**HMS PTO Meeting**

July 18, 2022

5:30pm - GMSD District Office Building

1. Call Meeting to Order
   1. Welcome by President Erin Avery – 6:00pm
   2. Introductions of Board members and Administration. Thank you to all three Administrators for being here!
2. Administrator’s Report
   1. Welcome & Update from Principal ShaMira Davis
      1. Thank you to everyone and congratulations for surviving last year. This upcoming school year will be an opportunity to refresh, reenergize and recharge. Ignore the haters on Facebook. Bring constructive feedback.
      2. Principals’ Retreat last week with GMSD Administration.
         1. Focus: Lots of successes, less on the negative challenges. Celebrate in the moment what is going right.
      3. New schedule for HMS! This has been one of Ms. Davis’s visions for transforming HMS. Parents – There will be hiccups in the beginning, but please be patient. Needed to get creative with the scheduling, in order to offer a variety of courses and still meet the state’s requirements. Major scheduling highlights include:
         1. Wide variety of elective course offerings, including HMS Leads: This elective course offering will allow students to be leaders in the building as well as with philanthropy projects in the community. Important for HMS students to see what Memphis, Tennessee, and other places in the world are like.
         2. Recess!: Named Mustang Move, it will be 30 mins. everyday either before or after student’s designated lunch period. It will include opportunities for both structured and unstructured physical activity, both inside and outside. This will meet the state’s requirements for physical education.
         3. Focus: This will be unstructured last 20 mins. of the school, which is like a study hall, in order for students to get their needs met (eg, start on homework, clarify an assignment, etc.)
      4. Tennessee Educators Survey (Completed by teachers at the end of the school year.)
         1. Result: Teachers are hurting. Pre-COVID, teachers were heroes. Now, teachers are viewed as the enemy. Takeaway: Pour love into everyone – students, parents and especially our teachers. Ms. Davis is offering parents an open invitation to come to HMS and see students having fun and teachers engaging them.
      5. Ron Clark Academy Visit as an Administration Team.
         1. This visit solidified the vision of the House System for HMS and provided new energy. The House System is not going to be separate from HMS; rather, it will be integrated into and embodied by everything. Moving forward, it will be designed for students to come in and immediately get a family, get connected to another teacher and celebrate individual successes. HMS PTO board members will also be in a House!
      6. Building Refresh: The new addition is coming along and should hopefully be finished around fall break. The renovations of the existing building are wrapping up and should be finished the week before school starts.
3. Approval of the Minutes: 5-13-22 Meeting
   1. Approval: Mandy Vezina, Second: Nancy Vaughan.
4. Reports
5. President’s Report -- Erin Avery
   1. Last year: Revamped some traditions and tried new endeavors. Built a partnership between Administration and PTO. Teachers and parents felt the difference. This upcoming school year, we are continuing on this positive, re-energized trajectory.
   2. Special Presentation to Ms. Davis: HMS PTO Donation Check for Beautification: $23,000!
   3. Lots of hard work happening already for this upcoming school year. Never ceases to amaze me the creativity and talent in this group, and thank you for sharing your gifts in your roles and responsibilities.
      1. Sign Up Genius will be sent in the upcoming weeks to assist with start of the school year activities. Please consider volunteering. Really need help with the following: 6th Grade Summit, Back to School Teacher Lunch, Schedule Pick up, Carline Help (1st week of school).
      2. Gift cards for Teacher Inservice the week before school. Please consider donating $5 gift cards for this.
   4. Monthly PTO meetings – 2nd Friday of the month, 9am. Open to everyone, please consider encouraging other parents to attend to get to know how great our Administration is and how they can become involved to make an impact too.
   5. Information Dissemination. Made great strides last year in getting information out on various platforms. Continue to send any school related information/activities to Social Media (Kristin Albaugh) & Newsletter (Nabiha Huda).
   6. Thank yous. Amy Shackelford preparing the proposed budget, signing checks, and closing out requests from last school year. Debbie Brown has already had meetings about Haunted Houston and gotten sponsors. Set Up Crew who organized tonight’s meal and meeting.
   7. Goals PTO is working towards this year with donations: School beautification, House system, teacher morale
   8. I’m here for you! I will try to get any information you need.
6. Vice President’s Report -- Toni Nygren
   1. Please take the opportunity to get to know each other, and other HMS families.
   2. Social events. Would like to organize more social events this year. Reach out to Toni with ideas.
7. Treasurer’s Report -- Amy Shackelford
