

**PHS PTO Meeting Minutes**  
Tuesday, September 15, 2020  
7:00 PM - PHS AP Room

- I. **Welcome and Introductions:** Christine Koobatian, Hollie Ward, Jen Nikolich, Colleen Brower, Dr. Paul Jones, Mauneen Kania, Amy Raefski, Debbie Broadwater, Jessica Bisceglia, Mauneen Kania, Alison Sokol, Jessica Clark, Kathy Green
  
- II. **President's Report: Christine Koobatian**
  - a. Freshman orientation: Different this year due to COVID: PTO bought "Class of 2024" masks for all incoming freshman instead of the traditional luncheon and sundae making stations.
  - b. PHS Staff Welcome luncheon wasn't held either due to COVID so the PTO bought "PTO STAFF" masks for staff. There are a few masks left were/are being sold at cost (\$5). Should we put an email out to staff in case they want to buy an extra? Yes!
  - c. PHS PTO Meetings will be held the 2<sup>nd</sup> Tuesday of every month. In person or on zoom? Anybody have a preference? Discussion re: both options. Maybe try one on Zoom to see if we get a larger number of participants? However, if students come to school, why don't parents come to school for the meeting? Someone recommended possibly meeting in person and doing Zoom at the same time. People would have to bring their own laptops to make this option work. The PTO Board will continue this discussion and make a decision prior to the October meeting.
  - d. Cindy O'Connor and Jodie Maciolek will continue as the PTO teacher reps. We thank them for volunteering again this year. Their input really adds a lot of value to our meetings.
  
- III. **Vice President's Report: Hollie Ward**
  - a. Teacher Grants:
    - i. Need amount of \$ from Direct Donation (see below) to determine what our Teacher Grant budget will be.
    - ii. Teacher request for teacher grants will go out in October; meeting to select grants to be funded will likely be in end of November/beginning of December.
    - iii. PTO rep (Christine and/or Hollie) will go to the PHS staff meeting in October to talk to staff about teacher grant (Paul to check with exact date).
  
- IV. **Treasurer's Report: Jen Nikolich**
  - a. Budgeted Direct Donation amount cut in ½ from previous years' fundraiser because we are no longer offering Panther Cards. If we exceed our budgeted Direct Donation amount, we will increase our Teacher Grant budget.
  - b. Briefly discussed the other line items in the budget and the rationale for their amounts.
  
- V. **Recording Secretary's Report: Colleen Brower**
  - a. Make sure you sign in at the beginning of each meeting
  
- VI. **Teacher's Report: Cindy O'Connor/Jodee Maciolek**
  - a. N/A because not present tonight.
  
- VII. **Principal's Report: Dr. Paul Jones**

- a. Transition going well; finally starting to feel like school now that we are in the 3<sup>rd</sup> week. First two weeks focused on transitioning students back to school and getting everyone used to the “new normal”.
- b. Basically, everyone is following the rules.
- c. Working with webcam and laptops has been a challenge but all teacher are working hard to make it work for students at home and in the classroom.
- d. Students can drink water. They should follow the direction of the teacher
- e. Transition times: We are still adjusting transition times to ensure that we have time to safely move in the hallway while maintaining instructional time. Reason for the length of the transition time is to allow for flow of traffic in one direction through the hallways and also to allow time for teachers to properly sanitize the desks in classrooms after each class.
- f. Synchronous learning: do students really have to sit in front of their cameras for the entire class? Reach out to the teacher for specific guidance
- g. Teachers are planning on how to give assessments virtually.
- h. Highschool hybrid plan will be re-evaluated October 1<sup>st</sup>.
- i. Can a student decide to attend class virtually if they are scheduled to be in person that day? If you miss the bus, have to leave for a doctor’s appointment or your child isn’t feeling well: Call the attendance office (even if they are virtual for that day) to let them know that your child is at home and will go virtual; Region is working on a universal procedure in order to provide a consistent message for all school.
- j. If the Region has a snow days, will students have at attend school virtually? This has not yet been decided.
- k. Coming into school late and/or leaving school early: Student will eventually be able to use their student identification cards to check in and out of school.
- l. PSAT’s and SAT’s:
  - i. PSAT’s in October for juniors.
  - ii. SAT’s in October for seniors.
  - iii. January date for PSAT’s instead of October for freshman and sophomores
- m. GPA’s: please reach out to your students School Counselor if you are needing your GPA.
- n. Advisory: a lot of information is packed into it but the structure is also designed for lunch waves, safety and intentional cohorts for contact tracing if needed. Social/emotional curriculum is beginning this week. Teachers have used the time thus far to advise students how to organize their time, organize their emails, figure out google classroom, etc.
- o. Photography company: Images: feedback has been very positive; costs pretty similar as in the past company; Images will take photos at PHS athletic games, for the yearbook and for graduation. Images will take a senior picture for the yearbook even if the student chooses to use another company for their senior pictures.

#### **VIII. Committee Reports:**

- a. Hospitality: Maureen Kania/Chrissie McKeown
  - i. Allowed to bring food in? Pre-packaged food is fine, self-made is not and not from a restaurant.
  - ii. Raffle prizes?
  - iii. Can parents donate? Yes. Bring to front office and staff will distribute.
  - iv. Send notice out the 2<sup>nd</sup> week in October for 1<sup>st</sup> staff appreciation for Halloween
- b. Fall Fundraiser: Colleen Brower
  - i. Direct Donation this year; we are not issuing Panther Cards for regular season non-championship home athletic events and/or admission to all music & theater productions due to COVID.

- ii. Last Year's donations ranged from \$25 - \$125, with most families opting for the \$125 level.
- iii. This year, goal is to raise \$7,000. We suggested donation amounts between \$25 - \$100 or any other amount a family/person wishes to donate.
  - 1. As of September 1, 2020, 80 families have donated, with \$6,250 raised to date and \$100 is the average donation level. One family donated \$500 and 1 family donated \$200
- iv. Comparisons:
  - 1. FY 2019-2020: \$15,500 raised; 167 families participated; \$125 average donation level
  - 2. FY 2018-2019: \$18,010
  - 3. FY 2017-2018: \$15,925
- v. Follow Up: Email out reminder to parents, and remind them that we are now a non profit organization, so donations are tax deductible. Also, remind them that many companies offer matching gift programs.
- c. Teacher Grants: Hollie Ward
  - i. See above.

**IX. New Business/Discussion**

- a. Volunteer forms: can anyone put them into a spreadsheet? Alison Sokol
- b. Christine read a thank you card from Nate Hudson, one of our scholarship recipients.

Adjourned at 7:50 pm

Respectfully submitted by Colleen Brower

**Dates to Remember:**

9/28 No School - Yom Kippur  
 10/5 BOE Meeting 7:30 Media Center  
 10/9 Early Dismissal - Professional Development  
 10/12 No School - Columbus Day  
 10/13 PHS PTO Meeting 7:00 PM Media Center  
 10/19 BOE Meeting 7:30 Media Center  
 11/3 No School - Election Day  
 11/9 BOE Meeting 7:30 Media Center  
 11/10 PHS PTO Meeting 7:00 PM Media Center  
 11/23 BOE Meeting 7:30 Media Center  
 11/25 Early Dismissal - Thanksgiving Weekend  
 11/26/27 No School - Thanksgiving

**All PTO meetings on the 2nd Tuesday of every month, except April,  
 which will be 4/20/21**