**Minutes**

**HMS PTO Meeting**

September 10, 2021

**8:30am**- HMS Cafeteria

1. Call Meeting to Order
   * Welcome by President Erin Avery - 8:34 a.m.
2. Administrator’s Report - Mrs. ShaMira Davis (Principal)
   * Donuts this morning for teachers were a huge hit
   * Lots of changes in the past month
     + Very challenging school year thus far with COVID. Week 5 – finally settling into a routine.
     + Masks now required again, as of Tuesday. Not one HMS student showed up without a mask. Shows character and respect for everyone at the school. This week, significant improvement in the number of students required to quarantine (from being a close contact to someone who tested positive with COVID), now with mask mandate implemented again.
       - Past weeks, HMS received a complaint from Shelby County Health Dept. about lack of social distancing in cafeteria and given 10 days to fix situation. GMSD district office staff came to HMS. Together, came up with a plan to adjust lunch schedule to implement social distancing (see below).
     + Lunch changes. Changed schedule, notably for 6th & 7th grade lunches. Two lunch periods for each grade band, which allows for now only 2 students to a bench. This has helped dramatically. Went from sending 50 students home to quarantine, to 3, if exposed.
       - This week with the mask mandate back in place, no students have been sent home to quarantine as having been a close contact during lunch time (when masks have to come off while eating). Huge positive.
       - Food lunch lines also now more expeditious. Less students and now 2 cashiers work the lunch lines.
     + Significant change as a school in backpack contents/weight, especially for 6th grade.
     + Skyward is live and interim grades have been released.
     + Concerns:
       - Parents should not know first with an interim report that a student is struggling.
       - Teachers are to input 2 grades per week.
       - Making sure that teachers are following IEDPs and 504s, to ensure that students are getting everything they need to be successful.
     + School sports teams are doing great
     + Within the next 2 weeks: Clubs to start
     + House Reveal: Date to be set in next week. Delay due to COVID and shirts not available due to supply chain issues.
       - Admin is pro-House and its spirit is here at the building, even if it hasn’t officially started yet.
       - With the House system, the focus will be: Let teachers step back, and the students take more leadership. Create student-led House Council with 2 prefects from each grade level.
       - Tentative House Reveal date for 6th grade: Sept. 24th
     + Sept. 23, 4-7pm – Parent Teacher Conference Night. Will be both virtual and in person.
     + Bathroom breaks. Scheduled restroom breaks are during transition times, however at no time should a student be denied going to restroom during class time. Will not be punitive if student uses restroom during classroom time.
       - Every class has implemented a log for students who use the restroom during class time. At end of week, teachers submit consolidated log.
         1. Some teachers have been tech-savvy with their logs. Have a QR code on the wall, student scans the code with their iPads when they leave for the restroom, and then re-scan when the student returns to the classroom
     + Thanks from Admin to PTO Board for everything you’re doing for the school & teachers this year.
     + President Erin Avery: Thank you for Admin’s transparency and being able to know what’s going on in the building. Also helps PTO.
3. President’s Report - Erin Avery
   * Thank you to PTO Board for accommodating meeting time change.
     + Lunch times have changed, which is reason for meeting time change
   * Thank yous to many:
     + Thanks to the entire board for stepping up and doing so much.
     + Membership and Ways & Means. Membership Donation Drive just ended.
     + Health & Safety. Saw a need and took initiative to take care of it.
     + Haunted Houston. Working really hard behind the scenes.
     + Hospitality. Provided goodie bags for teachers on curriculum night. This was a new treat (not been done before).
     + Publicity. Pushing out news & events out on Facebook.
     + Newsletter. Very happy & informative.
     + Executive Board: VP - Toni’s mind never stops & always thinking of PTO. Treasurer – very appreciative to have someone so capable in this role. Parliamentarian – thanks for legal and historical advice. Secretary – thanks for getting out the minutes.
     + Teacher Treats: Complete overhaul of teacher lounges – cleaning, coffee, creamer. Lots of positive feedback from teachers.
     + Teacher’s Lounge Bathroom Overhaul – 200 Hall (Stephanie Edwards): Completely renovated one of the teachers’ bathrooms. Plans to do additional teachers’ bathrooms.
     + Mr. Haines (Math Teacher) – Note of Sympathy. (Father passed away.)
     + Big thanks to Admin. They have been going through a lot this year.
4. Approval of the Minutes: 8-13-21 Meeting
   * Motion = Christine Woods, Second = Suzanne Ray. Passed = all approved.
5. Reports

