

**Cuthbertson High School**  
**PTSO Executive Committee Meeting Minutes**  
**August 10, 2020 (via video conference)**

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

**Call to Order:** 6:30 p.m.

**Approve Meeting Minutes from May:** LaDonna Baldwin moved to approve; Trish Giglio seconded the motion. Minutes approved.

**Administration and Staff Update:**

- Principal Stout discussed the challenges with both Plan B and Plan D. Approximately 87% of Cuthbertson families chose Plan B, which is above the UCPS average.
- He reiterated that the health and safety of staff and students is the main concern, so that is being taken into consideration with every detail as the school year begins.
- The eventual goal for school is face-to-face, but with the numbers of Covid-19 cases and deaths still increasing, accommodations and restrictions will have to be put in place for a situation that is safe and allows for zero contact.
- It was asked whether volunteers (including the PTSO) and visitors would be allowed in the building. Mr. Stout explained that non-essential personnel being allowed in schools will be extremely restricted. There is a possibility it might be allowed by appointment only, but would have to accommodate for zero contact with staff and students.
- Everyone entering the school will be screened, temperature taken, and everyone is required to wear a mask.
- The hospitality committee inquired about dropping off treats for the staff. It would be allowed as long as it was individual only; no “buffet” style would be allowed. A “grab-and-go” packaged treat left outside the building would be ideal.
- Spirit wear will be accessible from the closet at a pre-determined time, but there will be no access to students for distribution.
- No “exposure contact points” allowed in the cafeteria or elsewhere (spirit wear distribution, membership, etc.)
- PTSO membership will need to be online. Digital packets will be going out to families, and membership information can be included. Also information will be sent via facebook. Allison Matthews added that many families join the PTSO from the flyers sent home and distributed at events, so hopefully that will transition to online membership.
- Allison asked what needs the school has that the PTSO could address. Mr. Stout said he would let the board know if and when a need presents itself.
- The state of NC will provide a 2-month supply of PPE, so if more supplies are not received, he will let the board know.
- Allison suggested if a collection of items is utilized, possibly students could drop off items in the office with Ms. Helms. Mr. Stout proposed any collected items be donated digitally, to lessen contact exposure points to the staff. Examples suggested were digital gift cards and digital monetary donations.
- Mr. Stout reiterated morning procedures, including temperature checks and screenings of students and staff. Breakfast will not be available, and lunch will be served in shifts and students will be seated in zones to ensure zero contact.
- There will be an open house, but it will be held virtually. Each teacher will post an informal welcome-back video.
- Plans for curriculum night are still being worked out, but the PTSO can include a video presentation. Links will be sent for Membership and Invest.
- Curriculum night will be held virtually, possibly the third week of school.
- Fall sports are currently on hold.

- Senior breakfasts are also currently on hold. Ideas to be discussed in the future concerning how to hold an event with zero contact.
- CHS is not sponsoring nor will they promote any off-campus events at this time.
- Ms. DeCouto wanted to recognize the guidance department, for all of their efforts in getting the school year started and the challenges they're facing with scheduling.
- Ms. Githmark expressed that the staff are excited to see the students, but also articulated how many of the staff are feeling anxious for their safety—but the school is ready.

#### **President's Report:**

- Allison Matthews encouraged everyone on the PTSO board to renew their membership. Ms. Githmark said she would encourage staff to join for the year as well.
- Meetings for the year will continue to be the 2<sup>nd</sup> Monday of the month at 6:30 p.m. and will be held virtually for the foreseeable future.
- She reiterated that the role of the PTSO remains the same: to support the school, fill any gaps where needed, and show appreciation for the CHS staff.

#### **Treasurer's Report:**

- Jane Gettinger shared the current Profit and Loss statement, including figures from the 2019-2020 school year.
- Membership has brought in \$3840 for the current year, which consists mostly of membership via Senior Package purchases.
- The PTSO donated \$7000 to the school for new signage, and gave 14 scholarships to 2020 seniors.
- Current available cash is \$10,375.
- Budget numbers for the 2020-2021 year are to be determined.

#### **Committee Updates:**

##### **Scholarship**

- LaDonna Baldwin reported most scholarship committee members are returning.
- Most of the steps will be able to be completed online.
- The same rubric will be used with small changes, and the focus on transparency will continue.

##### **Hospitality**

- The committee is waiting to hear what kind of budget will be allocated for staff appreciation events.
- Suggestions were to have families mail gift cards to the school, have collections for items outside the building, or ask for electronic gift cards.
- Allison expressed that donations are always accepted and encouraged, and if families would join the PTSO with a \$10 fee, that would cover the hospitality expenses in the budget.
- Plans are being made for August birthdays. Since the building will be closed, contingency plans will be made.

##### **Senior Events**

- The Senior Events committee for the 2020-2021 school year is underway, with a t-shirt design, class page, and digital flyer completed.
- Information is going out via facebook and the CHS newsletter.
- There are 381 families that have purchased senior packages so far (out of 489 senior families.)

##### **Spirit Wear**

- Dina Blaszek will continue with spirit wear next year.
- Ideas are being discussed for distribution.

##### **Communications**

- The newsletter will be sent on Sundays going forward.

**Membership and Invest**

- Lisa DiPiazza will continue as head of Membership, and is looking for ideas on how to promote.
- Looking for someone to head up Investment. Allison will take care of in the meantime.
- PTSO members were encouraged to promote membership on their individual facebook pages.
- 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**

- The families who joined via Senior packages will be added to the distribution list.
- Volunteers will not be utilized in the building during the 2020-2021 school year.

**Old/New Business**

- It was shared the PTSO page on the website is not secure and could that be a concern for families entering information, financial and otherwise. Allison said payments are through PayPal which is a secure site, but she will revisit to make sure all transactions are secure.

**Next meeting:** PTSO General Meeting Monday, October 12 at 6:30 p.m.

**Adjourn:** 7:40 p.m.

Respectfully submitted,  
Julie Swafford  
CHS PTSO Secretary