

Birnham Woods Elementary PTO General Meeting  
September 14, 2023  
BWE Room A3

**Present:**

**Krissi Famolaro, President**  
**Jennifer Mathewson, Vice President**  
**Cecilia Camacho, VP of Hospitality**  
**Christie McQueen, Spirit Night Coordinator**  
**Faith Trepl, Volunteer Coordinator**  
**Jessica McCarty, Parliamentarian**  
**Kristen Michael, Treasurer**  
**Larisa Grensted, Secretary/Communications**  
**Shanna Myers, VP of Sponsorship**  
**Stephanie Christian, Hospitality Co-Chair**  
**Tristian French, VP of Fundraising**

**Participants:** Dr. Barnes, Ms. Davidson, Esmeralda Quezada, Anjanette Paul, Christine Barnett, Amy Grimet, Molly Shearer, Lindsey Newsome, Ashli Spellmeyer, Tiffany Gwyn-Robles, Ashley Speice, Selinda Castillo-Pursley, Sara Christensen

- I. Meeting called to order at 9:31 a.m. by BWE PTO President Krissi Famolaro.**
- II. Approval of meeting minutes - Larisa Grensted, Secretary**
  - a. Motion to approve meeting minutes from August 24, 2023 by Stephanie Christian. Seconded by Tristian French. Motion carried.*
- III. Principal's Report - Dr. Barnes, Principal**
  - a. Enrollment updates. 906 students as of today.
    - i. 135 Kindergarten, 180 1st grade, 169 2nd grade, 186 3rd grade, 189 4th grade, 12 ECSE, 18 Life Skills, 34 Pre-K.
  - b. Close to being fully staffed. Beginning of the year is staffed based on a projection. This year we were over-projected, so we lost teachers at the beginning of the year.
    - i. Still need one resource teacher, one resource para, one Life Skills para. Long term sub in Life Skills para who is committed to being hired.
  - c. New Life Skills program. It is continuing services for special education. We have two classes.

- i. They need 18 laptops/ipads for alternate curriculum. Requesting if this is something we can get through the PTO.
- d. Student ambassadors. Top Dogs only. Replaced Safety Patrol.
  - i. Students have jobs inside the campus, throughout the day. Students are really helping the staff get a lot of things done.
  - ii. Will be spotlighting them in the Bulldog Blast.
  - iii. New group each nine weeks. Two from each class.
  - iv. Will be doing a celebration this year. Students will get a gift and treat at the end of the nine weeks. Parents will be invited.
- e. Watch DOGS. Got a lot of feedback and added new duties. Working with counselors. Ms. Simmons (retired counselor) hired as temp counselor sub in place of Mrs. Baines.
- f. Sept. 27th Read For A Better Life day.
- g. Next week is homecoming for GOHS. Doing theme days with them.
- h. Sept. 28th Boy Scout recruitment night.
- i. Oct. 5th Student Ambassador Breakfast.
- j. Campus Improvement Plan. Where were we last year, where do we want to be and how are we going to get there? Three categories: student achievement, campus culture, parental engagement.
  - i. Got NO feedback from the parent feedback.
  - ii. Because of no feedback, took a few minutes from PTO meeting and did this as an activity with PTO board and attendees.
- k. Introduced the APs, Mrs. Davidson and Mrs. Tackett.
- l. Have two instructional coaches this year. Reading (Gregory) and math new hire (Drake). Also got two secretaries (Stevenson) and Quezada promoted.
- m. Campus committees. Sign up went out to teachers to engage them to be involved with PTO. Team has been formed to be "PTO committee" and teachers come to meetings. Will rotate out so one teacher each month.
- n. Bond proposition. Dr. Barnes provided fact sheet. Can also go to district website to get more information for all things bond.

**IV. Treasurer's Report - Kristen Michael, Treasurer**

- a. Beginning balance: \$42,203.36
- b. Income: \$6,211.61
- c. Expenses: \$6,441.62
- d. Ending balance: \$41,973.35
- e. *Motion to approve August cash report by Tristian French. Seconded by Stephanie Christian. Motion carried.*

