

Browning Elementary Parent Teacher Organization Meeting Minutes  
Wednesday, January 14, 2025 5:00 PM  
Location: Browning Elementary Cafeteria

Virtual meeting link: <https://teams.live.com/join/9399535350849?p=cR6f7SfMkYR4zWZaDh> or  
<https://bit.ly/4hi9ZMh> Passcode: KQ3Ri6

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Attendance: 9 of in person, 13 joined via Teams link (22 total)  
Meeting called to order by President Angie Kemp, 5:14 PM

**Secretary's Report- Rachel Hogan:**

- approval of December meeting minutes - unanimously approved

**President's Report- Angie Kemp:**

- Officers completed Financial Risk Assessment and we are compliant and incorporating more guardrails
- National Rubber Ducky Day event yesterday
- Changed garage sale and campus workday date due to weather, Jan 25th
- Limited amount of spirit wear (sweaters and hoodies)

**Treasurer's Report- Normas Sanchez**

- Incoming: \$13,307.75 Outgoing: \$1,454.42, Balance at end of Dec: \$ 25,114.82
- The Browning PTO purchased fans for classrooms in Nov (under the Special Projects category in our approved annual budget). The exec team would like to designate additional \$1,000 as a new line item in the annual budget to use in case of an emergency. Norma made motion to add \$1000 emergency line item, Maria Cruz and Veronica Espinoza seconded the motion, it was approved unanimously

**Committee Reports**

- Volunteer Coordinator- Veronica Espinoza
  - A Volunteer Information Form (Formulario de voluntario de clase) was sent out to each homeroom classroom in December, please fill out ASAP and turn in to office, homeroom teacher, room parent or a PTO officer. We are in the process of compiling volunteer database with detailed information of availability
  - Garage Sale and Campus workday volunteers needed Saturday, Jan 25 8am-2pm (sign up sheet is available on the website- browningpto.org)
  - Join the committee for our Roadrunner Rodeo Round-up happening on Saturday, Feb 22 (petting zoo, pony rides, train rides, good and games)
  - We are looking for a Valentine's day candy gram committee
- 5th Grade Committee- update will be given at next PTO meeting

- Campus Improvement- Rachel Hogan
  - We still need a land survey to be requested by Dr. Leal for the landscape architect to develop and “plant by numbers” plan for us - they agreed to do pro bono plans once we had a land survey complete
  - We are working on improving communication with families and signage around campus
  - To do list of will be developed for 1/25 workday
- Hospitality-Veronica Espinoza
  - We have room parent folders to distribute with instructions on how to navigate your parents and organize something nice (a token of appreciation) for valentine’s day and teacher appreciation week
  - We still need more Room Parents (at least 2 per classroom)
  - Must be paid PTO member and VIPS approved
- Dads Club & Super Dads
  - Campus clean up Saturday, Jan 25 8am-2pm
  - Browning Spirit Night at BB’s White Oak in March
- Upcoming Special Events
  - Garage Sale (Sat., Jan 25 8:00 am - 2:00 pm)
  - Campus work day (same day and time as garage sale, Jan 25, 8:00-2:00)
  - Hot Chocolate for parents during drop off Jan 31, 7:00 am - 8:00 am
  - Feb PTO meeting is Feb 4, 2025 at 8:30 am
  - Candy Gram orders taken Feb 3-12 and distributed Feb 13

Meeting Adjourned at 5:44 PM - Angie Kemp