

2017-2018
Brawley Middle School PTSO
Board Planning Meeting

June 29, 2017

Present: Liana Weller, Shannon Stanley, Laura Gottlieb, Melissa Kuran, Kisten Hunter, Kelly Majewski

Treasurer - Laura

- Laura will rework the monthly report. Move from Excel to Quicken based report.
- Just under \$27,000 currently.
- Upcoming expenses – teacher allotments, teacher appreciation back to school event, campus cleanup, some software renewals

Suggestions

- Teacher allotment budget same as last year \$100/teacher cash
- 8th grade graduation gifts – flat budget to buy bags yearly
- Set budget now for all teacher appreciation events and holiday cheer. Possibly \$2200 for TA gifts/events and \$100/teacher for holiday cheer.

Needs

- Budget from each committee chair so entire year expenses can be projected
- Review bylaws for current \$ spend w/o budget approval – is the limit where we want it to be or vote on new \$?

Secretary - Kelly

- Add teacher birthday cards to Kelly's duties. Connect with Amy for list.
- Edit/reprint capital needs and PTSO informational flyers to have available at open houses

Fundraising - open

Capital Needs

- Open position. Also open – capital needs and fence/banners
- Possible committee formation for Capital needs unless position fills.

Suggestions

Connect capital needs campaign and open houses to promote early donations

- Class competitions – classroom treat for winners. Dress code passes.

Spirit Wear

- Spirit wear – Ali and Kristi to connect. New vendor in place.
- Only \$410 in sales in 2016. Need to increase sales.

Suggestions

- Lots of samples of new items for open house
- More spirit days offered
- Spirit wear displayed year round – office area?

Brawley Closet

- Significant drop in sales from 2015 to 2016

Suggestions

- New hours – think about events where families are present. Can we tie into sporting events/concerts etc?

Box Tops

- Need to get Tammy the login information

Spirit Nights

- Sarah & Sarah have calendar

Suggestions

- Coupons – honor roll and giveaways. Can Sarah/Sarah coordinate with their connections to get the needed coupons?

Parent Communications - Melissa

Social media

- Check with Tammy to ensure she can meet posting requirement within 24 hours of info begin sent
- Reminder to all committee chairs to send info for postings

Database

- Check with Kimberly to ensure she can update list she created last year with new contacts this year

Brawley Banner

Suggestions

- Use newsletter template sites to create easily

Website

- Open position but have temporary coverage with Gina Mann

Volunteer Chair

- Open position. Mostly organize sign up geniuses for events/collections

Misc

Open Houses

Suggestions

- More clipboards & volunteers to get parents to stop
- More prevalent table location & eye catching display

Contacts

- Mr Mercereau – contact for BETA club - posters as needed
- Ms Moose – contact for Brawley's website/Facebook
- Mr Dancy – contact for ConnectEd (cc Keys)

Department Needs

- Draft letter asking what each dept is seeking from PTSO

Needs for next meeting

- Review bylaws – note any suggestions for changes or questions
- Requested yearly budgets from each committee
- Google Drive – update with any missing/additional documents from last year

<https://drive.google.com/drive/folders/0B4GzxPcA2Mj1dWNSMnhIYzI0UTQ?usp=sharing>

Next meeting: August 1, 2017 - 10am