## V. Committee/Events Reports - Various

- a. Bulldog Store - Board liaison Larisa Grensted, lead Lindsey Cormier
  - i. Working on pinning down the items and quantity needed. Next step is to send to Krissi for approval. Well under budget at the moment.
  - ii. First Bulldog Store will be October 10th and 11th. Second week of every month, Tuesday and Wednesday. Teachers give out tokens.
  - iii. Need a new system this year for kindergarteners.
- b. Bulldog Best - Board liaison Tacoria Rofe
  - i. Counselors have character traits picked out for each month. Two kids per class are recognized. This month is citizenship.
    - 1. Partnered with Regal theaters to donate two large bags of popcorn each month.
    - 2. Instead of sitting on the stage this year, kids will receive extra recess from 2-2:20 on the last Thursday of the month. Sign up will go out to help pass out popcorn and facilitate recess.
- c. Spirit Sticks - Board liaison Jessica McCarty, lead Jenny Smith
  - i. Every kid got one last Friday in their Friday folders. PTO buys one for every child and staff member to celebrate beginning of year.
  - ii. This year, sales will be at lunch on first Tuesday and Wednesday. First sale this year is Oct. 3rd and 4th. No more forms going home. Send cash those days.
- d. Father/Son Event - Board liaison Faith Trepl
  - i. Sept. 30th at 5 p.m. at YMCA. Sign up already sent out to volunteers from interest form to help with the event.
- e. Trunk or Treat - Board liaison Shanna Myers
  - i. Oct. 27th Friday, 6-8 p.m. or until we run out of candy.
    - 1. Going to use monster collection boxes again. Need to make a few extras. If anybody feels really crafty, we need your help. One for each grade. Kids bring in bags of candy and we weigh it. Whichever grade wins gets a prize (last year was extra recess). Please have back side opening to be able to take the candy out.
    - 2. Candy collection starts Oct. 2nd.
    - 3. Sign up will go out soon for hosting a trunk.
- f. Sponsorship update - Shanna Myers
  - i. Have five new companies signed up, but have not received the money yet. Currently have \$5,500 in sponsorships.
    - 1. If you know of a business that would be interested in sponsoring, send to the website to fill out the form.

2. Dr. Barnes asked if the kids could do a thank you video or card to show appreciation to our sponsors.
- g. Spirit Wear and class shirts - Jennifer Mathewson
    - i. Spirit wear ordered. Expecting it to be passed out in a couple weeks.
    - ii. Class shirts will be ordered today. Need to add new hires and new students. PTO provides these for free to the kids. Will have an option for parents to purchase from the vendor.
  - h. Spirit Nights update - Christie McQueen
    - i. Spring Creek this Wednesday. Biggest spirit night of the year. Teachers hand out rolls.
      1. You can still pick up to go, but please check your kid in. Top three classes with highest attendance, class gets free shirt with free ice cream, cup, keychain, etc. Next month Oct. 4th at MOD pizza all day. Will be online code.
    - ii. Doing less spirit nights this year in hopes of more participation.
  - i. Hospitality update - Cecy Camacho and Stephanie Christian
    - i. Back to school lunch provided day before school started for teachers in August from La Cocina de Roberto.
    - ii. September teacher treat is a coffee bar on Sept. 28th from Scooters. PTO will provide creams, etc.
    - iii. September birthday cakes will be on Sept. 19th.
    - iv. October 3rd will be a salad bar (make your own) and sandwiches from HEB. Partnering with parents from ECSE, pre-k, kinder, 1st to provide items.
  - j. Yearbook update - Cecy Camacho, Larisa Grensted, Shanna Myers
    - i. Yearbooks are on sale. \$35 this year. Lots of positive feedback last year. Parents and students liked the custom pages. Very user friendly to upload pictures at treering.com. Will have Top Dogs competition to design front cover per usual.

## **VI. Technology Update - Krissi Famolaro, President**

- a. In the principal's fund, we were going to get another set of computers with charging stations. This year, they need 18 Ipads for Life Skills. Krissi is proposing that we switch the earmark to Life Skill Ipads. It would be \$294 each plus fee, for a total of \$5607.
  - i. *Motion to approve to switch laptops and charging stations line item under Principal's Fund to Ipads for Life Skills by Stephanie Christian Seconded by Cecy Camacho. Motion carried.*

**VII. Room Parent Update - Faith Trepl, Volunteer Coordinator**

- a. Had room parent meeting a few weeks ago. Great turn out. All classes are filled, with most having two room parents. If you haven't heard from your room parent, let Faith know.

