

Minutes
HMS PTO Meeting

July 20, 2021

1:00pm - GMSD District Office Building

I. Call Meeting to Order

- Welcome by President Erin Avery
- Introductions by each new officer
- Welcome to Mrs. ShaMira Davis!

II. Administrator's Report - Mrs. ShaMira Davis (Principal)

- Mrs. Davis gave her background. (See video on Facebook.)
- Wants all kids to find what they like and to foster a sense of connection in all of them. The more the kids are able to plug in, the more they will thrive.
- Principal at HMS is her dream job. Most teaching experience from 5th grade and loves the middle school age group.
- Applied to many previous positions with GMSD in the past, but was turned down. Put faith in God that she will be placed in the right situation, at the right time. Great reward and responsibility to be first African-American principal in the district.
- Teachers need to be happy, in order for the students to be happy
 - This job isn't about her. It's about the kids & teachers, and she's here to take care of them.
 - Very big on energy and vibe
- Wants to create a shared vision together with teachers and students this year
- Her goals for this year
 - Open the doors for HMS to everyone. Create a culture where everyone belongs. Kids need to know that HMS is a good, happy place to be.
 - All kids are connected - gamers, musicians, athletes, etc.. Foster this as well as career exploration.
 - Every student needs to have someone. A third guidance counselor has been hired. The guidance counselor will remain with the same group of students for all three years.
 - The three "C"s - Clear, concise, consistent. Reinforce these with communication, from events to being heard.
 - Supported staff. Teachers have been through a lot and need to be supported. Happy teachers = happy kids.
 - Refresh the building. Bring light, positive energy & paint to the building.
- Upcoming 6th grade summit. Purpose: Let kids be kids. 6th grade teachers can get to know their students in a playful environment.
- First parent event will be scheduled for first 1-2 weeks of school: Coffee & conversation
- More school-sponsored sports teams are coming to HMS:
 - Boys & Girls Soccer
 - Cross-country, track & field
 - Girls Softball (spring)
- After school clubs will be offered. (More details coming.)
- Partnership Ideas: List on how to collaborate from teachers (see highlighted sheet in folder)
- As of now, school will be open as normal (eg, lunch in cafeteria)

- Lockers will not be used. Lockers will be removed from the building.
- Open House: Tues., August 3, 3-6pm
 - Cafeteria - PTO, Club sign up
 - Device pick-up in library
- Health & Safety - Car Line, bus, etc. traffic will change due to construction! Be flexible. Mrs. Davis will talk with Nancy (Health & Safety) about this.
- New Assistant Principal! Sara Strickland (from Collierville) rounds out the team completely. PLC expert = Professional Learning Communities. Science & STEM-strong, which will be integrated more into the curriculum in HMS.
 - Admin assignments are: 6th grade = Fisher, 7th grade = Davis, 8th = Strickland. Admin will stay with the group of students and move up.

III. President's Report (Erin Avery)

- Year to re-energize and an opportunity for PTO to develop great relationship with Mrs. Davis. A clean slate with exciting possibilities.
- All officers: Please take folder, name tag, Bundt cake, T-shirts designed by Holly Joyner
- Mandy Vezina was voted as Parliamentarian by Executive Board
- Erin thanked many for all of their hard work already on their committees
- Construction will cause issues this year, especially with transportation. Please be aware and have grace.
- Make note of expense reimbursement form in folder
- HMS PTO meeting dates for 2021 in folder (second Friday of month at 9:30am in HMS cafeteria)
- Every PTO officer needs to be a PTO member
- Always wear your PTO t-shirt & name tag whenever you are at a PTO event and at the school. Consider it a uniform. Want the PTO to be more visible.
- Pushing all events out on social media and other platforms communication
 - Send Suzanne (Publicity) as many photos as possible
- Upcoming events. Please help with as many events as possible.
- Sixth Grade Summit - Tues., July 27, 10am-1pm (Erin)
 - Responsibilities of PTO - Please sign up. (Sign Up Genius will be emailed).
 - Photo booth (lead: Stephanie Edwards)
 - PTO table (please sign up for a shift, especially 7th & 8th grade parents)
 - Older students will help at summit
- Schedule Pick-Up Night/Open House - Tues., Aug. 3, 3-6pm
 - Need PTO volunteers to help. (Sign up genius will be emailed.)

