

Butler Middle School PTSA Board of Directors

Meeting Minutes, June 1, 2023

In Attendance: Paula Logan, Brian Rudes, Crista Thompson, Mishay DeCort, Halley Nelson, Heather Dance, Annette York, Srajan Singhai (online), LeeAnn Ehrhart (online), Natalie Smart (online), Sara Vranes, Kate Jensen (online), Debi Mendenhall, Tatiana Grant

Volunteer Hours Reported: 48 ½ Hours (from Crista, Mishay, Halley, Heather, Annette, Srajan, Leanne, Natalie, Sara, Kate, Debi, Tatiana)

1. **Call to order** - Crista 10:09

2. **Approval of Meeting Minutes:** Not enough in attendance for a quorum, so approval of April and May minutes will be tabled. Crista will send the minutes via text for approval.

3. **Reports of Officers, Board and Standing Committees -**

a. **Financial - Treasurer's Report:** (Crista Thompson)

Income 2956.85 Amazon Smile 17.31, Box Tops 23.30, Swig 149.88, Papa Murphy 174.36 and Membership 7, Donation 40, Memory Book 2545.00 Expenses 6231.50 Student PTSA 166.20 Teacher Appreciation 1485.76 Great Bruin Store 154.01, PTSA Board Welcome and Thank you lunch 381.53 5 refunds for 2 memory books purchased 160, Memory book cost 3484 plus shipping 400

More money will be trickling in in June. And Crista informed us that Amazon Smiles has been discontinued.

b. **Principal's Report:** (Paula Logan and Halley Nelson) Paula announced that she is stepping down as Principal to go work at the district offices. Brian Rudes introduced himself and will be replacing Paula as Principal. Brian spent time in administration at both Midvalley Elementary and Midvale Middle. Halley Nelson will also be leaving to go to Glacier Hills Elementary. Scott Dwyer (**check on spelling of last name**) will be stepping in as our new Vice Principal.

Halley thanked everyone for how well the memory books went this year. She felt it was a little chaotic having the kids sign in doors, so next year the administration would like to have them sign yearbooks outside. She also suggested we order a few more extra copies next year.

Paula thanked the Butler community stating it is loved and wonderful, and we are always striving to do our best.

c. **Counselors Report:** (Tatiana Grant) Tatiana will be returning as the PTSA liaison. Counselors will be doing summer appointments (home visits), mainly for incoming 6th graders and new students. The counselors are finishing schedules. Release forms are not yet available. For the 2023/24 school year Kayse Amevor will be over 6th grade, Jenny Baker will be over 7th grade, and Tatiana Grant will be over 8th grade.

d. **Teachers Report:** (Cinda Schneggenburger) Not present. No information given.

e. **Student PTSA Report:** (Sara Vranes) Note signing for teacher appreciation went well. There were a lot of notes given. The Student PTSA group did a great job creating and helping with the donut theme. Donuts were provided for the teachers. The student council was given a pizza party for their hard work.

Sara is looking to find a replacement for her position as Student PTSA Chair, as she is taking over as the PTSA President for the 2023/24 school year.

It was mentioned that we need to prioritize sending our Student PTSA Counsel to the capital next year for the Student PTSA event.

4. Reports of Special Committees for upcoming events:

f. **Great Store:** (Brynn, Ellie & Jessica) Not present. Halley let us know that the Great Store needs to reset for the new year and they have no one yet to run it. They are in the process of hiring someone for the position. There are a few remaining items, but no inventory has been done yet.

c. **Membership Coordinator:** (Tori Frankenberry) Not present. Ashlee Steele will be the 2023/24 Membership Coordinator.

e. **Memory Book:** (Ellie and Jessika) Not present. We need volunteers to co-chair / committee this position. Kate currently is a placeholder and has offered to help, but does not want to take on this position alone.

Make sure we utilize Student PTSA Counsel next year to take pictures at events for use in the yearbook.

Halley said for next year to be on top of advertising memory books for sale, mentioning that they can be bought online through Revtrak, and also having a distribution sign list when handing them out at the end of the year.

f. **Hospitality:** (Heather Dance) Heather voiced needing more help with this position next year, co-chair / committee possibly. End of year Teacher Appreciation included a drink bar, lunch, and a gift.

For the first week of school PTSA will provide breakfast, drinks, and desserts for teachers and staff. During this week it's the perfect opportunity to encourage staff to become members of the PTSA. This can be done through Member Hub, QR code, or envelopes.

Back to School Night is August 17th for 7th and 8th graders, and August 18th for the 6th graders. Great time to encourage parents to become members of the PTSA.

g. **Partnerships:** (LeeAnn Ehrhart) LeeAnn is leaving this position and moving on to Brighton High School. After volunteering in this position she feels that a committee for this would be helpful, and that we need to work on how we get people to volunteer their time.

i. **Diversity and Inclusion:** (Annette York) Annette got the ok from her employer Franklin Covey to use the training piece they created in our school. This training focuses on our unconscious biases, and gives tools to unpack them.

We discussed doing diversity and inclusion training sessions with the school's facility, and possibly even doing sessions during our 1st Parent Teacher Conferences and/or during Suicide Prevention Night. May or may not need to be vetted by the district, depending on when and how the information is presented.

Annette suggested the name "Building Our Bruins Night".

j. **Nominating Committee:** (2023-2024 Board of Directors) Looking for people to fill various positions. Possibly should consider doing co-chairs for all positions needed. Positions Needed -

- President Elect
- Legislative VP
- Student PTSA Chair
- Volunteer Coordinator
- Memory Book (co-chair)
- Great Bruins Store (maybe Debi Mendenhall)
- Nominating Committee
- Nominating Committee

- Nominating Committee

We need to utilize Signup Genius to fill these positions. This topic will be included on July's BMS PTSA Board of Directors Meeting Agenda.

I. SCC Meetings: Will be planned for the new school year.

5. **Unfinished Business:** None

6. **New Business:** Rusty, Crista, Sara, Srajan will meet. LeeAnn will help audit with Sara

Next Meeting - July 13, 2023; 9:00am or 10:00am (TBD) Zoom Meeting (Sara will coordinate Zoom with Brian Rudes)

Adjourned - Crista motioned to adjourn at 11:15 AM. Everyone second.

Approved Minutes on _____ day of _____ 2022 at the PTSA Board Meeting
