

Butler Middle School Executive Board PTSA Meeting Minutes

June 20th 2017

In Attendance: Lori Schneider, Hilary Ripley, Lisa Devashrayee, Paula Logan & Jody Wihongi
-Doug Hallenback did come in during the meeting as well.

Met at the school in the conference room from about 11am – 12:30pm

Discussed dates for PTSA events so they could be put on the school's calendar. Here are the dates that were discussed and finalized:

Monday, August 21st: Breakfast for the teachers – by Executive Board – at 7:45am. We will need to go back and clean up at 10am. To be set up in the Media Center.

August, 22nd: 6th Grade Orientation 7:55-11:55am. Parent meeting from 8am until about 10am. This is when PTSA can quickly say hello and mention our flyer with detailed info and that a couple of people will be in the hall to answer questions after the parent meeting is over. *** Flyer needs to mention: membership, spirit wear, memory book – all able to purchase at Back to School Night. Also any committees we still need help with as well as the day & time we usually meet.

August 29th: Back to School Night from 6-8pm. Lori will read in the proposed budget. Hilary will quickly summarize PTSA at BMS and mention we are in the hall for membership, spirit wear, and Memory book purchases.

September 21st: United Assembly – are our PTSA student members going to participate with this?

September 26th & 27th: PTC's – have membership table, Spirit Wear and one last Memory Book table. Also try to set up Food Trucks – 2 of them at least – in the front drive way.

October 12th: Red Ribbon Assembly at 2pm

October 16th – 18th: Red Ribbon Week festivities. A daily activity needed. Clear the schedule of events with the school prior to advertising.

October 27th: Reality Town... usually need volunteers from 8:45-12:30. Ms Grant, counselor at the school, will help with this program. We will need a sign-up sent out for set up the day prior at 3pm. Ask for 10 people to help with the set-up.

REFLECTIONS is also in the fall.... No specific dates yet. Theme is "Within Reach"

February 27th & 28th: PTC's – are we going to have spirit wear out and available? Memory Book, one last push? Do have food trucks in the front drive way – at least 2 of them.

May 7th – 11th: Teacher Appreciation Week. Work with the Administration on this week's festivities. We have worked together so we don't overlap.

Student Member meetings: 9/15, 10/13, 11/17, 12/15 (party?), 1/12, 2/23, 3/16, 4/20 & 5/18 (Party?)

There were some other Volunteer dates that the school will need our PTSA help with:

August 23rd: Help handing out schedules from 7:30-8:15am. We need 6-8 parents to help

Lunch Time help

August 23rd: 10:50am – 12:50pm – we need 4 parents help

August 24th: 10:50am – 11:20am – We need 3 parents help

August 25th: 10:45am – 11:15am – We need 3 parents help

There was a discussion about the Student Senate that works with Ms Jenn Vanhaaften. We would like the PTSA Student Committee to work similar to that.

Also we need to locate the 2 camera's that were purchased a while ago. We would prefer that they are left at the school and are available for students and parents to use while there working on an event. We would like the Student PTSA members as well as the Memory Book members able to take photos and submit them for the year end memory book.

Doug Hallenbeck came in near the end to discuss the "logo" issue. We have a new logo, that is on the building, on the floors in the new school, etc... but the process of it wasn't done completely through. So the district asked that SCC & PTSA work with the school to get it approved correctly. There are three dates for these meetings: 6/29, 7/20 & 8/8 all at 10am at the school.

Discussed that the proposed budget needed to be finalized and published online asap. Lori will finalize this and get it to the executive board for final approval. Then it will be published online and announced at Back to School Night for a final vote.

Memory Book Committee was discussed... Paula needs to have some control in the selection process of the student members. Also we did decide that the LifeTouch Rep (Joan) will be coming to the school at least 3 times during the year to make sure the progress is online correctly and on time. Also to help train the students and complete pages throughout the year. Lori & Hilary are going to meet with the two adults over the Memory Book before school starts and figure out the process. Also was mentioned that the cover should be student done, but how are we going to ask for submissions for it? All of this will be discussed at their meeting and then it will be announced at the first PTSA meeting in September.

Meeting Minutes approved / approved as corrected

at PTSA meeting on 6 day of Sept, 2017

Joan Dewshraayee
Secretary

9/6/17
Date