August 14, 2023

**NWGMS PTSO Executive Board/Committee Chair Meeting Notes**

* Welcome *Shay Barwick*

*Attendance: Shay Barwick, Kathy Hartman, Carla* Mateer*, Erin Travland, Jennifer Smith, Ben Davis, Denise Franscico, Carrie MacDonald, Dara Barnes, James Lynch, Hannah Adams, Alicia Nelson, Greta Martin*

* Approval of last meeting’s minutes & Old Business - Approved! 😊
* Budget Updates *Kathy Hartman*

*– still working on the budget, we’ve added quarterly awards and the backpack ministries, will need to figure out if we are going to take on the 8th grade dance, and are we also going to do all the EOY celebrations*

* New Business/Committee Reports

**-**Mini Grants *Executive Board*

*- we do these at least once, it’s just an application they can fill out and submit for funding, last year we had only 10-12 teachers apply, would like to encourage teachers to participate and apply*

**-**Hospitality *Jessica Clements, Erin Travland*

**-** *Welcome Back Breakfast Aug 21st 7:45- 8:30, Oak ridge bagels, pastries and waffles, BIG THANKS to Kernersville Dodge for their $500 donation for this breakfast*

**-**Beautification *Lauren Bankston*

**-** *Did an unofficial groundskeeping to tidy up the flower beds before the mulch is delivered; Mulch still hasn’t been delivered. When they drop it off they will drop it off and then they come back and spread it*

*- all around the sign needs to be trimmed, GCS maintenance comes every 14 days, Hopefully they will trim the bushes but we may need volunteer help*

*-Lauren is working on the flowers at the front door before open house*

**- *SIGN UP GENIUS:*** *for spreading mulch and trimming bushes if needed*

**-** there was a request to have the mobile units carpet steam cleaned, this has been completed (yay!)

**-**Membership *Jennifer Smith*

*- will use the same process as last year; online form is ready*

*- will encourage teachers to sign up for membership at the breakfast*

*- Erin will work on a raffle and teachers can only enter if you’ve become a PTO member; plan to announce the raffle at the Welcome Back breakfast and announce the winner at open house*

*- Would like to have the QR code for membership at open house*

**-**Fundraising/Cash Crusade *Alicia Nelson*

*- Alicia is working on getting a big donor for the cash crusade, may have a few smaller donors instead of one main donor, if anyone has any contacts, please reach out to Alicia*

*-will have a table at open house for cash crusade*

*- working on spirit nights as well, if you have any suggestions, please let Alicia know*

*- James Lynch suggested Clean Eats for a spirit night*

**-**Sponsorship *Megan Dyson*

*- Megan is working on getting sponsors, if you have any suggestions please reach out to Megan*

**-**Communications Carla Mateer

*-Updating forms and trying to keep up with all the Social posts, please let Carla know if you have any ideas for posts that you want to share*

*- we are trying to space things out so it’s not a lot back to back*

*- will do the first newsletter after open house*

**-**Spirit Wear *Paige Riordon, Dana Angel, Carla Mateer*

*- We have new designs, working on inventory and get things ready for Open House*

**-**Spotlight *Kathy Hartman*

*- no dates yet but the counselors working on dates; the counselors will let us know; Spotlight breakfast is a monthly breakfast for students who have been nominated for exhibiting good quality traits*

*Feedback: the teachers may need a reminder to let the parents know that their student has been nominated.*

**-**Food Drive/Advocacy *Rachael Foy*

*-Planning a food drive for the week of homecoming; will do a battle of the schools with the High school*

*-Plan for: October 9th - October 13th – week of homecoming*

*-Will also be accepting the school supplies during open house for the backpack*

*-Rachael will connect with Shawna about the process, the first delivery of food will be on September 13th*

*-School staff will be passing out the food on scheduled days; PTO will support with deliveries if needed*

**-**Book Fair *Paige Riordon, Dana Angel, Hannah Adams, Tessa Kriegler*

*-Will just do it once this year, in the Spring*

*-It will be on or around Teacher Appreciation week – May 6-10*

**-**8th Grade Promotion? *Audrey Ellis, Jennifer Smith, Carla Mateer*

**-**8th Grade Dance/Grade Specific EOY Celebration?

*-PTSO will do the décor for the graduation, we have a lot of the supplies already*

*-PTSO would like to do the dance- had a DJ, slushie machines, paid for security, the dance was a hit and would like to do it again*

*-Tickets were $10 and the dance paid for itself*

*-There were also give-aways throughout the night with gift cards*

*-Would we like to continue to provide something small like Kona Ice for 6th and 7th graders for EOY celebrations? Yes, we would like to do this*

**-**Bday Signs *Dana Angel*

*-$20 for a Birthday sign for kids, families can take the sign home if they want*

*Big thanks to Dana for doing the signs and for also doing the logos for the commons area for sponsors*

**-**Viking Quarterly Awards *Carrie McDonald, Dara Barnes*

**-** *This was in place before Covid, we think it will be about 100 kids per grade but hard to tell*

*The categories are:*

*- Straight As*

*- Honor Roll (A/B Honor Roll)*

*- grew two letter grades (After first quarter)*

*- Perfect Attendance*

*- The teachers will figure this out for their class, and then they will let PTSO know, then during homeroom teachers will give them a small treat*

*- will be small, discreet*

*- can’t display names in the hallway*

*- will only give them one prize even if you hit all 4 categories*

*- They will get a small sheet (like 4 on one page), and this will be attached to their little prize/treat*

