

MINUTES

Thornebrooke PTO Board Orientation – video conference

Date | time 08/26/2020 / 2:30pm | *Meeting called to order by* Karissa Martin & Dena Reyes – Co-presidents at 2:32 pm

In Attendance

Dena Reyes, Karissa Martin, Toniann Lentine, Allison McMullan, Lauren Whittington, Laura Van Baalen, Jennifer Julian, Alessandra Romano, Danielle McCoy, Brendalee Hidalgo, Jussara Post, Camilo Perez, Jennifer Elzeer, Lili Brown, Allison Taliaferro, Amanda Rearden, Christie Howlett

***Board Orientation held via Zoom video conference due to OCPS school closure**

Welcome & President's Report – Dena Reyes & Karissa Martin

- Dena welcomed everyone to the meeting and shared that the fundraising efforts from last year paid off and the large fan in the PE pavilion area has been installed. It is amazing and circulates the air beautifully.
 - Mr. Daniels and the teachers are all very grateful for the support that PTO has been able to share.
 - Mr. Daniels did share that at least for the first nine weeks there will not be any volunteers allowed on campus. This includes any sort of birthday celebrations.
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ADDitions Review – Toniann Lentine

- There will be no on-campus volunteers for the foreseeable future, but that does not mean that members are not volunteering in a different capacity
- Toniann asks that everyone all renews their ADDitions applications for the year and log hours from home – she will send an email with directions
- It is not yet know what the criteria will be for the Five Star Award, the Golden School Award, etc. There is usually some volunteer hour minimum that schools have to hit, and TES never has trouble hitting those minimums. However, since volunteers are not allowed on campus, she is unsure how this will work this year.
- When renewing your ADDitions application, you are agreeing to the COVID-19 acknowledgement. This will not affect virtual volunteers, but if you are ever on campus, it states that you are adhering to all guidelines in the agreement. It also states that if you are on campus, that you are assuming the risk of any potential exposure so that OCPS does not have liability. Failure to comply with these guidelines, OCPS and Mr. Daniels can revoke your right to volunteer.
- If you see another volunteer violating any of the guidelines, it is your duty to notify Mr. Daniels
- *Question* – can you input bulk hours of summer work?
 - *Answer:* yes, as long as it is reasonable, and you can always put a description of the activities down if you think they might question it
- *Question* – How do you categorize classroom helpers?
 - *Answer:* If you are working with students that are not your own or if you are helping the teacher with technology or lessons, that would count. However, just helping your child with LaunchED, no that would not count.

Budget Review – Danielle McCoy

- Karissa shared her screen to show the 2020-2021 budget
- The budget has not changed much year to year, except that we have changed overall fundraising.
- It is unknown if TES is going to be able to do the Fun Run in any capacity yet.
- The numbers in yellow are dependent on the Fun Run
- There will be no Holiday Shoppe this year due to the uncertain nature of the year
- This budget will be presented to the General Meeting next week. There are still some numbers that will need to be firmed up before the meeting
- We are a little behind in membership donations for this year so far
- The tech and educational enhancement number is less because of the students receiving personal devices
- Spirit Nights – Mr. Daniels has some concerns about asking people to gather for fundraising
- Any other questions? None. We will firm those numbers up and present at the General Meeting

Open Committees – Dena Reyes & Karissa Martin

- Carnival Chair position would be a great one to fill
- Jussara is willing to help with the Silent Auction if it is still needed by the time of Carnival
- School Supply packs might be an area in which to add a chair
- Welcome Wagon – Kristin Harris did a terrific job getting that together virtually
- Grant Coordinator would be a great at-home position if there is someone who wants to help PTO, but needs the flexibility to do so from home
- Dena asked Jennifer to share this list with the Homeroom Parent email to ask if anyone would like to help out
- Any other questions? None

New Business & Questions – Dena Reyes & Karissa Martin

General Meeting is on Monday. We will need to establish a quorum so we can vote on the budget.

Any questions/comments/concerns/suggestions?

Question – Jennifer Elzeer: Are we still planning on the Homeroom Parent meeting before or after the General Meeting? Or should we wait to have that on a different date?

Answer: We could try to make it just for a short time before the General Meeting

Question – Toniann Lentine – Could you please include that even though volunteers are virtual right now, all Room Parents must be ADDitions approved?

Answer: Of course

Suggestion – Jennifer Julian – Going to put reminder for the General Meeting on Facebook up to the day before, encouraging people to attend

Response: We have had a good response. We will send the finalized budget, the notes from Toniann about ADDitions (including the links), as well as the Open Committees to the Board

Question – Alessandra Romano – She has not heard back from Mr. Daniels on the Request for Approval form for Spirit Night

Answer: Mr. Daniels does want to know how they are going to handle the event, could they possibly hand out the food so that people do not have to go into Chipotle? He wants to know what their procedure is for Spirit Nights since they have done them before. Mr. Daniels wants them to know how well-attended our Spirit Nights generally are. He is hoping that knowing that, they may change their typical protocol to perhaps have a table outside where people can check in and pick up their food. He wants to make sure their protocols are in line with OCPS. Karissa instructed Alessandra to contact the manager to discuss.

Question – Brendalee Hidalgo – Normally for Faculty Appreciation, we can celebrate them every month. At the end of last year, we did a card with a gift card. How do we do it this year?

Answer: We continue to do it the same. If you write out the cards and put the gift card inside, we will put them in their school mailbox. All faculty and staff are still coming to the school. We will send an email to notify them that they have a card waiting in their mailbox.

Meeting was adjourned at 3:04

Announcements

1. PTO General Meeting – August 31
2. 5th Grade Family Meeting – Sept 3
3. No School (Labor Day) – Sept 7
4. Spirit Night – Sept 8 at Chipotle (pending final approval)