**Hartwood PTO General Meeting Minutes**

**September 21, 2020**

*Zoom Meeting 6p*

*Karina Chavez is meeting administrator*

*Present: Roll not taken; People known to be present--Melissa, Karina, Carolyn, Amy, Dr. Fischbaugh, Toni Hughes, Michelle Wiely, Jess Wilson*

1. Welcome

* *Moved meeting time to accommodate those wanting to join the FCASD School Board meeting*
* *Welcome Dr. Fischbaugh*
  + *Smooth transition to 5 day and any change with virtual students*
  + *Students have been able to follow guidelines (masks, distancing, washing hands) and are doing what they should*
  + *Dr. Fischbaugh loves seeing them at lunch--each at own separate desk, raising hands for discarding trash, sitting with hands folded in lap while Dr. Fischbaugh cleans each desk, waiting patiently for recess*
  + *Hopefully will keep getting better and better at remembering all mitigation strategies and the school will remain open*
  + *Question- Any idea of how changes to the schedule will come regarding positive cases in the school?*
    - *Hard to predict, will have to wait and see*
    - *Remember guidelines from Dept's of Health and Education and CDC are different for schools than businesses*
    - *Dr. Fischbaugh continues to be very upfront with everyone--reminding anyone that forgets mitigation strategies or is getting lax; some feel like school is getting back to normal but we must remain vigilant in order to stay in school, this is not a normal time--we're in a pandemic*
    - *Continue with consistent messaging about what we need to do*
  + *Question- What if your child becomes symptomatic and needs to stay home?*
    - *Work will be sent home from school like before the pandemic*
    - *If in quarantine, students may go online and join classroom (IS THIS NOTE CORRECT? -AMY)*
    - *Dr. Fischbaugh stresses that each case is unique and it's best to call her and clarify how to proceed*
  + *Question- What is the bussing situation? Are they full?*
    - *Busses are not full, busses can have 2 students per seat*
    - *If DMS goes back 5 days, some busses will be full and students will not be able to social distance*
      * *Dr. Fischbaugh is in conversation with transportation to continue to work on this issue*
      * *She's been working on seating charts and continues to evolve them*
      * *Will continue to be upfront with families about the bussing situation as it changes*

2. Financial Update: Carolyn (vote to pass budget)

* *Review of budget*
  + *Projected will incur $6800 loss for the year*
  + *Still financially stable*
  + *Call for questions?*
* ***Karina Chavez motion to pass budget, Toni Hughes seconds the motion, 6 yays/0 neighs--APPROVED***

3. Previous Business: Trunk or Treat

* *250 students went through*
* *HUGE success! Big thank you to all who helped to organize it, volunteer to run it, and donated stuff*

4. Membership Update

* *Hit $2100 in membership*
* *Will release PTO directory to members*
* *Will be rewarding class with highest percentage of members*

5. Apparel Sale: deadline 11/15

* *Have 43 orders for 137 items*
* *Sunday, November 15th is last day*

6. Dine & Donate: Dive Bar 11/11 & 11/18

* *Reminder of dates for Dive Bar and that they will accept Dine and Donate flyers for dine-in or take-out*
* *Question- Can we confirm Dive Bar is dine-in AND take-out*
  + *Yes, flyer was modified to include take-out*
  + *Newsletter was great with all the links for events, Dine and Donate flyer update is in that newsletter*

7. Staff Appreciation: 11/23

* *PTO typically holds breakfast for teachers and staff and families donate food items*
* *Due to COVID-19 restrictions, we cannot accept food donations or have teachers/staff congregating*
* *Discussing boxed lunch option that will be individually packaged*
* *Don't have a budget for a fall appreciation event (since items are usually donated), so will send an email to see if anyone who can would donate $10 ($10 would cover a lunch for 1 teacher or staff)*
  + *Donation support will allow for us to have a nice event for the teachers and staff*

8. Holiday Shop: Penguin Patch 11/18-12/4

* *Review of dates and what it entails?*

9. Holiday Party: 12/23

* *Have permission to send a craft in for the kids*
* *Committee will prepare these crafts with instructions*
* *Play holiday music but no games*

10. Box Tops/Fundraising: Jess Wilson

* *Sent details to Amy Yates which will be forwarded vie E-blast*

11. Yearbook: 5th grade baby pics due 11/25

* *No new updates*
* *Christina Weir is assisting with yearbook this year (hopefully take over next year)*
* *Have a credit of $200+ with Lifetouch*
* *Have a share site, can grant access as needed*
  + *Cassi Conti and Mrs. Ziegler mentioned?*
* *Cannot go into school to take photos*
* *Baby pictures for 5th grade due November 25th*

12. Committee Chair Updates

13. Other Business

* *Would a virtual family night be possible? Maybe include a dance party or cookie baking?*
  + *May be able to arrange something and connect with Kerr*
* *Follow-up notes*
  + *If anyone has ideas for activities or fundraisers, please reach out to board members*
  + *Watch for newsletter each month for updates*
* *Next PTO meeting is January 11, 2021*
* *THANK YOU KARINA for your notes!!*