IV. Approval of the Minutes: 5-14-21 Meeting

- Motion = Christine Woods, Second = Nancy Vaughan. Passed = all approved.

V. Reports

- Treasurer's Report -- Amy Shackelford
 - Provide Amy with comments on the 2021-2022 budget for 2021. Draft in folder. Will be approved at first PTO meeting of the year.
 - Reach out with any questions (tax-exempt form, reimbursement form)
- Vice President's Report -- Toni Nygren
 - Erin has been working hard as new president to get us ready.
 - This year, be flexible and take it as a great challenge that PTO Board is new, as is most of admin. It's a clean slate!

- Secondary publicity officer will be selected to shadow Suzanne (Publicity) to transition for next year
- President's Update -- Erin Avery
 - Vote for new officers nominated over the summer - Health & Safety (Nancy Vaughan), Haunted Houston (Melanie Gattas)
 - Passed unanimously
- Parliamentary Report -- Mandy Vezina
 - Complete conflict of interest form, electronic signatures possible
 - Reminder as PTO officer: do not take a specific position on issues on social media, using your PTO officer title
 - Cannot promote political office campaign, when you are acting in your PTO officer role
 - Any questions on by-laws, ask Mandy
 - Suzanne (Publicity) will act as the clearinghouse for all publicity posts, and run it by both President (Erin) and HMS Admin
- Membership -- Hillery Efke, Christine Woods
 - Coordinating with Ways & Means to have flyer ready at 6th Grade Summit, to announce membership drive at schedule pick-up/open house on August 3
 - Try to help incentivize the teachers to push their kids with promoting the HMS membership drive (which is the fundraising drive)
 - Working hard with new platform and PTO officers will be "guinea pigs" to test the new platform
- Ways and Means -- Leanne Howell, Katie Crews
 - In the beginning, Membership & Ways and Means will overlap. Limited to 30-day window for a membership drive (as fundraising)
 - Magnets - hand out leftover magnets at table as a fun happy
 - Goal for donation drive = \$10,000 (reduced amount like last year, due to COVID). Hopeful that more will be donated.
 - Donation drive funds = 100% goes back to the school. School beautification is the umbrella area for the donations ("updating your children's home away from home").
 - Ideas from Mrs. Davis: 1) Update trophy area to create more space (eg, hang plaques with name plates and dispose of old individual trophies), update building to make happy, inviting place
 - Membership dues stay with the PTO, optional donation from family donation drive goes back to the school
 - "Popcorn bursts" for the donation drive through publicity/social media
 - PTO officers will be "guinea pigs" to ensure that the membership website works. Look for an email about this in the coming week.
 - "Suggested" donation for membership drive is \$50 per child.
 - Changing up the incentives. In the past, there were physical objects which are tedious and can be a lot of money. Suggestion: grade-level gift cards for teacher with most student families joined, weekly drawing, end of drive drawing. (The money for these items would come from the PTO membership funds, not donation drive money.)
 - Incentive consideration: MemPops for class with highest amount of donations (if permitted with COVID restrictions)
 - Visual for each class to see where they are at in terms of donations (eg, poster showing the amounts donated)

