November 14, 2023

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

**Attendance:**  *Mrs. Francisco, Mrs. Martin, Carrie McDonald, Jessica Clements, Carla Mateer, Shay Barwick, Kathy Hartman, Rachael Foy, Dana, Audrey Ellis*

* Welcome *Shay Barwick*
* Approval of last meeting’s minutes & Old Business

***-*** *Previous meeting minutes are on the website*

***-*** *October meeting notes are approved*

***-*** *Spotlight Breakfast was 10/13*

***-*** *Food Drive Success (Thank you Cheerleaders & Football Team!)*

***-*** *Hospitality Charcuterie Board Lunch- fantastic!!*

***-*** *Curriculum Night/Football game/Fall 10% Off Spirit Wear Sales*

* Budget Updates *Kathy Hartman*
* *Tax return has been filed.*
* *All the Venmo goes to Kathy (Treasurer) and then Kathy writes a check to the PTSO; a total of $475 was donated through Venmo; Venmo makes it so easy for parents to donate*
* *We set up a cash app and this goes directly through the school*
* *Will try the cash app for December and see if it is successful*
* New Business for Discussion
  + *Velocity 360 does a fun zone that will do family night and proceeds will go to Guilford Backpack Ministries; NWMS PTSO will promote this event and the proceeds will go to Guilford Backpack Ministries*
* *NW Little Theater: possible collaboration next year on Safe Trunk or Treat event. This year the Theater Booster Club supported this event; might want to add a spirit wear table for parents to purchase items next year*
* *Teachers Request Duty-Free Lunch during Hospitality events, quarterly, etc. (For all lunch periods 11:35 am-1:30 pm, Need 6-8 volunteers, ask community for help too)*
  + *We could do time slots; should add 5-10 minutes before and after*
  + *We will provide the 6th grade, 7th grade, 8th grade time slot*
  + *Could also do a full time slot option from 11:30-1:30*
  + *Dec 21st is the holiday lunch – this is the last day of school before break; we will try to do this for the lunch and see how it goes*
  + *This will be a great opportunity for teachers to enjoy the holiday lunch!*
* *Would like to plan for the gift-wrapping event the week before Christmas* 
  + *Will plan for Dec 12th -13th – wrapping days*
  + *Gift wrapping will be from 9am-2pm*
  + *Teachers can drop off gifts to be wrapped by PTSO volunteers*
  + *Shay will open the PTSO trailer at 7:30 am on Tuesday and Wednesday so that teachers can drop off the gifts to be wrapped*
  + *Teachers will be emailed when the gifts are ready for pick up*
  + *Dana will be at the mobile from 3-4PM for pickup on Tuesday and Wednesday*
* Hospitality requests to purchase storage cabinets for use inside the school.
* *can put a cabinet in the staff lounge in the corner; it should have a lock on it*
* *Jessica and Erin will look at cabinets and submit a couple of options*
* Mr. Stewart requests possible assistance with the purchase of championship t-shirts for the football team.
* *$521 for the total purchase, asking for the PTO to make a donation to help offset the cost (for 35 t-shirts)*
* *Unfortunately, we don’t have the budget for this and this would set a precedent that we couldn’t continue*
* Spirit Wear requested to purchase our own 6 ft folding tables.
* *Cotsco usually has 6 ft for sale*
* *could be used for any events*
* *Dana found some on amazon for $100 per table*
* *the Board will look at numbers for storage cabinet and 2 folding tables*
* Discuss Start Date of World’s Finest Chocolate Fundraiser (March 4th?).

- Have some additional questions we need to sort through

- what will happen if the students don’t return the money for the candy?

- Can students sell them at school?

- can the candy bars be sold at the student store?

- what happens if they don’t return the bars?

- what is the incentive for students to sell

- they have a tracking system

- they have to have a permission form to participate

* Committee Reports

**-**Mini Grants (Received: 1) *Executive Board*

**-** *Mr. Lynch turned in a request for 8th-grade science*

***-*** *grants are due in December; will do a final review for approval after the deadline*

**-**Hospitality (11/21 Casserole Bfast) *Jessica Clements, Erin Travland*

*- Please continue to share the signups*

*- If teachers can email this to parents that would be helpful*

**-**Beautification *Lauren Bankston*

**-**Membership *Jennifer Smith*

**-**Fundraising/Cash Crusade (WF Chocolate, 50/50 Raffle?) *Alicia Nelson*

Sponsorship *Megan Dyson*

***-*** *planning a 50/50 raffle for the first basketball game*

***-*** *still working on getting sponsorships, if you know anyone interested please let Megan know*

**-**Communications Carla Mateer

**-** *Carla working on next newsletter; if teachers want to add something please let her know by the 15th*

**-** *Please let Carla know if you have anything you want to add*

**-** *we can add anything from the ConnectEd call to the newsletter*

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

**-** *will probably sell at the first basketball game (Dec 11)*

***-*** *will need to get more Small sizes in inventory*

*- if parents are purchasing spirit wear as a gift please put that on the form so that you can be contacted for pickup. They won’t know it’s a gift if you don’t tell them 😊*

*–all Christmas orders must be made by December 15th so there is time to process the orders*

*- may add face stickers to sell*

**-**Spotlight (Nov. 17) *Kathy Hartman*

* *Last month there was a big turn out at the Spotlight breakfast*
* *Dec 15th is the next one*

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

* *Thank you for all your generous contributions; the middle school donated 1,667 items this year!*

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

**-**8th Grade Ceremony Decor/EOY Grade Level Celebrations *Audrey Ellis, Jennifer Smith, Carla Mateer*

**-**8th Grade Dance *Erin Travland*

**-**Bday Signs *Dana Angel*

* *should do another promotion on social and the newsletter; let's do a post on social with a student and their sign*
* *Teachers can do birthday signs as well*
* *discussed doing milestone birthday signs for Teachers but this might be challenging; next year we might consider doing a birthday card and very small gift from the PTO (Francisco does a birthday card and candy bar)*
* *nicknames are OK to post too*

**-**Viking Quarterly Awards (Distribute ~11/21) *Carrie McDonald, Dara Barnes*

* *Carrie is picking up a paper report on Thursday and bringing them back on Tuesday the 21st*
* *Will there be time to do it for the 4th quarter? Will decide after the next quarter*
* *Will do a rice krispie treat and award*

*- VIP – parking spot*

* *Maybe do a winner for the quarter; they get a special tag to bypass the line*
* *Only one winner per quarter*
* *Will have to be specific that you have to be here to pick up at 3:30*
* *They will have to drop off at 8am*
* *Next year we will start it after the first couple of weeks of school*
* *Will do a quarterly pass VIP*
* Administration & Teacher Representative Updates *Denise Francisco, Greta Martin, Ben Davis, James Lynch*
* *Keep NW family with the passing of a freshman; Sydney – there will be a vigil tonight*
* *There is a new camera system being installed all over the entire campus; all admin will have access to the cameras; very high-tech system*
* *Vape detectors will be installed*
* *Scan stations are successful*
* *Overall student behavior has been good this year!*
* Announcements

**-REMINDER:** All board members and committee chairs need to register as PTSO members, pay $20 dues and register online as GCS volunteers. [www.nwmsptso.org/join-the-ptso](http://www.nwmsptso.org/join-the-ptso) [www.gcsvolunteers.com](http://www.gcsvolunteers.com)

* Adjournment