BRIAR WOODS HIGH SCHOOL PTSO

Meeting Minutes | October 15, 2026

7:00 p.m. • Briar Woods High School Library

Attendance

PTSO Board	Present	Absent
Samantha Peele, President	X	
Kelly Ettrich, VP of Membership	X	
Wangechi Doble, VP of Fundraising		X
Lucy Amos, Secretary	X	
Sheila Alzate, Principal	X	
Dr. Snead, Vice Principal	X	
Carrie Lee, Social Media	X	
Bo Choe, Senior Events	X	
Joyce Oo, Teacher Events	X	
Shweta Saini, SAT Prep Chair		X
Aida Davalos, Treasurer	X	
Jenni Lare, Future Officer	X	
Jack Hoban, SCA Representative		X
Rahil Parikh, SCA Representative	X	
Maddox McIntosh, SCA Representative		X
Melissa Muchard, Family Liaison		X
Meghana Munj, Parent	X	
Suzie Metts, Parent	X	

Call to Order: 7:01

SCA Update (Rahill)

Powder Puff – October 16

- $5 admission.
- Students may participate as players, cheerleaders, or coaches.
- Tickets will be sold during first block.
- Payment options include physical card, cash, or Apple Pay before 9:30 a.m.
- Administration confirmed that admission will be free for all students.

Mr. Briar Woods Pageant – November 13

- Admission is $2.
- The event is open to male-identifying students.

Powder Buff – November 24

- Open to juniors and seniors.
- Admission is $2.
- Junior boys will play the games, with junior and senior girls participating as noted.

DECA (Keaton, Brooklyn, Nyla)

- DECA students are preparing for competition events that lead to the national conference.
- DECA is organizing **Pink Week**, a breast cancer awareness fundraiser.
    - T-shirts and other items will be sold.
    - All proceeds will support the event.
    - PTSO members were invited to purchase items.
    - Students will also be able to purchase items during the school day.
    - Business sponsorship tiers are available.
- A photo was taken with PTSO members.

Administration Update (Dr. Snead & Sheila Alzate)

Dr. Snead

- Thanked the PTSO for its support with the food provided. The Slice Theory event was well received.
- Shared upcoming school events:
    - Powder Puff, weather permitting.
    - Upcoming home football game.
    - An away game at Riverside.
    - The final game against Stoneridge.
    - Upcoming chorus and orchestra concerts.
    - Additional activities planned for December.
- Make-up school pictures: October 23.
- Powderpuff will be free for all students.

Sheila Alzate

- Welcomed back to the principal's role during a roundtable introduction.

One LCPS Day

- The school participated in One LCPS Day, which included celebrations, photos, and student engagement.
- Briar Woods previously won a prize for having the most people in a photo and was featured in the LCPS newsletter.
- Videos from student interviews and activities will be released over time.

High School Boundary Rezoning

- LCPS is planning secondary school boundary changes for the beginning of the 2028 school year to help balance student populations.
- Independence, Lightridge, and Briar Woods were identified as schools over capacity.
- A new school is planned near the back side of Watson Mountain. It is expected to include facilities large enough to accommodate graduations and a stadium.
- Additional information about boundary changes will be shared as planning progresses.
- Rezoning is expected to affect staffing at every school.
- Students' course selections remain a priority. Schools will work to ensure students are prepared with appropriate course selections by the end of the spring.

Treasurer (Aida Davalos)

Budget Discussion

- A check for $36.12 for Google Workspace was provided to the secretary for payment of user fees for the Google workspace.
- The PTSO reviewed the proposed annual budget.
- Last year's budget was $14,000, with approximately 286 memberships reported this year
- The proposed membership budget was adjusted to $11,000.
- We should be fine with $7,000 allocated for senior events and a separate line item for senior donations.
- Kelly Ettrich noted that senior event expenses may be lower than anticipated, depending on participation and needs.
- Senior event spending was under budget previously, although more than $2,000 had been spent by a comparable point the prior year.
- The group discussed involving senior class co-presidents Kendell and Bengi to help support senior events.
- An issue was noted with non-students attempting to attend a senior event and being turned away.

Budget Decision

- The budget was approved by a majority vote at **7:31 p.m.**

Fundraising and Donations

- All funds received to date have been deposited.
- Reported fundraising and donation amounts:
    - Chick-fil-A fundraiser: $241.69.
    - Costco: $500.
    - Additional donation: $100.

