PTO Meeting Agenda - September 2020

A. Welcome – Erin Salisbury
Erin Salisbury welcomed everyone at 6:32 pm. She reminded everyone to remain on mute and asked all attendees to put questions into the Zoom chat and sign in via Zoom chat.

B. Principal’s Report – Melissa Patin
Ms. Patin explains that she understands that this is hard time for all families, and she appreciates everyone’s patience. She believes virtual learning has gone well but there have been some glitches and the teachers and staff are constantly trying to reassess and make things better.

She encourages all to forge ahead together and to call her directly if you need to talk.

She addressed many questions that have arisen:

- Teachers will be returning to campus on October 12th to teach virtually from the school.
- Next week parents will get a survey through the Parent Portal where you will use the code that you received in your school-to-home bag. Please call the school if you need that code. Through the survey you will have two options to select from - virtual or face to face. If you do not fill it out, it will default to face-to-face.
- Schedules on Teams are the same across the board. The schedules will try to remain the same when we come back face to face so in case we must go back to virtual, it will be a seamless transition. However, Specials will need to be moved around.
- Families will have the option to change from virtual or face to face every 6 weeks.
- The reopening is going to be October 19th. Refer to reopening website for details from HISD.
- Twain will be getting lots of PPE materials, masks, gloves, sanitizer. Plexiglass will be installed around every teacher area and at the front desk. Sanitization stations will be in every room as well as social distancing signage.
- All staff will have an app and they will check in before school every day. If anyone is not feeling well, they will not come to work.
- What happens if someone tests positive? Go to the HISD website. Nurse Hill is working out the details for Twain. There will be an isolation room.

Next week is a virtual Open House on September 24th. Please send questions ahead of time to teachers so they can find answers and be prepared. At 5:00 pm, Ms. Patin will give an update before Open House. Send questions directly to Ms. Patin’s email. Ms. Patin will do everything she can to do what is in the best interest of Twain children.

Ms. Rawson asks parents to resend emails any emails to her if she hasn’t responded yet and to contact her for student codes.
C. President’s Update – Erin Salisbury
Introduction and Involvement of all to the PTO – Erin encourages all parents to be involved in the PTO.
- Purview and Purpose of the PTO - Encourages everyone to visit the PTO website. Erin explains the PTO role is to support our teachers, staff, and children.
- Exec Board Changes - President Elect and VP of Corporate
  Erin welcomed Mary Katherine Barbour for Sponsorship and Amber Blossom at President Elect.

D. Treasurer’s Report – Erin Salisbury and Melissa Pasche
Erin shared the budget was sent to all directors. She explains that will be viewing this year differently, but do still want things to move forward, but it will not be the same. Due to previous fundraising, the PTO is stable financially for this year. The PTO is focusing on gross margin and looking at the expenses to support our school and teachers.
- The PTO Board voted on the 2020-2021 Budget - Anne Lam made the motion and was seconded by Brittany Weiser. All were favor and it was approved.
- Tax Exempt Form and Requests for Reimbursements – If you make purchases, use tax exempt form located on the PTO website. Reimbursement link is a google form on the website as well.

E. Gift to School
The Board voted on the annual gift to school. Mandy Loper made the motion and was seconded by Anne McAlister. All were in favor and it was approved. Erin explained that the PTO makes 3 payment increments – summer, fall and spring – that totals the gift to school. This money goes through HISD and is placed inside Ms. Patin’s budget.

F. Fundraising for the Year
- Report on Corporate and Friends & Family
  - Anne McAllister reported at 39 gifts so far. She encourages all families to go to PTO website to donate or you can mail check to school. They will communicate plan for yard signs, directories and magnets once it is determined.
  - Mary Katherine Barbour reported great success on Corporate Fundraising being on par with last year from 25 donors. She shared that the lead sponsor is a brand new company and that they have met sponsors where they are and have been creative. There is still time for donors to receive benefits so keep asking!
- Rewards and Spirit Nights and Michael's Cookie Jar
  Kristin Hamilton shares that all fundraising opportunities were listed in the recent Twain Times. Twain is already getting money from Amazon Smile, Randall’s, and Kroger. Michael Cookie Jar created an online store just for Twain. You can share that link with anyone, not just Twain families. Twain gets 10% back from purchases all year long. First spirit night is Wednesday, September 23rd at Buffalo Grille – gives Twain 20%. There will be a Shopping Saturday at Fundamentally Toys on November 3 or 4th. And a shopping night at Magpies in December.
- New Events
  Cricket DeWalch reached out to Erin with idea of a home tour and is looking for parents to help with this possibility. Cricket’s idea is to go to builders, decorators, landscapers for
sponsorship. Timing is being considered for late April or early May. Preparation in thinking about a read-a-thon for hands off fundraiser. There probably will not be bingo this year and Spooky and Bash will be different.

G. Executive Team & Board of Director Updates

- VIPS – Aaryn Knight shared grade level reps secured all room parents in record time. There is a Room Parent Meeting on 9/17 for room parent meeting.
- Directory – Shell Jenkins and Ashley Clinton asked to please update your info and option to buy a tribute for your child or teacher by the end of September.
- Spooky Spectacular – Louise Le shared that it will not be a carnival this year, but they are planning to come up with events for kids and families. The t-shirt contest started 9/15 and goes through next week. Place entries in the box outside of school or email high res scan. If you want to be on committee, email Louise. Online ordering starts next week and they are encouraging pre-orders – Halloween goodie bag (treats, activity and stress ball), confetti eggs, and spooky yard sign. The yard sign is for the house decorating contest. They will also have a pumpkin and costume contest later in October.
- Dad’s Club – Jay Blackman shared that they want to do something for Haunted House. Its going to be different, a possibly drive thru one. They need volunteers.
- HISD Liason and Diversity Committee- Camora Kuo shared the HISD update. The Board voted 9-0 to have online classes for election day, but that may violate state guidelines. The District of Innovation was approved – gives Board the right to start school earlier and ability to higher non-certified teachers for courses. Each school must have a published plan on how to open. A diversity committee has been started and needing to come up with plan and ideas on how to encompass and bring in all the population at Twain. To join, email Twaindiversity@gmail.com.

H. Shout Outs….

To Jenn Wiley and Karen Stopnicki for their hard work on the yearbook.
To Melissa Pasche for the budget and finances and getting all that ready in a strange year.
To Mary Katherine Barbour for hustling with sponsorship and her willingness to give anything a try.
To Amanda Murray and Cindy Donaldson for their hard work on the PTO website.
To Maggie Dundon and Jo Ann Crespa for their work on the school store to get ready for drive thru Rumble.
To Aaryn Knight for all she has done for VIPS and room parents.
To Anne Lam who has helped with all the chats/online support.
To the teachers and administrators who have been beyond phenomenal.

Motion to adjourn at 7:42 pm – Jay Blackman.