

## **North Junior High PTO, February 07, 2024**

North Junior High Cafeteria, 6:34-7:58 pm

**ATTENDANCE:** Ellen Campfield Nelson, Julie Ouchley, Nola Walker, Aimee Shipman, Maggie Fullerton, Alicia Lee, Rosa Urrutia, Deb Hodges, Lauren Pasley, Becca Hayes, Susan Cornett, Stacy Jensen, Vice Principal Dr. Twiss

6:34 PM meeting start

### **Administration Report - Vice Principal Dr. Twiss**

- Solid start to the semester
- When would we like to hang The Big Give progress thermometer sign in the gym? Deb - as soon as possible, and we can add the first sticker tomorrow
- Community Connections Action Team has a top secret plan for Valentine's Day:
  - Decorate all the student lockers the night before Valentine's Day - Katherine Devlin will communicate directly with Principal Dietz
  - Delivering goodies to Advisory that night as well so they're ready for the morning of 2/14 - janitors will leave all classroom doors unlocked and lock them when PTO crew leaves
- New volunteer opportunity
  - Every Friday the office has been popping bags of popcorn to hand out all day to teachers, student aides, bus drivers, students caught doing good
  - Every Friday 8:30-10:30 shift, could 2 people come volunteer to do it instead
  - Susan and Becca will do the first shift to see how long it takes, either 2/09 or 2/16
  - Going forward Susan will communicate with Liz in the office who is doing it each week
- Any issues with The Big Give outreach to local businesses, since North admin also fundraises in the business community for athletic needs? Answer is no, since North doesn't do the same kind of campaign that Deb is planning
- Freshman Farewell will be 5/14, time TBD since there will be 3 grade level assemblies that day. Dr. Twiss will confirm if Andy Porter is the contact.
  - Parents will be invited, there will be student awards
- Viking Hut supplies have been ordered, will be up and running next week
- PTO/Teacher Mixers - Pam is open to the idea
  - Idea is for teachers to get to know the PTO, and reach out with needs - like PTO office hours
  - What's a good time? Lunch? Before school?
    - First Lunch is 11:30-12:07, Second Lunch is 12:18-12:55
    - Could be once a month, once a quarter
    - PTO can discuss the idea - would people be available to attend?
    - Admin can also suggest starter topics to discuss, so teachers know what the PTO and administration work on together
    - PTO will draft a note for the teacher listserv
      - Ellen and Lauren will work together to make it informative and succinct
- Standardizing North logo and colors - Pam will discuss with teachers at the end of the year so it's more of a next year initiative
  - The Viking logo on our PTO agendas is the correct one

- Pam is willing to send out an email for PTO this Friday, picking the topics to cover:
  - Yes - The Big Give
  - No - request for dance chaperones (should be okay, currently have 7 parents plus staff)
  - No - Panera fundraiser 2/13

7:10 PM

### **Treasurer's Report / Statement of Cash - Nola Walker**

- \$7331.29 between two accounts
  - Foundation account \$6184.72
  - US Bank account \$1146.57
  - We'll pay DJ \$350 after 2/09 dance
- Aimee Shipman is shadowing Nola, is considering the Treasurer role, hasn't yet committed but we thank her for considering it
- Change to budget was discussed at last week's Executive Board meeting
  - Estimated budget included 3 parent events - winter and spring nights out, and Volunteers & Vino - for a total of \$850
  - Reallocate that amount to the Community Connections Action Team (final name TBD) efforts in February
  - Also need to add a CCAT line to the budget, then reallocate more as needed
  - CCAT line item can also include the ice cream social and back to school BBQ, events that build community connections
- It's expensive to do something for every student, currently ~960 students, so \$850 doesn't go very far
- Rosa solicited Winco back in August for pizza for a picnic, and they sent \$500
  - Need to institute a process for who can check the PTO mailbox and when

7:22 PM

### **Approval of January Minutes - Ellen Campfield Nelson**

- Some clarifications from Nola were added after the meeting by Maggie
- PTO minutes are always available on the PTO website ("PTO Meeting Minutes" in the menu) at:
  - <https://sites.google.com/view/north-junior-high-pto/home>
- Path to PTO website from North website: "Our School" menu / "News Letter" / click on the "PTO" button
- Links to PTO minutes are emailed by secretaries to the "All Board Members" Google group (15 members currently)
- Deb made a motion to approve, Lauren seconded

 2024 January North PTO Meeting Minutes

### **Community Connections Action Team Report - Rosa Urrutia**

- 2/13 at 7 pm, whoever can help can join in decorating the school, taping bingo cards to lockers
- Everyone will get a treat in Advisory
- Also making plans for 3/14 Pi Day, pizza for everyone
- Rosa & Katherine will reach out to North leadership to find out their Valentine's Day plans

7:28 PM

## **Fundraising / THE BIG GIVE - Deb Hodges**

- We're at 24% of the goal in the first week, only \$705 away from \$10,000
- Last week's email reminder came from Kristine DeSpain instead of Principal Dietz, so Principal Dietz will send a reminder on 2/09
- Deb has a list of addresses needing yard signs, see if there are any friends or neighbors you can cover
- Business outreach campaign needs:
  - Need to purchase envelopes, postage to reach the 100+ businesses Crystal and Deb identified
  - Can anyone take on fine-tuning the letter and adding the logo?
  - Front office can print the letter, then PTO will handle stuffing and sending
- Deb and Nola have full-size posters, Deb has delivered them to Hyde Park, Parilla, and Roosevelt Market; if you can deliver any take some
- \$175-200 for postage, envelopes, cards
  - Can go in the "Printing & Advertising" line item
- Giant 6' x 3' banner will go in the gym along with the thermometer, parents will see at basketball games
- Crystal got a quote for student-designed artwork printed on thank you cards, ~\$300; someone would need to take it on, Deb's time is booked
  - Not this year
  - Will do paper thank you cards for the big donors
    - Board will discuss who they should go to; maybe \$400 and up
  - Digital thank yous will be sent to everyone at the end of the campaign

7:49 PM

## **Volunteer Report - Susan Cornett**

- Signup sheet going around for 2/09 dance
  - Good on treats, may need one or two more chaperones
- Other volunteer needs have been covered
- Got 22 new signups at the rising 7th grade parents' meeting

## **Board Recruitment - Ellen Campfield Nelson**

- In March, after The Big Give, we'll recruit for open board and committee positions
- We'll have an official count then of open positions, or who wants to move roles
- Susan crunched the volunteer data and found some good candidates, she's started list in the PTO drive
- Some rising 7th grade parents are interested
- If anyone knows any other names to add, let us know
- We'll aim to have a new board voted on in May
- Worst case scenario, Principal Dietz will recruit the board in the fall

## **PTO Communication - Ellen Campfield Nelson**

- By August, can Maggie register the PTO for a Google nonprofit account - yes
  - That would give us a shared drive
  - Ellen & Julie will help with the data needed to apply (nonprofit organization #, etc)

Ellen adjourned the meeting at 7:58 PM