

MINUTES JHS PTSA LEADERSHIP Meeting

Date: August 20, 2019 – 7:30 pm

Location: Home of Mychael-Ann Pelo, 4110 Cobscook Drive, Durham

Attendees: Mychael-Ann Pelo, Sandy Phillips, Kim Dougherty, Sara Emley, Carol Dorsey, Belinda Jennette, Joanne Vance, Pam Swinson, Emily Gringrich, Barbara Raphael, Kim Garcia, Tina Ndoh

Mychael Ann Pelo called the meeting to order at 7:30 p.m.

I. Welcome and Introductions

Mychael-Ann asked each person to provide a quick self-introduction.

- Mychael-Ann Pelo – president – had been chairing teacher appreciation – is excited to be leading PTSA this year
- Sandy Phillips – treasurer
- Kim Dougherty – scholarships – rising sophomore
- Sara Emley – fundraising – rising seniors
- Carol Dorsey – Chair of PAAC - grandson is a junior
- Belinda Jennette – communications – has a rising senior
- Joanne – volunteer coordinator – this is a new position, that has come over from student services, Joanne has been coordinating the student services volunteers for quite a while – those volunteer tasks are now being rolled into a part of the PTSA
- Pam Swinson – vice president + membership chair
- Emily Gringrich – beautification chair - son is a freshman - wanted to be involved and the committee that needed help is beautification – so she is chairing – she has extra interest in inside of school
- Barbara Raphael – faculty representative – her goal to get at least 75% of faculty to joining pta
- Kim Garcia – secretary – rising sophomore
- Tina Ndoh – teacher appreciation chair - rising sophomore and recently graduated senior

II. Brief Overview of 2019/20 Vision

Mychael-Ann provided a brief summary the vision and priorities for this year. She has met with Mrs. Taylor a few times and wants to align the PTSA goals with Mrs. Taylor's priorities for JHS.

Priority – Building a culture of pride and school spirit

Mrs. Taylor would like to focus on building school spirit and community. She'd like to instill a sense of pride of being a part of the JHS community. It's important to build the culture of school spirit at JHS. Research shows that people who have an affinity are more likely to be engaged. Every school has a different culture and spirit that is innate. The students really drive it but PTSA can help to guide and support it.

One thing that Mrs. Taylor would really like PTSA to help with is providing inexpensive t-shirts for students to purchase on-site. We need to take all of our populations into account, not everyone has access and the money to order online. PTSA can provide shirts and make little to no profit.

Sara Emley mentioned that she is meeting with Julia Lockhead (Brand It Promotional Products) tomorrow and will ask about pricing.

MINUTES JHS PTSA LEADERSHIP Meeting

Date: August 20, 2019 – 7:30 pm

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One of the other things that falls under this category is Homecoming. How can we make it more than a football game? PTSA can help be the organizer. We'd like to try and involve the community more. Mychael-Ann invites all to help her brainstorm on this!

Priority – Fundraising for non-core departments

Mychael-Ann (president), Tina Ndoh (past president) and Mrs. Taylor met to discuss funding needs for the school. We will utilize the teacher grant process this year and will prioritize funding for non-core departments – arts, ESL, exceptional children/DHH, languages, and health/pe. This decision was made because the focus was on core departments last year (English, math, science, history)

III. Committee goals and overview

Treasurer – Sandy Phillips reported. Sandy passed out an activity sheet that showed that PTSA spent what they took in last year. There is a carryover balance of approximately \$6,400 going into FY20.

Income - the major source of income is the fund a falcon campaign. Last year was amazingly successful with the \$20K match! The rest of the income was from memberships, donations, matching funds, Amazon Smile and Harris Teeter rewards.

Expenditures – the PTSA gave \$20K to the school for large ticket items that were the priorities named by the core teaching departments. The rest of the expenditures went to administrative items like dues and insurance, as well as planned programming for items like student recognition and teacher appreciation. For the first time, we also issued grants to student organizations.

A short discussion was had about the grant process and how to make it equitable for all of the teachers and departments. Mychael-Ann explained that the non-core departments will be the priority and all of the teachers in those departments will be able to submit grants. This is slightly different than last year's process. Tina Ndoh explained that this process is evolving. Last year was the first time we were able to provide such large amounts of funding. The ask was made of department chairs and we learned that teachers didn't get to weigh in. So this year we are going to the teachers directly and letting them submit as a department or a singular teacher.

Kim Garcia suggested that we continue to think about as the process evolves, perhaps opening it up next year up to the all faculty and staff.

Everyone was agreed that the more specific that PTSA can be about what they are funding, the more donations we will get.

Someone asked if there will be a matching donor this year. Sara Emley is not sure yet. She and Kate Miller will certainly look for one. Knowing the funding priorities will help to build up the excitement and hopefully secure a donor.

Sandy closed by stating that the executive team needs to meet and put together a budget that can be presented at the September PTSA meeting.

