system
    - All in favor; motion passed
- Guidelines for requests
- Review of year-end finances
  - Audit was completed
  - \$122,000 balance currently; will be discussing plans on how project money will be spent
- Review of financial procedures
  - Take a picture of your deposits and send a text to both Darla and Gena

#### IX. Publicist

Sally Campbell/Dani Herrera

- Guidelines for requests (in folder)
- Teacher/Staff highlight on website
  - New feature this year
- Suggestions for improvements
  - Please let Sally know as she is redoing the website

#### X. VIPS Coordinators

Betty Yavar/Alicia Dague

- Guidelines for requests (in folder)
  - Please allow a 2 week lead time if possible
- Orientation volunteers
  - Sign up genius went out today

- Beginning of year packet stuffing party
  - August 15th 10am-1pm
- Laminating & Poster making
  - Still in need of these 2 positions filled
- Criminal History Background
  - Please complete criminal history background; will be sending reminders globally
- Shared Dreams
  - Andrea will do deodorant/body wash drive for the beginning of the school year
- Beginning of year coffee
  - Date set for 9/15 at 9:30am
- Special Events: All VIP guests will be invited to participate in PTO meeting the month before their event
  - Career Day- Sobana Rajagopal
    - Date set for Friday, February 2nd
    - Need to fill Facility, Exhibit Hall, Co-chair in training, and Data positions

**XI. Staff Appreciation**

**Lori Bramlett/Johnnie Wright**

- New Teacher Breakfast/Staff breakfast
  - New teacher breakfast is 8/7 (8am-10am)
  - Staff Breakfast is 8/15 (8:00am)
- Annual luncheon schedule
  - Will be sent for approval
- May 7th is teacher appreciation week

**XII. Parliamentarian**

**Tracy Donovan**

- By-Law Review (in folder)
- Email forwards
  - Check to see if your school email works

**XIII. Old Business/New Business**

**Melinda Slauson**

- Beginning of year forms: Career day, Directory, Spirit wear order forms
- Website renewed/Insurance to be renewed in a few months
- Shed Transfer to take place next week; all invited to help
- Social Dates-TBD
- FBISD Parent Organization Meeting- 8/5 (9am-12pm) FBISD Annex Main Auditorium; looking for someone to attend
- Meeting Dates- 2nd Tuesday of each month at 8:15am (few exceptions)
 

9/12	2/13
10/10	3/6(1st Tuesday due to Spring Break)
11/14	4/10
12/12(evening meeting)	5/8
1/9	6/5(1st Tuesday-evening meeting)

**Important Upcoming Dates:**

- August 7      New Teacher Breakfast (8am-10am)- no need to attend
- August 8/9    Longhorn Roundups
  - 7th grade (9am-12pm)
  - 8th grade (1pm-4pm)
  - 6th grade A-K (9am-12pm)
  - 6th grade L-Z (1:30pm-4:30pm)

August 15 Staff Breakfast (8am)- attendance optional  
Beginning of Year packet stuffing 10am  
August 22 First day of school  
February 2 Career Day  
April 27 Boondoggle

**Meeting adjourned by Melinda Slauson at 3:11 p.m.**