**Minutes**

**HMS PTO Meeting**

August 13, 2021

9:30am - HMS Cafeteria

1. Call Meeting to Order
   * Welcome by President Erin Avery - 9:32 a.m.
2. Administrator’s Report - Mrs. Sara Strickland (Assistant Principal)
   * This week:
     + 6th grade scavenger hunt to meet all staff and get to know the building.
     + 8th grade painting rocks during RTI period. Intent will be to make a path with these rocks as a rite of passage for them.
   * Dress code to be addressed starting second week of school, especially for girls. Follow district policies.
   * Mask mandate: Masks on, over the nose. Emphasis is that the mask is our mechanism so that the students can stay in school in person, and not have to do virtual learning or quarantine.
   * Administrator assignments per grade level:
     + 6th - Fisher
     + 7th - Davis
     + 8th - Strickland
   * House Reveal date still to be set
     + Administrator Houses:
       - Fisher = ?
       - Davis = Lippizan
       - Strickland = Dartmoor
   * Congrats to Mrs. Strickland and all HMS Administration from PTO Board at reaching out in the beginning of the school year. Sets a positive tone and working relationship for the upcoming school year.
3. President’s Report - Erin Avery
   * Extra PTO folders if someone doesn’t have one. Contact Erin.
   * Membership donation drive update. Reminder that donations through family donation drive come back directly to school. Promote this!
   * Thank yous to many, especially membership, car line and schedule pick up volunteers. Special thank yous to:
     + Hospitality - Welcome back luncheon for the teachers was great.
     + Beautification – Welcome back flower pots at outdoor front entrance to school look lovely
     + Healthy & Safety – Great job with car line
     + Newsletter – Newsletter is great, and also had to learn to integrate Membership Toolkit
     + Haunted Houston team – Behind the scenes work is going on already
     + Teacher Treats – restocked coffee, scrubbed & cleaned coffee lounge. Chrissy Tashie donated Keurig to other teacher’s lounge, as they didn’t have one.
   * PTO received a thank you from Carla Christian (6th grade counselor)
   * Vote: Kristin Albaugh to be Publicity co-chair. All in favor.
   * Reminder to be positive. Responsibility as PTO member is to encourage positivity, and put personal convictions aside.
4. Approval of the Minutes: 7-20-21 Meeting
   * Motion = Christine Woods, Second = Nancy Vaughan. Passed = all approved.
5. Reports

* Vice President’s Report -- Toni Nygren
  + Many thanks, especially to Hospitality. Melissa & Chrissy scrubbed the teacher lounges.
  + Administration and Board: Let us know what we can do to make this space more inviting for the teachers.
  + Storage closet: Used for both janitorial and Haunted House supplies. Needs to be cleaned up & organized, so that we know where everything is.
    - In teacher’s lounge, HMS PTO past supplies and scrapbooks are also stored here.
    - Both these areas need to be cleaned out and organized. PTO to organize this?
* Parliamentarian Report -- Mandy Vezina
  + Conflict of Interest Statement (via Google Forms). Please submit if you haven’t completed it yet. Required in order to be on the PTO Board.
* Treasurer’s Report -- Amy Shackelford
  + Provide Amy with comments on the 2021-2022 budget. Draft budget available at front table. Budget will be approved at the PTO general meeting.
  + Use tax exempt form for reimbursement. (Can’t be reimbursed for tax, as we’re a non-profit.)
* Membership -- Hillery Efkeman, Christine Woods
  + 160 household PTO memberships thus far.
  + Donut party incentive. Each week, homeroom with most donations will get a donut party
  + Homeroom teacher incentive. Homeroom teacher with most donations in his/her homeroom will receive an Amazon gift card.
  + Ask teachers to push out the information. Give teachers an incentive to help PTO get the word out.
  + Exploring a school-wide incentive if 50% families have joined. Will approach Admin about this idea. Would be in Sept.
* Ways and Means -- Leanne Howell, Katie Crews
  + 119 families have donated. Thus far, $6,920 donated.
  + Money hasn’t been allocated yet, but beautification will be the focus. Try to make the rest of the school match the new addition. Spruce up the teachers’ lounges.
  + After fall break, spirit nights will start to raise more donations.
  + All PTO Board members – please join PTO now, if you haven’t already.
* Reveal and Recognition -- Elizabeth Gates, Angie Shipman
  + Waiting to hear date for House Reveal from Admin and what form it will take this year.
  + Update from Mr. Fisher:
    - House Reveal will be set when spirit shirts are ready. Traffic & getting building open took precedence this school year, but working on House organization. Within two weeks, hope to have a date.
    - House system: Four houses named after types of Mustangs. Mission is to build kindness and make connections, with a reward system based on points. Each quarter, one house wins. House Day activities will also focus on strengthening core subject area (math, English, etc.) as well.
* Haunted Houston -- Debbie Brown, Holly Joyner, Melanie Gattas, Denise Stumph
  + Date: Oct. 23rd, 12-6pm. One day event this year, as it’s so much work & prep.
  + Working on sponsorships. $3,000 already committed. Looking for someone to take over concessions on day of Haunted Houston (simple job). Next week, plan to reach out to clubs to help at event, and to art teachers to design posters. T-shirt design for 10th year of Haunted Houston.
* Health and Safety -- Nancy Vaughan
  + Thank you for all of your help with carline. It improved everyday.
  + Health – working with Nurse Laura to get supplies that she needs. Possibly new fridge for her.
    - Should we provide bandaids for each classroom?
    - Girls will need to come to Nurse Laura now if they need sanitary supplies. (Girls had been irresponsible in the past with the cart option.)
* TLC Cakes -- Ginger Neas
  + No report.
* Teacher Treats -- Chrissy Tashie, Melissa Salazar
  + August’s Teacher Treat = coffee bar.
    - Stocked the teachers’ lounges with coffee and creamer. Cleaned the lounges, as they needed TLC. Teachers were very thankful.
    - Plan to reach out to parents for donations for future Teacher Treats
      * Suggestion: Set up Amazon Wish List. Parents purchase items on the Wish List and they are shipped directly to school. (Talk to Karen Viotti at Dogwood about this.)
      * Teacher treat cart: Find where cart is and PTO/parents can stock this. Admin can organize cart being circulated.
* Clubs and Sports -- Wendy Percoski
  + Recent email was sent, asking for any contact info about clubs and sports. Send this info to her, especially info about lesser known sports. Once sports list is compiled, this info will be posted on website and social media.
  + Also will do this with Clubs, after sports list finished. Need help from HMS Admin to compile this list.
  + If you know about any sports try-outs, please let us know so we can push out info.
* Hospitality -- Karrie LaCroix, Angie Childers
  + Week before school - Back to School Picnic Lunch from Holiday Ham. (Most popular post on Facebook recently.)
    - Holiday Ham was very organized and gave a discount.
    - Goal was to help teachers feel encouraged.
    - Very nicely decorated, with flowers donated from City of Germantown Farm Park.
  + Future: Ask for sponsorships from local businesses for a good dinner, as well as from neighborhood associations, realtors, etc.
    - Suzanne Ray has a contact at Huey’s and will connect with Hospitality to get this going.
  + Main goal this year is to make the teachers feel special and show our gratitude for them.
* Beautification -- Janna Hacker, Stephanie Edwards
  + Beautifully decorated pots at front of school.
* Contests -- Karen Ivey
  + No report
* Honor Roll -- Carie Alley, Michelle Midha
  + No report
* Webmaster -- Amy Cook
  + No report
* Publicity -- Suzanne Ray
  + Lots of great content this year.
  + Attempted to livestream PTO meeting on Facebook
    - 4 watched and 1 liked.
    - Will need to get WiFi connection for the next time, as internet connection failed part way through the meeting.
  + Keeping content fresh keeps people engaged.
  + Looking to expand Instagram & Twitter to engage more people.
  + Send Suzanne wording that you prefer for posts
* 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

