**HMS PTO Meeting Minutes**

**August 14, 2020**

**9:30 am**

**Virtual Meeting via Zoom**

Attendees

|  |  |
| --- | --- |
| Erin Avery | Colleen Stewart |
| Angie Shipman | Kathryn Hickey |
| Denise Stumph | Chanel Sallie |
| Tanuja Coletta | Alison Fondaw |
| Laurie Argo | Mitzi May |
| Emily Patterson | Amy Cook |
| Christie Crowe | Marianne Farabee |
| Heather Gavin | Joy Williams |
| Leanne Howell | Robyn Rudisill |
| Jennifer Chow | Debbie Brown |
| Suzanne Ray | Beth Miller |
| Nabiha Huda | Kristen Boccher |
| Liz Dias | Toni Nygren |

Virtual meeting was called to order at 9:36 am by Colleen Stewart, President.

Colleen asked if there were any changes / corrections to the summer meeting minutes. Joy Williams motioned to approve the minutes as written, and Alison Fondaw seconded the motion.

**Treasurer’s Report**

* Kirsten was not on call, but Colleen gave report for her
* Kirsten sent budget and bank statement by email to everyone
* There was a Haunted Houston deposit sitting in PayPal which will help with budget
* Kirsten will be sending these reports out every month prior to our meetings

**President’s Report (Colleen Stewart)**

* Colleen had many thank you’s for people
* Hospitality was able to take the teachers breakfast on Monday
* Thank you to Sharon Harrison who put a sign at the school “We Love Our Teachers and Staff!”
* Health and Safety -- Holley is getting sign ready for carline on Monday
* Membership-- thank you to Alison, Nabija, and Leanne; Nabija put together the video for PTO that went out to everyone
* Ways and Means -- Thank you for working hard on donation drive, etc.
* Teacher Treats -- Thank you to Ashley Pera; treats are so cute
* Thank you to Joy Williams for the 1st newsletter

**Administrator’s Report (Liz Dias)**

* Trying to send out as much communication as possible as to what the new normal looks like
* Asking for flexibility, kindness, and patience; everyone is on a huge learning curve
* Admin has been planning, planning, planning
* Concerned about car riders because they anticipate it increasing
* Have prepared social distancing in car line with horse shoes
* School schedules went out yesterday (Thursday, 8/13)
* Mr. Ruiz asked if you have any major changes to schedules to let him know
* Email was sent out this morning with All About Me videos from teachers
* Skyward and Schoology aren’t quite yet synced for specific schools, should be ready at noon today
* Still planning for House Reveal and thinking about how to do that that is still fun with videos from 7th and 8th graders doing their chants for their houses
* Robyn Rudisill asked about IEP’s on Fridays, particularly for gifted. Ms. Dias confirmed it is on Fridays and realizes some people did not receive the letters about this. Asked if you did not receive letter and should have to email.
* Ms. Dias said that this was not included on 1st basic emails and that the gifted population is so large that they did not do personal calls
* Amy Cook said they got a letter but it looked like it was just like the email that was sent out, and Ms. Dias said yes it was but the information that applied to gifted was highlighted in bold
* Marianne Farabee: If they are coming on Friday will they still be expected to do the same work as if they are at home? Ms. Dias said yes but their work will be more rigorous for IEP’s
* Christie Crowe: Is IEP same as 504? Ms. Dias said no; Mr. Fisher is 504 coordinator, and 504’s do not come on Fridays
* Colleen: Clarified that IEP is for gifted, basically what APEX used to be
* Alison: How are announcements handled this year? Ms. Dias answered that they are on powerpoint like last year and also on the website

**President’s Report Cont (Colleen Stewart)**

* T-shirts are here and will have them along with lanyards; she will also do folders to pick up with forms, FAQ’s, etc.
* Suzanne Ray: missed picking up yearbook. Colleen: They will probably be available at school but needs to be communicated how to pick up. Robyn: address Devon Pohlman with yearbook questions.
* Colleen working on compiling a FAQ for parents
* PTO uses Google Drive if anyone wants access to it for documents, etc.
* Since PTO cannot get into the school, we are using Metro Graphics to print, but trying to keep amount of paper going home unless absolutely necessary
* Reminder that meetings are held every 2nd Friday at 9:30
* There are still spots available to sign up for carline help first week of school
* Robyn Rudisill: She has access to GMSD copier and paper to donate to HMS PTO

**Vice President’s Report (Kathryn Hickey)**

* No Report

**Parliamentarian Report (Colleen for Hillery Efkeman)**

* Remind people to fill out Conflict of Interest form on Google
* Colleen thanked Hillery for her work on the form and how easy it was

**Membership (Alison Fondaw)**

* Emails have been sent encouraging people to join
* So far 105 families and 22 faculty have joined, which is 40% to goal
* They will continue to communicate via social media, emails, newsletter, and have asked elementary newsletters to add about joining HMS PTO as well
* Please remind friends
* Incentive this year will be the magnets like last year since there are so many left over

**Ways & Means (Colleen for Mary Beth Turner and Beth Miller)**

* Donation drive is underway, currently at $3755
* Still working on spirit nights, no commitments yet
* Incentive to join will be mask lanyards; will work with admin on how to distribute

**Haunted Houston / Covid / ?? :)**

* Robyn -- Boo Baskets??
* Amy Cook -- really likes the idea
* Emily Patterson -- No decisions have been made yet, but they are considering boo bags at around the $10 price point; would be a cinch bag with HMS logo with candy and other things; would sell sponsorships
* Emily -- logistics is the focus now, trying to figure out how to deliver; each person who orders will have to deliver themselves (buyer distributes)
* Colleen acknowledged that not being able to get in the school is a problem
* Colleen -- idea must be approved and any other ideas for the committee are welcomed
* Robyn -- suggested getting in kind sponsorships from businesses, such as cards in bags with coupons, etc. Suggested targeting businesses with those type of cards to sponsor then we can say bags contain X amount of value, etc.