Payment Platforms

- The new Venmo handle is **BWPTSO-26-28**.
- The organization needs to verify its nonprofit status and related account information before distributing the new payment details.
- PayPal is connected.
- Once verification is complete, updated payment information can be shared with the community.

Holiday Donation Campaign

- The group discussed launching another donation campaign during the holiday season.
- Senior class co-presidents Kendell and Bengi may help support the campaign.
- The principal offered to email all senior students' parents directly.
- The campaign should be launched before winter break.

Membership Update (Kelly Ettrich)

- Current membership: **286 memberships**.
- A teacher membership campaign has not yet been conducted.
- Although teacher membership has not historically been a major fundraiser, the group discussed distributing informational flyers through teacher mailboxes.
- The principal will make an announcement to help promote participation.
- The campaign should highlight the availability of the teacher education stipend.
    - The stipend has seen limited use in the past.
    - Requests must demonstrate instructional value.

Fundraising Update (Wangechi Dobl) Samantha provided update in her absence.

- Chipotle fundraiser: $208.
- Panera fundraiser: Listed for October 20; the date should be confirmed, as it may not align with the weekday noted in the original notes.

Secretary (Lucy Amos)

Google Workspace

- The PTSO has officially received nonprofit status.
- Google Workspace login credentials have been established.
- Signature instructions were discussed.

Entryway and Interior Mats

- The existing areas become muddy and slippery during rainy weather.
- New mats are needed for the downstairs area and entryway.
- Door clearances must be measured to ensure the mats will fit without obstructing doors.
- Lucy will measure the required areas, coordinate with vendors, and bring vendor options back to the PTSO for a vote.

End-of-Quarter Newsletter

- Lucy will coordinate with Samantha, the PTSO president, to obtain updates for the end-of-quarter newsletter.
- Parking lot photos should be included because they were missed during Back-to-School Night.

Senior Events (Bo Cho)

Senior Breakfast – September 29

- Attendance was lower than expected, resulting in leftover food. The remaining food was donated.
- The group discussed improving decorations and promoting future events more effectively.
- Partnering with senior class advisors was suggested to increase awareness and attendance.
- Preparing the evening before the event would help volunteers complete setup more efficiently.
- There were concerns about students from outside the school attending.
- Volunteer participation was strong.
- Additional paper goods should be included in planning for the next event.
- The senior event storage closet needs cleaning. Suzie will assist Bo with cleaning in November or December.

Food Containers

- Meghana suggested using reusable plastic containers and asked whether teachers could bring their own.
- The group discussed retaining the containers as part of the event's gift, since teachers might forget to bring their own containers.

Teacher Events (Joyce Oo)

Staff Appreciation Lunch – October 7

- Slice Theory provided pizza for the staff appreciation lunch.
    - Contact Rob Earley, 517-899-6455, rob@slicetheory.com
- Dr. Snead reported positive staff feedback.
- Approximately 50 pizzas and three large salads were provided.
- The food supply was sufficient, and custodial staff were included.
- Suggestions for future events:
    - Order two to three additional large salads.
    - Include more pepperoni pizzas
    - New numbers to include on a pizza lunch for 200 staff are:
        - 25 Cheese Pizzas
        - 22 Pepperoni Pizzas
        - 2 Gluten Free Cheese Pizzas
        - 3 Gluten Free Pepperoni Pizzas
        - 6 Large Salads

Cookie Exchange – December 18, 11:00 a.m.–2:00 p.m.

- Joyce is coordinating the cookie exchange and requested information about last year's event.
- Approximately 200 cookies are needed, with one container per participant.
- Joyce will contact Laura regarding the room reservation. A room in the library may already have been reserved.

Teacher Appreciation Week

- Teacher Appreciation Week is planned for May.

SAT Prep (Shweta Saini) Samantha provided update in her absence.

Fall Sessions

- The next fall session is scheduled for October 24.
- As of October 7, eight participants had registered through Huntington.
- The fee is $30 per person, for a reported total of $240.
- Shweta will coordinate with Laura to arrange building access for the Saturday session.
- Seven students have signed up through Playbook boot camps.
- The amount the PTSO will receive from Playbook is still unknown.
- SAT prep opportunities will be promoted through school announcements.

Winter Sessions

- Winter SAT prep sessions were discussed; additional details are forthcoming.

New Business

- The group discussed potential school improvement purchases, including repaving the senior parking lot.
- A contract request from LCPS Legal/Boosters for signature was dropped and LCPS legal is now looking into creating a new policy that may take years to pass.
- **Senior portrait make-up day:** November 4.

Meeting Adjourned: 8:11