**VIII. Boosterthon Line Items - Kristen Michael, Treasurer**

- a. Need to call a vote for budget changes to Boosterthon. Made a mistake on the budget and left off a zero which turned a \$12,000 line into \$1,200 line. Just need to change accordingly. This correction will cover additional expenses for shirts.
  - i. *Motion to increase the Boosterthon expense line by \$2,000 and Boosterthon teacher portion by \$10,800 with the difference coming out of the Boosterthon projects line by Tristian French. Seconded by Jennifer Mathewson. Motion carried.*

**IX. Boosterthon Update - Tristian French and Tacoria Rofe, Fundraising**

- a. Theme is World Changer Workshop. Will have daily character traits. See a problem, learning how to fix it, team work, etc.
  - i. \$65,000 goal. Oct. 10th and 11th from 4-6 p.m. will hang up. Teacher info meeting Oct. 11th after school from Boosterthon. Kickoff Oct. 12th with assembly. Character lessons will be last 10 minutes of lunch throughout the week. Fun Run is Oct. 20th.
  - ii. Decoration team sign ups will be in Bulldog Blast this week. Some volunteers already signed up from volunteer form. Teams will be sent out Sept. 25th. Each team will do two hallways with exception of specials and front hallway. Will have blowup tunnel for day of.
  - iii. Will need all hands on deck from PTO board.
  - iv. Fun Run tshirts being ordered today. Will order a few extras in size for additional students down the road. Room parents will decorate as they please. Need these back NLT Oct. 17th. 4th grade remains white for the color run.
  - v. Incentives. When 10% of goal is met, morning announcements will have a dance party for kids. 25% will be new balls for recess. 50% will be popsicles for following day. 75% we are looking at possible assembly.
  - vi. School project. "Make BWE More Like Home." Plan is to beautify bathrooms with words of affirmation, picnic tables to replace the dilapidated ones and extras for wooded area by marquee. Benches for backyard recess area. Possible mural. Book vending machine. Will buy enough books to stock for a while and have budget line

- going forward or use a sponsor. Will be making fun, short video for students and guardians. (Barnes request - include ribbon banner across stage apron with name/logo etc. in plans.)
- vii. Lap trackers will be colored wrist bands this year. Each classroom within a grade will have a different color. As they run, they will hold a hand up and volunteers will mark tally. No more bending over! Will cut them off after run and volunteer will transfer tally marks to Boosterthon tally sheet. Need to get fine tip sharpies.
  - viii. Car line party. Sign up going out after decoration teams figured out. Noise makers, dancing, etc. Every day the week of the run.
  - ix. Admin is working on where Boosterthon will sort prizes, etc. We were asked to add in resources teachers (4) for prizes because they don't get 10% classroom kick back. Possibly will give them special grant. Clinic sent in request list as well.
  - x. Top class raised funds will get pizza party in classroom. Top 5 students will participate in admin lip sync battle. Top student in each class will get a bag of confetti to throw at beginning of race. Grade level challenge between classes (not sure what this will be yet).
  - xi. Room parents doing flags.
  - xii. From Dr. Barnes: Fun Run day - safety is a big deal. Lots of moving kids inside and outside. Parents will come in through side gate, kids being checked out. No parents will be inside. Room parent duties need to be done outside.

## **X. Parliamentarian Updates - Jessica**

### **a. Champ Update**

- i. He has come in! Fits great! Has fingers and a fan inside.

### **b. Bylaws**

- i. 26 items. Board had a week and a half to read changes. If it was a yay, it passed. If it was debate, we will discuss that now. Below, labeled by "item" number, not article or section.
  - 1. 2 - passed.
  - 2. 3 - remove the title of VP. Add "if needed by vote" after co-chaired. Passed with corrections.
  - 3. 4 - change to "step down before general election." Passed with corrections.
  - 4. 5 - change to "on June 1st." Passed with corrections.
  - 5. 7 - added "be" a part of - Passed with corrections.
  - 6. 8 - delete "board" and say "three consecutive meetings". Add and/or "not" actively participating. Passed with corrections.

7. 9 - section 1 "shall be held ... starting September." Passed with corrections.
8. 10 - passed.
9. 11 - passed.
10. 12 - passed.
11. 13 - correct to "not" actively participating and take out "board" to match item 8. Change "or by majority vote" to "with majority vote." Passed with corrections.
12. 14 - change to "last general meeting of the prior school year." Passed with corrections.
13. 15 - change "can be" to "must be" in letter "e." Change "is" to "they are" also in letter "e." Passed with corrections.
14. 16 - passed.
15. 17 - passed.
16. 18 - change "teachers" to "PTO." Passed with corrections.
17. 19 - delete "shall create a monthly newsletter and." Passed with corrections.
18. 20 - passed.
19. 21 - passed.
20. 22 - delete "VP of." Passed with corrections.
21. 23 - section 4 - add "if it isn't in the budget" and "expenses over the approved budget exceeding \$100 or more must be approved.." Passed with corrections.
22. 24 - change verbiage to "BWE requires an accounting of all donated and purchased items." Passed with corrections.
23. 25 - passed.
24. 26 - passed.

**XI. Meeting adjourned at 12:06 p.m.**