- Fresh & fun approach, try out new ideas
 - On membership form when parents sign up, add option for parents to select that they would like to help in a particular area (eg, for Teacher Treats)
- Haunted Houston -- Debbie Brown, Holly Joyner, Melanie Gattas, Denise Stumph
 - Suggested Date: Oct. 30th, 12-6pm. (Possible conflict - regional pom/cheer competition.) One day event this year, as it's so much work & prep.
 - Transportation & parking will need to be brainstormed.
 - Communicate with neighborhoods beforehand about parking situation for event.
 - 10th anniversary of Haunted Houston
 - Fundraising. Need to solicit fundraising for this event. Coordinate with Debbie Brown on which businesses you will solicit, so that multiple people aren't going to the same business multiple times
 - Incentives: Week beforehand giveaways & games in cafeteria
 - No auction this year. Too much work for too little return. Businesses who previously donated to the auction, they can donate again and those items can be used as prizes.
- Health and Safety -- Nancy Vaughan
 - Sign up genius for 1st week of car line duty volunteers. Last year there were approximately 8 volunteers.
 - Encourage kids to ride the bus (to avoid construction traffic)
 - Walkers may need more time to exit the building (affected by the construction). More crosswalks are proposed to be added.
- TLC Cakes -- Ginger Neas
 - TLC cakes was revamped by Debbie Brown last year for the better, with gift certificates. Teachers loved it, having the flexibility to choose the date to use gift certificates. Staying with this new model.
- Teacher Treats -- Chrissy Tashie, Melissa Salazar
 - Should they solicit donations to supplement dollar amount in budget?
 - Include both teachers & staff
 - Talk with last year's Teacher Treats officers about ideas
 - Teacher cart instituted last year. It has drinks & treats and rolls around the school for teachers to have a little pick me up when they need it.
 - Consider reallocating this line item: School incentive - cafeteria treats instituted by Mr. Ruiz. If he saw a student in cafeteria who had been doing well, would buy them a treat.
- Clubs and Sports -- Wendy Percoski
 - An area where the PTO & school can really grow together. Admin to provide a list of all clubs & sports (eg, contact, tryout dates, time frame for sports, etc.) that they know of. PTO will have to collaborate together with Admin to create a comprehensive list, as there are so many non-school sponsored clubs and sports, for which info is hard to obtain. This information needs to be more readily available, and this is a priority to get it out. Give everyone an option to participate in something.
 - School-sponsored versus non-school-sponsored clubs/sports are both listed on PTO website and needs to be updated. Big undertaking.
- Hospitality -- Karrie LaCroix, Angie Childers

- Spoiling the teachers is a priority.
 - August 3 - Teachers & Admin. Lunch (possibly catered from Holiday Ham). May need volunteers to help with coolers and distribution.
 - Erin: Really want to make this lunch special for the teachers
- Beautification -- Janna Hacker, Stephanie Edwards
 - No update
- Contests -- Karen Ivey
 - Similar set up to Farmington
- Honor Roll -- Carey Alley, Michelle Midha
 - Certificates will be issued quarterly. Possible end-of-year party
- Webmaster -- Amy Cook
 - Send updates for website to Amy.
 - Newsletter is only for PTO members.
 - All updates/info posted on HMS PTO Facebook page as well
 - What other platform or avenue do parents have to know about school communications?
 - Mrs. Davis is working with Emily Squires to revamp HMS website to post all school info. Considering newsletter from admin, but details on communication options still being refined. Social media will also be utilized a lot by school admin.
- Publicity -- Suzanne Ray
 - Needs all posting for membership and donation drive as soon as they are ready.
 - Try to make posts more eye-catching.
 - Also maintains Facebook page
- Reveal & Recognition -- Elizabeth Gates, Angie Shipman
 - House reveal. In the past, names placed in balloons and bag of balloons delivered to each homeroom. Possibilities and options to do it differently this year, if Elizabeth & Angie would like
 - House reveal date has not yet been set (teacher Hillary Higgenbothom on committee). Usually 3rd week of school?
 - Mrs. Davis's house will be announced at 6th Grade Summit
 - Recognition: Ideas for the treat - something individual/pick up & go. Mini-bundt cakes?
 - Mini-reception with parents for recognition will be held this year.
- Newsletter -- Nabiha Huda
 - All items for newsletter need to be submitted to Nabiha by Tuesday, in order to be in the Thursday newsletter.

V. Old Business - None.

VI. New Business - None.

VII. Adjournment - 3:12pm

Important Dates

- Tuesday, July 27 -- 6th Grade Summit

- Tuesday, August 3 -- Welcome Back Teachers Luncheon
- Tuesday, August 3 -- Schedule Pick Up
- Monday, August 9 - 1st Day of School
- Friday, August 13 -- PTO Board Meeting at 9:30 am in HMS Cafeteria
- Birthdays
 - July 14 - Toni Nygren

Attendance:

Principal ShaMira Davis

Erin Avery

Carie Alley

Debbie Brown

Angie Childers

Amy Cook

Sarah Goralewski

Leanne Howell

Karen Ivey

Holly Joyner

Michelle Midha

Toni Nygren

Suzanne Ray

Melissa Salazar

Amy Shackelford

Angie Shipman

Chrissy Tashie

Nancy Vaughan

Mandy Vezina

Christine Woods