

TJ PTO Meeting Minutes

November 8 2016

PTO Mission: The purpose of PTO is to enhance and support the educational experience at TJHS, to develop a closer connection between school and home by encouraging parent involvement and to improve the environment at TJHS throughout volunteer and financial support.

Attendees: Debi Kelley, Steph Stoetzer, Kathryn Lepry, Shirli Sensenbrenner, Nancy Hilton-Briney, Mel Toner, Lisa LoJacono, Tracey Bedford, Lisa Allen, Spring Herricks, and Kevin Whalen

The following are the main subjects discussed at the meeting

HOUSE BUSINESS

1. GOOGLE DRIVE: A process/standard will be put in place for file sharing on Google Drive. This will allow documents and procedures to be save 'per year' and 'per committee' so that there is a record and history to make future PTO easier.
2. FUNDRAISING COMMITTEE: No fundraising chair has stepped up so for now, PTO will handle this job as group. Ideas were thrown out for Fundraising such as:
 - a. Nancy volunteered to do research on Lowry Beer Garden.
 - b. Nothing Bundt Cakes – should we sell special items for holiday?
 - c. Jim N Nicks – order hams (or similar) for folks to buy for holiday dinner? Spring will ask
3. PTO OFFICERS: Lisa Marlin has volunteered to be Co-Secretary.
4. BUS SHELTER: Grant is complete and done. Install expected in April. Questions on insurance were raised as insurance needs to cover staff/students when they are there maintaining the shelter. Insurance does NOT cover ppl at shelter or the shelter itself.
5. TJ BRAND/COLLATERAL: Brand Guidelines are done. 😊
6. FUTURES CENTER: Jr Futures Center is progressing. The goal is to help parents and students understand needs for College Prep/Admissions earlier than Sr year which is what current Futures program covers.

COMMITTES

7. SOCIAL: Stephanie is leading the Social Committee with Sarah. The goal is to establish 1) good TJ traditions, 2) a master calendar, 3) better parent communication 4) grow parent involvement
8. HOSPITALITY:
 - a. 200\$ is offered from DPS to support teacher wellness. All agreed that adding funds to make this a more vibrant program would be good. Goal is to offer monthly gifts or treats to teachers. Coupons, health bars, etc.. Discussion included adding a line item to the budget of \$100 per month (\$1200 / yr).
 - b. Perhaps a good idea to get Teachers' Favorite list at start of each year so we can give a more focused gift to each Teacher at holiday
 - c. Teacher Appreciation Lunch will be on December 9 in Dance Studio. Décor can stay for Art Fest next day
9. FINANCE : issued current report (update issued via 11/10 email). Will be posted to PTO page.
Other topics:

- a. Teacher Grant Fundraising should be requested in the Fall instead of Spring. Treasurer to develop budget to provide estimate of funds available for grants. Approach would be to have a target amount of grant money to be available for the year with requests being accepted beginning in the Fall. Once the funds are distributed, they are gone for the year.
- b. Need to get word out for parents to use Amazon Smile when buying on Amazon as PTO gets donations.

ART FEST (Great job Kathryn!)

10. Kathryn initiated many marketing venues
11. Art direction is terrific. TShirts will have iron on decal.
12. There will be a Pancake B'fast by Optimist Club and Coffee Cart by Ramblin Bean
13. Raffle and Sponsorships and added vendors still needed. All encouraged to find
14. Volunteer sign up genius out – sign up!

Meeting Adjourned