Jefferson Middle School PTO Meeting Minutes
October 16, 2024
@ Jefferson Library

A. Attendees:

Trini Gallegos	Kelly Blair	Meghan Armstrong	Juan Larrañaga
Patricia Goke	John Grisham	Karen Patterson	Valerie Griego
Katy Slota	Jennie Davis	Adryana Vialpando	
Robert Munro	Leann Sommers-Templeman	Michael Krashin	

B. Call to order: Meeting called to order by Robert Munro at 6:00 pm

C. Welcome and Introductions: Robert Munro thanked attendees and all introduced themselves

D. Treasurer's Report | Presenter: John Grisham

- PTO Financials:

September Starting Balance:	$ 3,933.41
Contributions:	$ 982.55
Spent:	($ 0.00)
Current Balance:	**$ 4,915.96**

- For PTO expenses, prefer parents receive approval from President and Treasurer on budget, purchase items, and then provide receipts for reimbursement via a check
- Issued check to PE faculty for the money raised with the PE QR code (balance is around $10)
- 8th grade QR code has a $10 balance
- Filing with the state for non-profit status: $25 to register, will receive new EIN, $275 fee to apply for non-profit status
- Treasurer report was approved

E. Policy Discussion | Requestor: Kate Williams (parent, was not in attendance), Facilitator: Robert Munro
Attendees discussed Kate Williams' concerns regarding the current cell phone policy, which restricts student access to phones during a lockdown. She believes the policy should be revised to allow students to communicate with their parents or guardians in such situations. PTO consensus is current policy is appropriate and acceptable, however, agree that Ms. Williams concerns should be considered. PTO refers the topic to JMS Instructional Council (IC). Per school procedures, this will be part of the 2025 – 2026 policy review at the March or April 2025 IC meeting(s) at which time potential policy updates will be determined.

F. Committees

- **Fundraising Committee** | Presenter: John Grisham
  Committee is considering following ways to raise money for the PTO. Dana Grisham (Committee Chair) will be scheduling a committee meeting in next couple weeks (virtual via WhatsApp).

- Jog-a-thon: "Cookie Mile" theme (eat a cookie every ¼ mile)
  - Jet Chef students could bake the cookies, include healthy options for laps as well
  - Prizes for most money raised and/or most laps: by advisory classes (winning class to receive a pizza party), individual prizes for 1st place male/female for each grade (big cookies)
  - Other theme options: dress up, paint (either students paint themselves before run or throw colors during run)
  - Plan for a Friday right after school so we don't interrupt classroom time or on a Saturday
  - Possibly include event as part of the health/safety fair Ms. Slota is planning Jan/Feb 2025
- Merchandise sales: merchandise table at JMS events (sports/concerts/etc)
  - Considering options for JMS PTO sign for such events (tablecloth, banner, flag)
  - Student t-shirt design contest - one winner/design per grade?
- Harlem Wizards Event: Potential to raise a lot of money, but requires significant upfront investment (~$15k for a week night). Possible joint event with Albuquerque High School (or another school) that has a larger gymnasium.

- **Teacher Appreciation** | Presenter: Meghan Armstrong (Committee Chair)
  - Teacher pop-up provided 10/16/24, included surprise breakfast items (bagels, coffee, fizzy drinks, Gatorade, granola bars). Potential upcoming pop-ups:
    - Lunch (sandwiches)
    - Holiday theme (possibly create sign-up so parents can participate by providing items)
  - Rodent issue in teacher lounge hasn't been an issue recently but tends to get worse as the temperature cools
  - JMS faculty have a Sunshine Committee (self-funded/self-driven faculty appreciation committee). Potential to piggy-back on one of their events.
  - Possibly stock teacher lounge with drinks/snacks as done in past years – use plastic bins that seal/lock to keep out rodents.

- **Dance Committee** | Haley J (lead), Kelly B, Jennie D, Maia M
  - First dance to be held on 11/1, Halloween theme, 3pm – 4:30pm
    - QR code will be included in next school email to raise money for snacks
    - PTO responsible for chaperones and snack table
      - JMS nurse provided list of snacks to accommodate student allergies
      - Committee to provide chaperone sign-up (APS Supervised Chaperone clearance required)

- **Holiday Craft Fair** | Katy S, Kelly B, Leann T, Haley J, Sandra V
  - Saturday, November 23rd
  - Ms. Slota requested PTO assistance to receive money on behalf of the school. Robert Munro and John Grisham agreed.
    - PTO to write check for State Fire Marshall
    - PTO to rent JMS gyms: Kelly Blair to complete reservation request, $0 fee (monetary rental amount required to meet APS requirement for space rental)
    - Booth rental fee to be $50 ($10 increase from last year)

G. Visit Bandelier Elementary School | Presenter: Robert Munro

Bandelier PTA President asked JMS PTO to send representation to their 11/13 meeting to discuss JMS.

- Robert Munro, John Grisham, and Kelly Blair to attend. 90 second presentation each (total of 5 minutes on the agenda). Discuss JMS education/music/sports/culture/etc. Not acting as a representative of JMS, there as JMS parents only
- Bandelier parents to contact Ms. Slota regarding any questions and for tour requests.
- Request to conduct similar presentations at future Zia Elem School and Longfellow Elem School PTA meetings. Intend to present prior to the APS 1st transfer request deadline in January 2025.

H. Board Structure | Presenter: Robert Munro

- Current bylaws are concise (don't include much detail or requirements)
- Every JMS parent/guardian is considered a voting member of the PTO
- All motions require approval by 2/3 of members present
- PTO general meetings and board meetings are one in the same
- Meetings are required once a month throughout school year (meeting length/location not defined)

I. Administration Update | Presenter: Principal Trini Gallegos

- Super Science Teacher has been selected, hiring process on hold until teacher registers for course to earn gifted endorsement (can't register until later in October)
- EA position still available – 2 applicants, haven't returned phone calls
- Bilingual Social Studies Teacher – still open
- Conferences went well (many parents on campus in-person)

J. Open Floor for Parent/Teacher Questions | Facilitator: Robert Munro

- PTO minutes are loaded and available on the WhatsApp
- Request for calendar of PTO events. Possible to provide through end of 2024. Spring semester dates are still unknown (JMS events for spring don't have definitive dates yet)
- Member noted food is still being stolen at lunch (lunches from home and free school lunches). JMS Admin stated they were unaware this continues to be an issue - they will look into it.
    - Robert Munro requested a volunteer to assist with contacting parents/guardians that noted interest in helping at lunch on the parent volunteer forms. Ms. Slota reached out earlier this year - no one volunteered.
- Member asked about lost-and-found. Due to the number of items, they were moved to the technology storage room and then possibly moved elsewhere. JMS Admin to determine where items are being stored.
- Ms. Goke thanked Meghan Armstrong for her help with the drop-off loop traffic.

K. Next PTO Meeting: November 20th @ 6:00 pm at JMS Library

- December meeting to be celebratory and possible at a different location

L. Adjournment: Meeting adjourned by Robert Munro at 7:22 pm