MINUTES JHS PTSA LEADERSHIP Meeting

Date: August 20, 2019 – 7:30 pm

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Secretary – Kim Garcia – this year our meetings on Monday evenings to coincide with School Improvement (SIT) Team meetings. They are scheduled for 6:45 pm on the third Monday of the month.

SIT meetings will be held the third Monday of the month at 5:30 pm. Both meetings will take place in the Media Center.

Mychael-Ann state that there is still an opening this year for Student Awards and Recognition. This committee provides the honor roll celebrations, student of the month awards, and assists with the PBIS celebrations. Please use your networks to help recruit someone.

PAAC – Carol Dorsey reported. Carol is new to PAAC. She came in the middle of the year to a co-parent meeting and has been volunteering in student services. She was asked to chair PAAC and is excited to do so this year! A preliminary meeting over the summer only yielded 4 participants. So Carol has recommended that PAAC not make plans for the year until after the first meeting. They will ask for parent feedback, including dates and times for the meetings. Alicia Dupree, an incoming parent from GMS is going to be vice-chair. PAAC will continue to focus on parent education and engagement, closing the achievement gap, and perhaps trying to find a way to lend a helping hand to the middle schools and elementary schools. They will keep two sub-committees - 1. Parents – helping to navigate powerschools and 2. Students. PAAC will also help support BSA with their initiatives. They will look to see if there is a possibility to plan for a trip to the African American History Museum in Washington DC.

PAAC's next meeting will be held on Wednesday, September 18 at 6:30 pm.

Communications – Belinda Jennette reported. Last year, we used MemberHub for our communication. We need some kind of documentation for next year on how to use MemberHub. The videos are ok but paper might be better. Belinda will send a reminder before each monthly meeting. If there are other things that need to be communicated, she can send out information as needed.

Sara Emley asked who was responsible for the website. Mychael-Ann Pelo explained that it is the media coordinator at JHS. She has their contact information.

Mychael-Ann mentioned the JHS Facebook page. It has been inactive. Kim Garcia and Belinda Jennette have offered to take a look at it, see how it's set up, and make a recommendation about PTSA re-instating it and using it. Will it meet our needs?

It was noted that JHS does not have an official Facebook page. This page, set up by the PTSA, was meant to be it. We need to be sure that it's clear that PTSA is managing the content. We need to make sure that all comments are approved before they can be shown on the webpage.

Lastly, Mrs. Taylor is continuing her Sunday night robocalls. In addition, emails are being sent weekly.

Fundraising – Sara Emley reported. – It's helpful now that we know the departments are that will be supported. We can start the recruitment of a matching donor. When thinking of the budget, Sara doesn't think we should count on raising the \$20K again, unless we find a matching donor. She is not sure what the motivation was behind last year's donations – it might have been the excitement of the match and / or it might have been the initiative. Sara is going to go to the foundation from last year to see if they

MINUTES JHS PTSA LEADERSHIP Meeting

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would be the matching donor this year. Sara is requesting help with fundraising. Her children will graduate in May and she would like someone to learn the process this year.

Group conversation:

Mychael-Ann stated that the leadership team will work through the budget based on past history.

Tina replied that last year we were conservative and only budgeted for receiving part of the income.

Sandy asked if this is too lofty of our goal.

The group thought was no. Not if we have volunteer help.

Tina stated that we need to go ahead and get the wish list from the departments so that we know what kind of money we need to raise. Last year, we asked department chairs to provide wish lists for up to \$5,000.

Everyone agree that the most important thing is to identify what PTSA will be doing with the funds and that the fundraising had to be done at the beginning of the year. The match and a deadline was also motivating.

Sara also mentioned to the group that we should focus on increasing the HT VIC program. We need to encourage everyone to re-link their shopping cards.

Teacher and Student Support – Mychael-Ann reported for Danielle Caldwell.

Danielle contacted Brame Office Supply/Not Just Paper. That business is offering a 20% teacher discount until end of August and a percentage of the sales comes back to PTSA.

Last year we did 2 large teacher supply drives and plan to do so again this year. Danielle will coordinate with Tina to make sure that we aren't doubling up on sign up genius' each month.

Teacher Appreciation – Tina Ndoh reported.

Tina has talked with Mrs. Taylor and the main priority is to have appreciation events that incorporate some sense of community. Tina would like to get beyond "grab a plate and go." She would like to have a welcome back event. She would like to have something cute like a "welcome back" pencil with a word search and submit for a drawing. Tina would like all of the events/activities to have a sense of community and build a sense of school spirit. Tina has created a generic email address for the sign ups. This will allow the program to move from chair to chair each year.