   1. Review budget for 2022-2023 as well as last year’s numbers.
   2. Tax Exempt Form. Whenever you purchase something for the PTO, please use the tax exempt form.
   3. Check Advance Form (yellow). Drop it off to Amy, text her that you dropped it off and she will have a check for you in a few days.
8. Parliamentarian Report -- Mandy Vezina
   1. Standing rules & by-laws: Please read - Article 15 in By-Laws: Conflict of Interest statement. You will receive a Google Form tonight via email. Please complete this.
   2. Parliamentarian procedure: Brief review. “No report” is ok to say if there’s nothing to share.
9. Membership -- Christine Woods, Karen Viotti
   1. No report.
10. Ways and Means – Sara Lee, Kristen Stadleman
    1. Focus: Donation Drive and Spirit Night.
    2. At the beginning of the school year, Membership and Ways & Means will work together
11. Health and Safety -- Nancy Vaughan
    1. Carline Assistance is requested: First week of school, 7:30am-8:15am
       1. Look for a Sign Up Genius the week before school to volunteer.
    2. Will continue to support our Nurse & Clinic with donations.
12. Reveal & Recognition -- Elizabeth Gates, Angie Shipman
    1. House Reveal date has been set – Fri., Sept. 2.
13. Haunted Houston -- Debbie Brown (Chairperson)
    1. Date Set: October 22. The event will be primarily outside, weather permitting. Times to be determined.
    2. Upcoming planning meeting. Debbie will be sending an email to the Haunted Houston committee soon.
    3. Sponsorship: Started working on sponsors. Please consider securing a sponsor.
    4. Volunteers: Really need all hands on deck. Every single HMS PTO Board member - please consider volunteering the weekend before and the weekend of the event.
    5. Lunchtime games: The week before – karaoke, pre-sale tickets, t-shirts will all be available in the cafeteria during lunchtime.
14. Teacher Treats -- Melissa Salazar, Laurie Wissman
    1. Teacher Treat Cart: Very successful. Will continue this school year.
    2. Request for Volunteers: Teachers will need help to move and unpack boxes, after the building renovations. Be on the look out for more information regarding this.
    3. Coffee Bar: Set this up the week before school.
       1. Will send out a Sign Up Genius to help stock coffee bar.
    4. Teacher Favorites Lists: Continue with this. The teachers loved this.
15. Hospitality -- Angie Childers, Jenna Cox
    1. Welcome Back Teacher Luncheon – Aug. 2, 12pm.
    2. Look for a Sign Up Genius for supplies.
16. Special Needs Liaison – Angie Childers
    1. New position that is on many other PTO Boards, but historically had not been a position on the HMS PTO
    2. Ways to encourage more inclusion of special needs students. This is one answer to bullying.
       1. Buddy lunch program initiated last year. This is where a special needs student (who can’t eat in the cafeteria) is paired with another student. Lunch is often brought in from outside for them to share together. Would like to support this.
17. Clubs and Sports – Kathryn Hickey
    1. Focus: Promote HMS students’ successes who participate in a variety of sports across the community
    2. Compiling a current list of both HMS and community sports offered to middle school aged students and main contacts
18. Beautification -- Stephanie Edwards
    1. Go to person for pots and decorations at the building entrances and decorations for a variety of school-sponsored events
19. Contests -- Karen Ivey
    1. No report
20. Care and Compassion Coordinator – Melanie Gattas
    1. Reaching out to the school counselors and Admin to see where the need is
21. School Dances – Stacey Malone, Carmen Leister
    1. 7th & 8th Grade: Winter Formal, Jan. 7th
    2. 6th Grade Spring Fling (not formal) – Date to be determined
22. Honor Roll -- Carey Alley, Leanne Howell
    1. No report.
23. TLC Cakes -- Ginger Neas
    1. No report.
24. Teacher Appreciation Week – Wendy Camamile
    1. Support teachers as Super Heroes. More to come.
25. Webmaster -- Amy Cook
    1. Please reach out if information or pages need to be added to or updated on the website.
26. Publicity – Kristin Albaugh
    1. No report.
27. Newsletter -- Nabiha Huda
    1. Please email any info for the weekly newsletter to Nabiha by Tuesday. Newsletter is emailed out on Thursday.
28. Old Business
    1. None.
29. New Business
    1. None.

VII. Adjournment – 7:07pm

Important Dates

* Thursday, July 28, 9-11am -- 6th Grade Summit
* Tuesday, August 2, 12pm -- Welcome Back Teachers Luncheon
* Tuesday, August 2, 3-6pm -- Schedule Pick Up
* Monday, August 8 - 1st Day of School
* Friday, August 12, 9am -- PTO Board Meeting in HMS Cafeteria
* Friday, September 2 – House Reveal
* Monday, September 5 – No school (Labor Day)
* Saturday, October 22 – Haunted Houston

Attendance

*HMS Administration:*

ShaMira Davis

Brian Fisher

Sara Strickland

*HMS PTO Board:*

Erin Avery

Debbie Brown

Wendy Camamile

Angie Childers

Amy Cook

Jenna Cox

Elizabeth Gates

Melanie Gattas

Sarah Goralewski

Janna Hacker

Kathryn Hickey

Leeann Howell

Nabiha Huda

Karen Ivey

Holly Joyner

Bre Lacey

Sara Lee

Carmen Leister

Stacey Malone

Melissa Salazar

Amy Shackelford

Angie Shipman

Kristin Stadelman

Nancy Vaughan

Mandy Vezina

Laurie Wissman