**Health and Safety (Holly Kulp, Colleen)**

* Ready to go for Monday
* Sign ups to help with carline are still available, please sign up

**TLC Cakes (Heather Gavin and Debbie Brown)**

* Confirmed cakes will not be able to be delivered to the school because of Covid restrictions
* Delivering to homes is not feasible
* Brainstormed with Amy at Nothing Bundt Cakes and she suggested that doing certificates to be given out to each staff member, redeemable at any time to pick up cake
* They have reached out to Kirsten on accounting for this because it would be a huge expense all at one time
* Amy at Nothing Bundt Cakes has promised to work with us
* HMS would purchase certificates, distribute them, then committee would be responsible for getting volunteers to sponsor each cake
* Still waiting to hear from Kirsten on how to handle the cash expense
* Colleen -- Could you still do sign up as in the past adn then let everyone know as soon as they sing up to pay the store?
* Erin Avery -- Could we set up PayPal or Venmo so that when people sponsor a cake, they are sent directly there to pay immediately?
* Joy Williams -- is is possible to only do it per semester to cut down on the cash outflow, maybe pay for fall birthdays and then reevaluate in Nov/Dec to help with the budget?
* Heather Gavin -- the problem is that they don’t know when birthdays are until the forms are turned back in from staff
* Debbie Brown -- Don’t know exactly why people are getting the cakes, not always for birthdays
* Robyn -- As a teacher, she is so thankful, suggests that all cakes be holiday cakes at winter break; eliminate choice of when people want their cakes
* Heather -- suggested waiting until we have the funds to purchase the certificates
* Heather -- needs to let Ms. Dias know soon what the process is going to be so she can let staff know what the plan is

**Teacher Treats (Kristen Boccher)**

* Ashley Pera made cute little “Back to the Grind” happies for the teachers that included coffee pods, sweeteners, etc. for August

**Clubs and Sports (Erin Avery for Wendy Percoski)**

* Wendy is working on getting with Jennifer Adair to see exactly what she needs to be doing

**Hospitality (Toni Nygren)**

* Had a breakfast on Monday, was very easy
* Had CFA and Christie picked up drinks and yogurts

**Beautification -- No Report**

**Contests (Marianne Farabee)**

* Still waiting to hear from GMSD on what they can/can’t do

**Honor Roll (Laurie Argo)**

* Laurie doesn’t know what they are allowed to do yet

**Webmaster (Amy Cook)**

* Working on updating site with new information
* Needs minutes from last year
* Please let her know of any updates

**Publicity (Tanuja Coletta and Suzanne Ray)**

* Trying to amplify announcements from admin in emails and on PTO website
* Tanuja will be handling newsworthy type items
* Suzanne will be focusing on membership and donation drive
* Suzanne -- is there any art that has been done this year to use, such as a PTO graphic? Wants to have some new branding.
* Alison -- will send a couple graphics to Suzanne

**Recognition (Angie Shipman and Mitzi May)**

* Mitzi and Angie not sure exactly what they need to be doing because they cannot get into the school
* Colleen -- they will definitely need help with house reveal so please reach out to Ms. Dias for more on what admin has talked about; if more help is needed after they speak to admin please reach out to the Board
* Mitzi asked if we have a date for House Reveal? Colleen answered no.

Colleen interjected that the donation drive focus this year will be on technology -- wireless ear birds, interactive tables for classrooms, etc. Math and science classes are complete so they are moving on to other classes for these things.

**Newsletter (Joy Williams)**

* Goes out at midnight on Thursday mornings
* Email is [hmsptonewsletter@gmail.com](mailto:hmsptonewsletter@gmail.com)
* Please send info to Joy by Monday or Tuesday to get into the newsletter
* Ads will run maybe 2 weeks in a row
* Need to add the Google drive link to be transparent
* Will work on Kroger and Amazon smile logos to make bigger if that is ok with Mary Beth and Beth (Ways and Means); Beth answered yes
* Will add a Donate Now button on the newsletter

**Old Business --** NONE

**New Business**

Robyn Rudisill thanked everyone who donated for Treasures for Teachers. Their goal was met.

Joy Williams -- newsletter is only going to people who have joined the PTO via the Membership Toolkit, which is a perk of being a member of the PTO. Faculty needs to join too to get the newsletter.

**Meeting adjourned at 10:44 am by Colleen Stewart.**

The next meeting will be Friday, September 11 at 9:30 am via Zoom. (Link will be emailed)