Tina is thinking about moving events to from early release days to teacher work days. A lot of the events/activities will be breakfast items on those days. Teachers enjoy getting off campus for lunch on those work days. Tina has a list of dates and will share with those with Mychael-Ann to see if they work overall. Tina would like to find people to help secure donations from community members

Mychael-Ann reported that Principal Taylor asked if PTSA would sponsor the Teacher of the Month. We will ask parents to donate gift cards in \$25 increments. Gift cards will come from Amazon, Target, and Walmart.

MINUTES JHS PTSA LEADERSHIP Meeting

Date: August 20, 2019 – 7:30 pm

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Question: who sponsors the Senior Breakfast? It has traditionally been sponsored by student services. Funding comes from many sources. Mychael-Ann also mentioned that Mrs. Taylor is holding a few spirit nights at the Renaissance Chick Fil A. A percentage of the money will come back JHS. Mrs. Taylor is planning those and the profits will be used for the senior breakfast. She has also asked Chick Fil A to earmark the \$1000 worth of food products for the senior breakfast.

SIT Teacher Representative - Mrs. Raphael reported. Mrs. Raphael's goal is to have 75% of JHS teachers join the PTSA.

Question: How can we help? Mrs. Raphael agreed that incentives might help. Kim Garcia will look into an overnight stay to the Washington Duke Inn.

School Improvement parent rep – Monica Long – Mychael Ann reported for Monica

Mychael-Ann reported that Monica is going to make regular reports to PTSA. We hope this will share the information back and forth. This year, Monica is the only parent remaining because the other reps' terms were up. Rather than bringing on six new people at once, we will bring on 4 this year and 2 next year. These positions need to be elected. Elections will happen in the next few weeks. The new representatives will cycle on in October. Noted that Mrs. Raphael rotates off in October as well.

Beautification – Emily Gingrich reported.

Emily stated that she has talked with Nora and understands what is involved. She will work with Assistant Principal Boyce and schedule some work days. They will pull in the clubs to assist.

Emily stated that she has a particular interest in beautifying the inside of the school. Emily met with Mrs. Taylor about this. Mrs. Taylor would really like help with the bulletin boards around the school. Kim Garcia stated that she has already talked with Allison Alderman about helping with this. Allison has expressed an interest in helping. Kim will help connect Emily with Allison.

A few committee members mentioned that they would love to see a "Bathroom door project" be done at JHS. This is where positive messaging is painted onto bathroom stall doors and mirrors. Emily will look into this and see what it would take.

Scholarships - Kim Dougherty reported.

Kim would like to PTSA to provide \$1,500 in scholarships again this year. Last year we awarded 4 scholarships. PTSA planned for two \$500 scholarships and then decided on awards for the balance of the money based on the scholarship applications received. Kim would really like to be proactive this year.

MINUTES JHS PTSA LEADERSHIP Meeting

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Getting the applications from the kids was hard so we need to start earlier and get this process. Kim is recruiting a new chair for next year.

School Safety & Security – Kaaren Halderman

Mychael-Ann Reported for Kaaren. This committee was originally started to help and support the SAAVE club. Kaaren wants to follow the students lead. So this committee may not continue into this year if student interest isn't there.

Volunteer Coordinator - Joanne Vance reported.

Joanne stated that this is a new and evolving role. Mrs. Taylor has decided that the student services volunteers should be folded into the PTSA. Joanne is working with Mrs. Taylor and Student Services to figure out how this will work this year.

In the past, Joanne would connect with Mrs. Artis and see what was needed. There were 20-25 volunteers as a core group. They had regular times to come in and help in the office as well as with projects. Mrs. Taylor asked them to combine with PTSA so that everyone in the school has access to the same group of volunteers. Right now, Joanne will set up projects on sign up geniuses and publish them on a regular basis.

Joanne reminded everyone that volunteers at JHS need to have a background check through DPS. There was some discussion about volunteers having to sign confidentiality agreements but Mychael-Ann stated that those type of projects have been taken off the list of things for volunteers to work on.

There will not be volunteers in student services on a daily basis but there will be other opportunities to volunteer on a regular basis, like in the front office, media center, etc.

Mychael-Ann explained that Mrs. Taylor wants to be sure that the student services as a group is sustainable and can exist without volunteer assistance. She also wants to bring transparency to the process. Mrs. Taylor had that conversation with the student services team. Joanne stated that we may need some messaging to the existing volunteers about why this has happened. It's disappointing to people who are regular volunteers.

Mychael-Ann and Pam reassured the group that the volunteers are still needed. They can shift into other roles that will still be beneficial to JHS, things like beautification, awards, etc. We can help find them a good match.

IV. Closing

Mychael-Ann went over the list of dates for PTSA meetings.

Monday, September 23, 2019
Monday, October 21, 2019
Monday, November 18, 2019
Monday, December 16, 2019
Monday, January 27, 2020

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Monday, February 17, 2020

Monday, March 16, 2020

Monday, April 27, 2020

With no further business, Kim Garcia made a motion was made to close the meeting. It was seconded by Tina Ndoh. The meeting was adjourned at 9:33 p.m.