*- Will monitor how many kids – not sure how many it will be*

*- This will be new to teachers too so we will need to figure out how to communicate the plan, will it be a form? A spreadsheet?*

*-Shawna Phelps in the Guidance Office may be able to help this*

*- PTO will email a form and then when they hear back from the teachers, Carrie and Dara will prepare the prizes and card,*

*- may want to do one paper with all the categories and then check which one they got, this might be easier than doing separate little papers for each award*

* Administration & Teacher Representative Updates *Denise Francisco, Greta Martin, Ben Davis, James Lynch*
* *Northwest Spirit Flag –there are spirit flags at the high school; can PTSO purchase one these for the flagpole? Not sure if we can do this with the other flags flying…need to look into this before moving forward*
* *Try to give Mr. Lynch anything that needs to be shared with the teachers as early as possible so he can communicate this*
* *To help students get ready for the scan stations, students will be asked to take their laptop out of their bag, then they will walk with their backpack on their back and they will put their laptop on the table, the laptop will be slid down, they will pick it up, check their names*
* *One cards will be a tap instead of going through the card scanner*
* *The lower commons will not be open for entry*
* *If they don’t have their one card, they will have to be manually entered*
* *New one cards should be delivered this week*
* *If anyone wants to test if they have something that might set it off, you can test it during open house*
* *Will be flexible as students and staff learn what to do*
* *There will now be a station in the front commons where the scan station will be. So instead of going to the front office there will be someone there to man the doorbell and let people in. This is where you will go to check in when you volunteer and also when you check out your student early*
* *GCS will be moving forward with Vape Detectors; we may piloting this program*
* *Every Tuesday will be a little bit of a different schedule to allow for 30 minutes for SEL in the morning; the cores are shorter on those days 5-7 minutes*
* Updates from Shay
* *When you volunteer in the school make sure to register as a volunteer. Shay needs this information because she has to turn it into the school on a monthly basis. Please let Shay know how much volunteer time you spend outside of school so she can include the hours, there will also be a sign in sheet in the PTO trailer and you can just fill out your name and number of hours.*
* ***Important –*** *Make sure you go to the GCS Website and get approval as a volunteer -* [GCS Volunteer Registration (www.gcsvolunteers.com)](https://www.gcsvolunteers.com/volunteer.php?newflag=1)
* *We now have a tally ticker so we can count how many people attend an event, this will help us compare things like bookfair so we can see how many people come to events*
* *We have a calendar we will use for School Appreciation Days; we may not have enough money for treats for every day but we will at least do a social post and maybe also a shoutout in the announcements*
* *Teacher of the Year in March – Hospitality will do a sign and a basket*
* *Meetings are going to be every second Tuesday starting at 9:15AM*
* Open for Discussion: ‘22-23 Feedback and Looking Ahead to the ‘23-24 Year:

-NW Spirit Flag ($250)

-PTSO Purchase of a “Photo Booth” & Balloon Arch

-PTSO Purchase of a Cricut Machine

-Add Teacher of the Year to the budget line for gift/yard signs, etc.

-Add Recognition Days (National School Counselor’s Day, Principal’s Day, etc) to the budget for celebration gifts. Adding to Hospitality. At minimum recognize each on Social Media.

-President or PTSO rep attend first of staff meetings of the academic year to gauge needs and encourage mini grant use.

-Add New Committee for Quarterly Awards, piece of candy/small treat/coupon for A/B Honor Roll, perfect attendance students (called Viking Pride in the past??) No nuts.

-Beautification: Carpet cleaning of mobile classrooms.

-All future Venmo requests on all sign ups, etc should be Treasurer’s Venmo account only. If Treasurer is not comfortable with this, then no Venmo option offered.

-One sign up genius for all PTSO collections in a month. Includes all committee requests.

-Website Calendar of events to include all PTSO sponsored events and activities.

-Using an outside vendor for fundraising: Apex, Vertical Raise, Booster, etc. World’s Finest Chocolate, Spring?

-Share ALL community partners on social media &/or in newsletter who have donated items or cash to each PTSO event.

-Better lanyards/ID holders for student use. Cool so kids don’t hate them, maybe give to Spotlight students, or A/B honor roll as rewards. Keep affordable.

-Clear Spirit Wear Bags are the perfect size for Chromebooks. With the addition of metal detectors next year, nice to have in these instead of carrying by hand when passing through detectors.

-Spirit Wear: sell plastic bottles only because of metal detectors.

-PTSO taking responsibility for 8th grade field day, ceremony decor, dance. Also add more involvement in 6th & 7th EOY celebrations.

-Formally asking for EOY parent, teacher, student feedback on PTSO events and support. Google Forms.

-How to capture PTSO event attendance. Handheld tally clicker.

-Post PTSO board meeting agendas, minutes on website.

-How to better record volunteer hours. Sign in/sign out sheet in mobile. Google form to enter monthly?

-Guilford Backpack Ministry has requested partnership. Form new Advocacy committee composed of 2-3 volunteers, pick up from ORUMC & deliver to school next morning, pick up/home deliveries, drivers, confidentiality waiver, need for vinyl basket trucks with lids.

-Parent feedback: to share more details about school events…like are they floating or scheduled? Want to know if they need to be there right as an event starts or can arrive at any time and still get all the info.

* Adjournment 7:15 PM