

**Cuthbertson High School**  
**PTSO Executive Committee Meeting Minutes**  
**October 14, 2019**

**Attendees:** LaDonna Baldwin, Lorraine Berkowitz, Jane Gettinger, Trish Giglio, Amy Githmark, Allison Matthews, Melissa Plemmons, Kelly Sanfilippo, Jeffery Stout, Julie Swafford, Jenn Ward, Georgina Zayas-Decouto

**Call to Order:** 6:33 p.m.

**Approve Meeting Minutes from August:** Amy Githmark moved to approve; Trish Giglio seconded the motion. Minutes approved.

**Administration Update:**

- Principal Stout shared that though the year has begun with some struggles, overall there is tremendous support from parents, Central Services, and the community.
- The new Cav Period has been met with positive feedback from students and parents.

**Staff Representative Update:**

- Amy Githmark reiterated appreciation for the support from the community, and specific appreciation for the PTO-sponsored events for the staff.
- Currently 25 staff members have joined the PTSO for the 2019-2020 school year.

**President's Report:**

- Allison thanked Jane for completing the process of the audit for the previous school year.
- She shared thank-you notes from two of last year's scholarship winners.
- Allison shared information regarding a Checkers Spirit Night on Saturday, December 14. The CHS chorus will be performing, and for every ticket sold through CHS, \$5 will go to the school. There was discussion on how to best publicize this event.

**Treasurer's Report:**

- Jane discussed the current budget worksheet, including projections for the rest of the year.
- She went over the current Profit and Loss report.
- The numbers for Membership and Invest will be reconciled to be up-to-date.
- Communication and the new procedures implemented are going well.

**Committee Updates:**

**Communications**

- All is well with the newsletter and Facebook communications.

**Membership**

- There are currently 404 senior packages that have been purchased, thus adding those families to the PTSO membership.
- Julie will confirm with Lisa the distribution of thank-you emails to new members.
- There was discussion on sending communication to last year's members who have not joined the current year to encourage them to sign up for the 2019-2020 school year.

**Invest**

- Trish reported the Invest numbers are close to the year's goal.

### **Hospitality**

- Jenn relayed that everything is on track for the October 30 treat for staff.
- The A Honor Roll breakfast is scheduled for October 25.
- Communication will be going out regarding Pie Day on November 25.
- The December A Honor Roll breakfast will possibly be moved from December 6 to December 10, 11, or 12.
- The Hospitality Committee is continuing to gift staff members with Bundlets for their birthdays.
- Plans are in the works for a holiday luncheon.

### **Senior Events**

- The first Senior Breakfast on September 27 had a huge turnout of 298 seniors—75% of the Senior class.
- For Halloween, Seniors will be receiving bags of candy and donuts.
- There are items from the Senior Package available on the web site.

### **Spirit wear**

- The new t-shirt design for women has been a big seller.
- Spirit wear will be sold at the holiday bazaar on December 14.
- Sprit wear was given to the cafeteria workers and bus drivers.

### **Scholarship**

- The Scholarship program will be revamped for the 2019-2020 school year.
- LaDonna is going to begin implementing the program and guidelines earlier in the year.
- She is going to implement procedures to ensure neutrality.

### **New/Old Business**

- The bylaws were discussed, including possible changes to board role limitations.
- Any potential changes, questions, concerns should be sent to Allison.

**Next meeting:** Monday, November 4

**Adjourn:** 7:21 p.m.

Respectfully submitted,  
Julie Swafford  
CHS PTSO Secretary