**HMS PTO Meeting Minutes**

September 11, 2020

9:30 am

Virtual Meeting via Zoom

**Attendees**

|  |  |
| --- | --- |
| Colleen Stewart | Marianne Faribee |
| Erin Avery | Brian Fisher |
| Liz Sigman | Nabiha Huda |
| Richelle Kidder | Holly Joyner |
| Margo Boler | Mitzi May |
| Hillery Efkeman | Beth Miller |
| Tanuja Coletta | Leanne Howell |
| Kathryn Hickey | Debbie Brown |
| Alison Fondaw | Michele Midha |
| Mary Beth Turner | Amy Cook |
| Robyn Rudisill | Michael Graubart |

**Call to Order**

9:31 am by Colleen Stewart, President

**Administrator’s Report - Brian Fisher**

* Curriculum night went well, have received positive feedback
* Each teacher recorded at least one session of their Zoom meetings which will be posted soon for families unable to attend
* Commissioner Penny Schwinn visited HMS and was impressed by the interactions between virtual and in person students, especially impressed by 6th grade kids
* Schwinn was positive about how academics are continuing to push forward, even during such strange times
* Schwinn was quoted in the media as saying that HMS should be the model for the entire country in regards to how they are handling PPE, social distancing, etc.
* Administration is aware of some hiccups but they are taking care of them as quickly as possible
* Administration knows some kids are struggling and trying to help
* Having to utilize Zoom for in person students and have not received push back from kids; kids enjoying going to the library and zooming into their class
* There will be case/benchmark testing coming up at the end of this month
* Continuing efforts to make a safe and high quality learning environment for the students
* Colleen asked: What is the procedure for when a child is out?
  + Mr. Fisher responded that communication is key
  + He reinforced the importance of wellness screenings that need to be completed every morning.
  + Administration will address “fails” to screenings immediately
  + Students are still marked Absent unless it is a Covid situation
  + Parents need to let teachers know about child’s absence
  + School will excuse absences on the back end
  + Students who must quarantine will be switched to all virtual for that time period
  + Mr. Fisher stressed that the priority is taking care of yourself and your kids; if you feel badly you don’t have to use the digital platform
  + However, if it’s precautionary and child is staying home and still able to work, they can log on digitally, complete work and attendance tickets; will still be marked absent and will still need an excuse note from mom and dad.
  + Teachers have been instructed to give a little grace to students for making up assignments.
* Alison Fondaw asked: If we hold a child out as a precaution and email the homeroom teacher but the child joins all online classes that day, will they be counted absent?
  + Mr. Fisher responded yes but when a parent sends a note in, Ms. Watson in attendance will make adjustments.
* Robyn Rudisill gave address to email regarding attendance: [brandie.watson@gmsdk12.org](mailto:brandie.watson@gmsdk12.org)
* Erin Avery asked: To clarify, when a parent writes an excuse note for their child, they should specify that the child did log on and complete attendance tickets/classes for the day they were absent?
  + Mr. Fisher responded yes and then Ms. Watson will know to check and count the child present.
* Colleen asked to confirm grade level administrators:
  + 8th Grade - Fisher
  + 7th Grade - Ruiz
  + 6th Grade - Dias
* Amy Cook asked: When filling out the wellness screening, do you click yes even if your child has one symptom, such as a headache?
  + Mr. Fisher responded yes and child needs to stay home; stressed over-caution in this regard
* Marianne Faribee asked: Does clicking yes to one symptom trigger 2 weeks quarantine at home?
  + Mr. Fisher responded no, the nurse will follow up with the parent and make a recommendation based on the child’s symptoms on when he/she can come back.
  + He said the more we can comply with wellness checks the more likely it is that school can remain open.

**Approval of Minutes**

Marianne Faribee - Motion to Approve

Kathryn Hickey - 2nd Motion

Colleen - Minutes approved as written

**Friends of the Foundation**

Guest Speaker Richelle Kidder

* Former HMS mom, both boys at HHS now
* Joined Germantown Education Foundation in February which supports educational programs in Germantown through grants
* 3 Fundraisers
  + GMSD Color Run (April) - HMS received $600 back from the virtual race last spring
  + Treasurers for Teachers (August) - all teachers at HMS given $100 gift card, box of copy paper from International Paper, and Girl Scout cookies
  + Friends of the Foundation - donations on water bill
* Can go to germantowneducationfoundation.org for more information and to make donations or can ask her or Robyn any questions

**Treasurer’s Report**

* Colleen reported for Kirsten who was not on call
* Kirsten sent out all information by email prior to meeting
* PTO t-shirts were paid for by PTO check after Colleen wrote the PTO a check with funds she received from members for the t-shirts
* The rollover funds from 2019 Haunted Houston were deposited into account

**President’s Report**

* Colleen thanked several people/committees: Membership, Ways and Means, Recognition (House Reveal), Holly Kulp (Carline), Publicity (consistent with sports postings), TLC Cakes, Teacher Treats, and everyone else working behind the scenes
* Curriculum night went very smoothly and well
* Encouraged everyone to continue sending teachers/admin/aids, etc. notes or emails of support, positivity; will put this on Facebook page as well
* Teacher Morale Cart - Colleen went to Costco for treats and drinks for the cart and dropped everything off on Wednesday. Cart will make its first trip around the school today (9/11) and will be a huge surprise to the teachers. Budget for the cart is $500. Mr. Ruiz is going to send Colleen pictures today of teachers receiving their treats which she will post.
* Reminded everyone to pick up their folders and t-shirts if they have not already
* Robyn suggested we come together as a PTO and nominate a teacher with the Germantown Education Commission for Teacher of the Month. These teachers receive $100 and a plaque. Suggested we share this idea with other PTO’s. At the end of the year one of these teachers will receive Teacher of the Year. Colleen thought this was a great idea and will ask Joy to put a link to nominate in the newsletter as well.