* Vice President’s Report -- Toni Nygren
  + Focus for this year is to make teachers feel supported. Huge thanks to Teacher Treats for making teachers feel loved with teachers’ lounge cleaning & coffee bar.
    - Let teachers know that they can ask for small things and the PTO can jump on it and try to make it happen. We will do what we can.
    - Hospitality (Karrie & Angie) revamping that role & taking the extra mile. Curriculum night baggies for teachers were new this school year and appreciated.
    - Sign Up Geniuses going out to entire school to sign up for Teacher Treats and Hospitality to try to cover supplies. (PTO budget can’t cover all of the supplies, but school parents have been very generous thus far, signing up for items.)
    - Any announcements, etc. should go to both Publicity (Suzanne/Facebook) and Newsletter (Nabiha)
* Parliamentarian Report -- Mandy Vezina
  + No report
* Treasurer’s Report -- Amy Shackelford
  + Some changes to the budget. Updated copies available on the table.
  + Vote on the budget: Motion: Hillery Efkeman, Second: Christine Woods. Passed: All approved.
  + Use tax exempt form for reimbursement. (Can’t be reimbursed for tax, as we’re a non-profit.)
* Membership -- Hillery Efkeman, Christine Woods
  + 279 PTO household memberships
  + 34 faculty members
  + $4,185 collected from memberships
  + Donut party incentives. Each week, homeroom with most donations received a donut party. 6 total donut parties over 4 weeks (2 ties).
  + Homeroom teacher incentive. Homeroom teacher with most donations in his/her homeroom will receive an Amazon gift card.
  + House with most PTO memberships gets points
  + Newsletter: Right now, it is sent to both current and (unpaid) past members. This week, a memo will go out to (unpaid) past members that have not rejoined, to please rejoin in order to continue receiving newsletter.
* Ways and Means -- Leanne Howell, Katie Crews
  + Promoted it a lot this year: Signs, flyers. Teachers also promoted it in their classrooms.
  + Donut parties. Students needed permission to consume the donut.
  + Donated donuts and coffee to teachers’ lounge this morning as well, as a thanks for promoting Membership Drive.
  + 203 donations, totaling $10,275. All this money goes back to the school.
  + $200 VISA gift card to top 2 teachers with students with the Barthalow (6th), (7th) Kent (8th)?
* Reveal and Recognition -- Elizabeth Gates, Angie Shipman
  + President Erin Avery: Tentative date for 6th grade: Sept. 24th. As soon as Admin confirms with Erin, she will notify others.
* Haunted Houston -- Debbie Brown, Holly Joyner, Melanie Gattas, Denise Stumph
  + $5,555 raised in sponsorships thus far.
  + Date: Oct. 23rd, 12-6pm. One day event this year, as it’s so much work & prep.
  + Indoor/outdoor event this year. Only the haunted maze will be inside the school as then the numbers of people coming in the building can be controlled. All other activities will be outside.
  + Change to food: Borrow grill from high school concession stand (hope to have some dads grill hamburgers and hot dogs). Also Marco’s pizza. No BBQ this year, as meat prices have risen significantly
  + Haunted Houston t-shirt link is available.
  + Prizes for either raffle or option. Value of prizes range from $25-$575.
  + PTO approved to come into school on Sat., Oct. 2 to start to decorate school. Melanie & Denise will organize volunteers. Sign Up Genius to come out soon.
* Health and Safety -- Nancy Vaughan
  + New refrigerator purchased for health room. Got a great deal on it from Target.
* TLC Cakes -- Ginger Neas
  + No report.
* Teacher Treats -- Chrissy Tashie, Melissa Salazar
  + Keeping Coffee Bar stocked. Sign Up Genius worked great, and all supplies were fulfilled by HMS parents. Melissa & Chrissy come up to school once per week to restock.
  + Teacher treat cart is brought around by Asst. Principal Strickland every Friday.
    - Melissa & Chrissy bring cold drinks to school to stock the cart on the day of
  + October Teacher Treat: Gum & notes in mailboxes (“Thanks for going the extra mile.”)
  + Question: Can the Sign Up Genius also be posted on Principal Davis’ newsletter? (Something to consider.)
    - Hillery: Membership Toolkit can send out an email blast to all members with Sign Up Genius for future Teacher Treat
  + Teacher Favorite Lists. Can we create these and put these on the website? Melissa will ask Principal Davis is this is ok and possibly create a Google Form to send to each teacher to fill out.
* Clubs and Sports -- Wendy Percoski
  + No report
* Hospitality -- Karrie LaCroix, Angie Childers
  + Curriculum Night: Provided snack bags
  + Sept. 23 - Conference Night: Heavy snack bar
    - Sign Up Genius been created for this and posted on PTO newsletter
  + Oct. 29th (?) lunch – Tailgate Idea: Burger bar
  + Sponsorship flyer going out in newsletter. Business will get recognition and promotion.
    - Goal to have up to one business per month sponsor teacher lunch
* Beautification -- Janna Hacker, Stephanie Edwards
  + Upgraded teachers’ bathroom in the 200 hallway. Plan to refresh other teachers’ bathrooms when time/supplies allow.
  + Trying to reduce number of pots/beds around school.
  + Will change up pots in front of school for fall.
* Contests -- Karen Ivey
  + Lunch & Learn with all Contest chairs from other schools. Will have a report next meeting.
* Honor Roll -- Carie Alley, Michelle Midha
  + No report
* Webmaster -- Amy Cook
  + No report
* Publicity -- Suzanne Ray
  + No report.
* 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

* No report.

VI. New Business

* Germantown Municipal Council (GMC) PTO Lunch & Learn on Thurs., September 30, 10:30am
  + Erin will get information on this and inform others.

VII. Adjournment - 9:37 a.m.

Important Dates

* September 23: Parent Teacher Conferences
* September 30: GMC PTO Lunch & Learn
* Saturday, October 2: PTO to decorate HMS for Haunted Houston
* Friday, October 8: PTO Board Meeting at 9:30 am in HMS Cafeteria
* Monday, October 11-15: Fall Break
* Saturday, October 23: Haunted Houston
* Birthdays
  + No September birthdays?

Attendance:

Administration:

Principal ShaMira Davis

Assistant Principal Sara Strickland

Assistant Principal Brian Fisher

Board Members:

Erin Avery

Angie Childers

Amy Cook

Katie Crews

Stephanie Edwards

Hillery Efkeman

Sarah Goralewski

Nabiha Huda

Karen Ivey

Karrie LaCroix

Toni Nygren

Suzanne Ray

Melissa Salazar

Amy Shackelford

Nancy Vaughan

Christine Woods

Parents:

Meggan Boston