

# Together for Trillium Meeting Minutes January 19, 2015

**Attending:** Linda Horsfall, Heidi Nelms, Nikos Tzetos, Stephanie Turner, Robert Ping, Stephanie Bliss, Reggie Bliss, Thane Norton, Kieran Connolly, Caffeine Jones, Johanna Norton, John Nurse

Note: TFT meeting held in the Oregon Public House, during a Trillium Charter School dine-out fundraiser.

## I. **Events Team.** *Caffeine Jones, team leader*

### A. Community Building

1. Arts & Music Showcase: Caffeine Jones, event coordinator
  - Committee members: OPEN
    - need a team of 3-4 people for committee; to assist event chair Caffeine, art teacher Gena Fields, and music teacher Heidi
  - Event volunteers: OPEN
    - 30+ volunteers for event itself; VolunteerSpot sign-up created, and will be
2. Staff appreciation week - OPEN
  - Need event coordinator; dates = May 4-8. person to organize cards, treats, emails, maybe activity;
3. Bike & Walk to School - OPEN
  - Need event coordinator; date = Wed, May 6
4. Staff appreciation dinner - OPEN
  - Need event coordinator; date = Thurs, June 11

### B. Educational

1. No events currently in planning. Will assist as requested with Charter School Legislation Advocacy Meeting, next Wed, Jan 28.

### C. Clean-Up

1. No events for grounds or school clean-up currently in planning.

## II. Communications Team. *Leader?*

- A. Content creation - OPEN (1 person or multiple)
  - 1. Could be one person who organizes all major TFT communications, writing newsletter blurbs and FB posts, creating FB events, composing email list posts. Essentially a PR position.
    - Newsletter
    - FB posts, events
    - Info Exchange
    - Calendar - TFT, Portland Council PTA, and Oregon PTA events
- B. Design - Reggie Bliss, Lisa Briscoe.
  - 1. Create posters, signs, fliers and other design materials for TFT.
  - 2. May work with Arts & Music Showcase
- C. Content delivery/distribution - Reggie Bliss, leader; Thane Norton, assistant
  - 1. TFT web site not working
  - 2. togetherfortrillium.org emails not working: president@, board@, etc
  - 3. TFT web site redesign

## III. Support Team. *Stephanie Bliss, team leader*

- A. Teacher liaisons. *James Rohl, lead*
  - 1. Believe each teacher has one, but TFT spreadsheet doesn't have all names
  - 2. Nothing to report.
- B. Supply Closet: OPEN
  - 1. New initiative.
  - 2. Need someone to monitor school supply closet, note any supply requests from teachers, occasionally survey teachers for needs, handle purchases. Could be handled almost entirely online / from home / after school hours.
- C. Staff snacks: *Kerri Creager, lead.*
  - 1. Stephanie Bliss requested status update on any open dates
  - 2. Stephanie requested written procedures from Kerri for Procedures Manual
- D. PTA clothing closet: OPEN
  - 1. PTA groups all over Portland collect Lost & Found items from their schools, then sort and clean clothes for a PPS-sponsored clothing closet located in Marshall High. PPS students in need can receive a referral from their school administration, and schedule an appointment for a personal shopping experience at the clothing closet.
  - 2. Stephanie has contacted PTA Clothing Center for more info, and will coordinate with Debra on procedures (as school admin staff has been handling Lost & Found)

### III. Support Team, cont'd

- E. Welcome Wagon: OPEN
  - 1. New initiative.
  - 2. Looking for a person to:
    - communicate with new families
    - make sure they get signed up for email lists, FB pages, newsletter, and other communications
    - organize a "buddy family" in the same class as the new student
  - 3. Written description of position could be helpful in filling position, but could be defined by motivated person willing to create the position and procedures
- F. Volunteer appreciation: *Volunteer coordinators?*
  - 1. Stephanie sent email to volunteer coordinators Caffeine and Brinda:
    - combine TFT volunteer recognition with school's volunteer recognition event?
    - maybe hold two events: one during school hours, and one after
- G. Senior grants: *Nikos Tzetos or James Rohl?*
  - 1. Not sure who is lead. James and Nikos have been involved previously; email to both regarding next steps, procedures.
  - 2. No senior grant applications received yet
- H. TFT Grants:
  - 1. Johanna spoke at Jan 14th staff meeting, to request staff recommendation on spending the \$300 TFT Grant budget this year
  - 2. Recommendation anticipated before February or March 2015 meeting

### IV. PTA & TFT Business - Johanna

- A. Officers: Secretary - OPEN
  - 1. Looking for a new secretary for Jan-June
- B. Unit in Good Standing - 1 more training required
  - 1. Still need one more TFT officer to partake in training.
  - 2. Several online opportunities, including some only 20 or 30 minutes long.
- C. Annual Leadership Conference
  - 1. April 17-18 in Wilsonville
  - 2. registration before March 15 for early-bird discount
- D. Nominating Committee - OPEN
  - 1. Three members to be elected during March meeting
- E. Reflections - OPEN
  - 1. Need someone passionate about student art to coordinate with art teachers for the annual PTA Reflections program and contest.
  - 2. This year's submissions are closed; want to make sure we participate in 2015-2016.

#### IV. PTA & TFT Business, cont'd

- F. Membership
  - 1. Online training requires user name, password on back of membership cards
  - 2. Need to distribute cards
- G. Procedures Manual. *Stephanie Bliss*
  - 1. Stephanie Bliss offered to create procedures manual for TFT.
  - 2. As yet, no procedures have been received.

#### V. Fundraising Team (see attached Treasurer's Report also) - *Nikos, team leader*

- A. Scrip + Chinook Books. *Linda Horsfall, coordinator*
- B. Tuesday Treats (weekly).
  - 1. Team = Glee, James Rohl, Nikos Tzetos, Stephanie Bliss, Brinda Coleman?
- C. Dine-outs. *James Rohl, coordinator*
  - 1. Working with Stacy Blanton from Trillium board to organize shared dine-out events.
- D. Plant Sale. *Susan Milhauser, coordinator*
  - 1. Will schedule soon.
- E. Scrap metal - OPEN

#### VII. New business

- A. Safety Concerns on Maryland behind school
  - 1. Parking in front of back gate (emergency access)
  - 2. Cars trying to squeeze by other vehicles in the lane
  - 3. Cars pulling over & waiting a long time, especially at drop-off. Holds up line of cars.
    - some cars aren't prepared for quick drop-off
    - some parents want to wait to see child make it to front door
- B. Safety concerns with fast-moving traffic
  - 1. Several close calls, in which cars ran red light at Willamette & Interstate.
  - 2. Traffic is fast on Killingsworth and Interstate, and crosswalk at Maryland & Killingsworth isn't far from that major intersection; cars often still moving very quickly
- C. Potential safety solutions:
  - 1. Have folks acting as traffic guides, making sure folks keep moving, pull over enough
  - 2. Use cones to block a couple of parking spaces adjacent to the back drive, for wider area in which to pull over
  - 3. Have volunteers at back gate and middle gate, to make sure kids are entering the building, relieve worried parents who would otherwise watch.
    - Nikos Tzetos and John Nurse available some Thursdays, to get it started
  - 4. Robert Ping will write up some suggestions, and Kieran will send Announcement email regarding best practices for traffic & parking
  - 5. Consider starting Safety Patrol with 5th graders. PPS provides all materials and training. Trillium-organized program, rather than TFT?
- D. Arts & Music Showcase discussion
  - 1. Concerns about complexity in short timeframe
  - 2. Consensus that folks wanted to concentrate on art displays and performances, and shift fundraising activities to later date, such as Renaissance art fundraiser