

**Cuthbertson High School**  
**PTSO Executive Committee Meeting Minutes**  
**May 11, 2020 (via video conference)**

**Attendees:** LaDonna Baldwin, Lorraine Berkowitz, Dina Blazek, Lisa DiPiazza, Susan Garcelon, Jane Gettinger, Trish Giglio, Amy Githmark, Tracey Hammond, Maiya Hayes, Allison Matthews, Liz Patel, Kelly Sanfilippo, Diana Skarbek, Jeffery Stout, Julie Swafford, Jenn Ward, Georgina Zayas-DeCouto

**Call to Order:** 6:32 p.m.

**Approve Meeting Minutes from March:** LaDonna Baldwin moved to approve; Lisa DiPiazza seconded the motion. Minutes approved. *(No meeting was held in April due to Covid-19.)*

**Administration and Staff Update:**

- Principal Stout discussed the numerous challenges being faced by the school community. There are many unknowns to be addressed at the county and state levels, and everyone acknowledges this situation is hard on staff, students, and families. He also communicated the challenges of trying to make changes with the situation escalating quickly between January and March.
- Trish Giglio asked questions regarding plans for graduation and prom. Principal Stout explained information will hopefully be announced soon, and UCPS- and County-leaders are meeting to discuss graduation plans. He is currently working with students on different plans as well. The goal for graduation is face-to-face, but with the numbers of Coronavirus cases still increasing, accommodations and restrictions will have to be figured out for a situation that is safe.
- Trish Giglio asked if school would be open and students would be returning in August. Principal Stout explained UCPS is working on both in-person and virtual plans, as no one can forecast the state of affairs with the pandemic in three months.
- Trish Giglio discussed plans for senior events for the 2020-2021 school year, and shared that they are moving forward.
- Assistant Principal DeCouto conveyed that the situation is heartbreaking for seniors and their families. She also expressed appreciation for the teachers, who had to learn new platforms.
- Assistant Principal DeCouto also shared appreciation for the PTSO for their support as well as the gift cards for the CHS staff.

**President's Report:**

- Allison Matthews discussed the 137 gift cards that were distributed electronically to every member of the CHS staff.
- Hopefully the July 27 meeting will be held to discuss the kickoff plans for the 2020-2021 school year, but as with everything, decisions will be made at a later date.
- She recognized the following departing PTSO Board members and expressed appreciation for all their efforts and contributions to the PTSO over many years:
  - Lorraine Berkowitz
  - Susan Garcelon
  - Melissa Plemmons

**Treasurer's Report:**

- Jane Gettinger shared the current budget worksheet, including projections for the rest of the year, taking into account outstanding reimbursements, and a remaining cash balance for Senior Events.
- The CHS staff appreciation gift cards came to a cost of \$2,740. (137 gift cards worth \$20 each.)
- With a minimum reserve amount of \$15,000 that leaves approximately \$27,000 for scholarships, a gift to the school, and contributions for teacher training.

## **Committee Updates:**

### **Scholarship**

- LaDonna Baldwin reported the Scholarship committee worked hard to adjust and continue the revamped program.
- The committee received 22 applications. They utilized the rubric they developed to rank the applicants, while keeping names confidential.
- She expressed there were many good candidates, and is hopeful more than four scholarships can be awarded.

### **Hospitality**

- Plans are being made for May birthdays. Since the building will be closed, contingency plans will be made.

### **Senior Events**

- Without being able to carry out all of the planned senior events, there is money remaining. Lorraine is hoping to do something during the cap and gown pick-up, as well as whatever graduation event is planned.
- The funds will be used somehow, if an in-person event isn't possible. Ideas are being discussed.
- The Senior Events committee for the 2020-2021 school year is underway, with a t-shirt design, class page, and digital flyer completed.
- There are 140 families that have purchased senior packages so far.

### **Spirit Wear**

- Dina Blaszek will continue with spirit wear next year. Ideally, two or three people would be on the committee for the 2020-2021 school year, considering the amount of work involved.

### **Communications**

- A transition of duties will be taking place and new passwords will be communicated to the board.

### **Membership and Invest**

- One more Invest member came through in April.
- Numbers will be reconciled with the Treasurer's information.
- For the 2020-2021 school year, Lisa DiPiazza will continue as head of Membership.
- Looking for someone to head up Investment.
- PTSO membership information will be added to all communication being sent to new families as well as rising 9<sup>th</sup> grade families.

### **Volunteers**

- Everything is going well.
- Volunteers will likely not be utilized in the building during the 2020-2021 school year.

### **Student Representative**

- Maiya Hayes shared plans for a virtual spirit week.
- Elections for next year's student council are still being worked out.
- Congratulations to Maiya were expressed by the board on her matriculation at Duke University!

**Old/New Business**

- During the December 9, 2019 PTSO meeting, the following amendments were proposed to be made to the CHS PTSO bylaws:
  - Article V—Membership and Dues  
Section 3:  
Dues shall be payable at any time between March 15 of the year prior to the membership year and June 15 of the membership year. Dues shall not be prorated.
  - Article VI—Officers and their Election  
Section 4:
    - e. The President and Vice President will serve a one-year term with the option of serving a second term if desired.
    - f. Officers serving as Treasurer and Secretary may serve for three or more terms if desired, and approved by vote during the election of officers in the May general meeting.
- A discussion and vote to amend the bylaws with these changes took place with all voting in favor.
- The current Executive Board will be continuing in their roles for the 2020-2021 school year.

**Next meeting:** TBD

**Adjourn:** 7:25 p.m.

Respectfully submitted,  
Julie Swafford  
CHS PTSO Secretary