**Vice President’s Report**

* Kathryn Hickey echoed sending notes/emails to teachers and suggested we plan to do it again in a couple months to keep the encouragement going for them.

**Parliamentarian Report**

* Hillery Efkeman gave a reminder that according to our PTO by-laws, everyone on the PTO Board must be a member of the PTO; it is a part of being on the board. Please remind/encourage others to join so that we can have a strong budget.

**Membership Report**

* Alison Fondaw reported as of last night the general membership of the PTO was 273 members, 246 of which are paying families, the rest are teacher memberships. We are at 92% of our goal but could use encouragement for more people joining. Remind people that they will not receive the newsletter unless a member of the PTO.
* Members of the PTO will be receiving an HMS magnet
* Membership collaborating with Donation Drive and delivering magnets and lanyards together.

**Recognition Report**

* MItzi May reported on the House Reveal last week; thanked 11 volunteers who blew up balloons, bagged them, and delivered them.
* Said it was very different this year but went well
* Mitzi and Ms. Dias stood outside on Tuesday to give virtual parents their students’ balloons so they could participate on Friday with the in school students; they blew up their own balloons for their children and then they were able to Zoom into the reveal at school
* There were 40 new 7th and 8th graders
* Ms. Dias very helpful and involved in process; she had teachers pick up the bagged balloons and take to their classrooms
* Mitzi was impressed with how virtual kids were integrated into the event
* Next events would normally be Beta and NJHS inductions; these will look very different. Brainstormed with Ms. Dias over how they might look; may be outside but will find a way to celebrate the kids.

Robyn Rudisill suggested that Colleen may want to get in touch with GMSD about utilizing their conference room for meetings. Could do a combo of in person and Zoom meeting.

**Ways and Means**

* Mary Beth Turner said as of last night there is $6795 from the donation drive.
* She asked we keep it in the newsletter, etc to remind people to donate
* They are still working on Spirit Nights; heard FES had a very successful spirit night at Let It Fly this week so they will look into having one for HMS there
* Please spread the word about changing your Kroger card and Amazon Smile to support HMS PTO; this is free money!

**Haunted Houston Report**

* Colleen reported that they are planning to re-group on a Zoom call next week about Boo Bags

**Health and Safety Report**

No Report

**TLC Cakes Report**

* Debbie Brown reported that they have created the SignUP Genius and are well on their way to getting the cakes out
* Cakes will be given via certificates this year
* They need to talk to Kirsten about funds and how it will work if they are still waiting on some cakes to be covered by parents when they have to purchase the certificates
* The sign up link takes you directly to the PayPal link to pay and thinks this will work great and be easier for people to sponsor cakes
* Signup genius has not gone out yet; will probably go out next week.

**Teacher Treats Report**

* Colleen reported that the next treat for teachers will be a room service type tag that teachers will fill out and hang on their doors to receive a drink and snack of their choice

**Clubs and Sports Report**

No Report

**Hospitality Report**

Colleen reported they are getting ready for virtual conference night

**Beautification Report**

No Report

**Contests Report**

* Marianne Faribee reported they are still waiting on direction from the GMSD PTO

**Honor Roll Report**

* Robyn Rudisill reported that donuts are not an option this year
* 2 options: have individually wrapped Chick Fila chicken sandwiches and bottles of water outside and have students brings towels and spend their lunch time outside OR give each student a gift card for a ChickFila sandwich
* Would have options for virtual students to come through the circular drive and pick up
* If they go the gift card route, they are hoping to get an in kind donation from CFA for at least some of what is needed
* Kathryn Hickey suggested having a slide show of the kids who make honor roll on the announcements to recognize them.
* Robyn said that the announcements are posted to the website which is public so that may not be possible because of privacy issues

**Webmaster Report**

* Amy Cook - No updates but open to suggestions
* Colleen added that the website, etc is very user friendly and looks great

**Publicity Report**

* Tanuja Coletta - No report but took a lot of notes during our meeting to put out for information
* Thanked Colleen for helping get announcements out
* Colleen said she will get pictures from Mr. Ruiz today from the Teacher Morale Cart going around and will post today

**Old Business**

None

**New Business**

* Colleen said that parent teacher conferences are on 9/24 from 3:30 to 6:30 virtually; teachers will be contacting you if they would like to meet and usually these meetings are for letting parents know your child is excelling rather than negative.
* Colleen asked if anyone has heard anything about travelling for Fall Break? Robyn replied that technically the district cannot say people cannot travel.

**Adjournment**

Colleen announced the next meeting will be on Friday, 10/9 at 9:30 am and adjourned the meeting at 10:41 am.