* Toni Nygren: This year, Haunted Houston has been moved to a one date event. 10/23, 12-6pm.
  + Suggestion from Hillery Efkeman: Timing may need to be revisited? 2-8pm instead? Middle school kids may find it cooler. Fingers crossed that the event can still happen.

VI. New Business

* + Expanding HHS Homecoming to the entire district to be a city-wide celebration. Sept. 24th. Houston v. Germantown game.
    - Each school is going to decorate the front area.
    - Help to create some continuity from HMS to HHS.
  + Heavy Backpacks (Ms. Davis). Been receiving many emails about this, since lockers have been removed and students must carry all supplies in backpacks. Passing periods are very crowded, thus lockers are no longer an option and had to be removed from the hallways permanently.
    - Sent a survey to teachers. Recommendations: Consolidate binders. Also, teachers need to come up with a plan to either consolidate supplies, or keep them in the classroom.
  + Bathrooms (Ms. Davis). 6th grade has scheduled restroom breaks. 7th & 8th graders should be going during 5 mins. transitions. Parents: Can be stressful for the students, as they aren’t being permitted to go at other times. Ms. Davis is going to address this with the teachers.
  + Erin Avery – Shout out to Ms. Davis for being out at carline and already knowing students’ names. Goes a long way in making students feel welcome.

VII. Adjournment - 10:38 a.m.

Important Dates

* Monday, August 30, 6-7pm -- 6th Grade Curriculum Night (virtual)
* Wednesday, September 1, 6-7pm -- 7th & 8th Grade Curriculum Night (virtual)
* Friday, September 10 -- PTO Board Meeting at 9:30 am in HMS Cafeteria
* Thursday, September 23, 4-7pm -- Parent Teacher Conferences
* Saturday, October 23 -- Haunted Houston
* Birthdays
  + August 12 - Hillery Efkeman

Attendance:

Administration:

Principal ShaMira Davis

Assistant Principal Sara Strickland

Assistant Principal Brian Fisher

Board Members:

Erin Avery

Carie Alley

Angie Childers

Amy Cook

Katie Crews

Hillery Efkeman

Elizabeth Gates

Sarah Goralewski

Nabiha Huda

Karen Ivey

Holly Joyner

Michelle Midha

Ginger Neas

Toni Nygren

Suzanne Ray

Melissa Salazar

Amy Shackelford

Angie Shipman

Chrissy Tashie

Nancy Vaughan

Mandy Vezina

Christine Woods

Parents:

Karen Viotti

Hayley White