

**Cuthbertson High School**  
**PTSO Executive Committee Meeting Minutes**  
**September 14, 2020 (via video conference)**

**Attendees:** LaDonna Baldwin, Dina Blazek, 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

**Guests:** Tara Carrazzone, Sonya Carter, Deborah Richter

**Call to Order:** 6:33 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 shared that the year is off to a good start. The beginning of school has not without challenges, but everything is moving in a good direction.
- The students are doing a great job following directions, wearing masks, and distancing.
- Principal Stout discussed the challenges with doubling the number of students at the end of the month. Being the largest school in the district, there are considerations to ensure maintaining 6-ft of distance.
- CHS had a larger percentage of students sign up for Plan B compared to other UCPS high schools.
- He explained that even with the additional students in the building, CHS will not waiver on safety measures. With the numbers of Covid-19 cases and deaths still increasing, accommodations and restrictions will continue for a situation that is safe and allows for zero contact.
- Plans for a virtual curriculum night are still being worked out, but the PTSO can include a video presentation. It will be held September 24. Mr. Stout will introduce the PTSO at the beginning of the event, with virtual meetings with teachers to follow.
- Ms. DeCouto reiterated the students have done a great job adjusting to the new procedures and have adjusted to the “new normal.”
- Ms. Githmark expressed she and the staff are excited to be able see the students in person.
- 40 staff members have joined the PTSO so far this year. She will resend the link to join.

**President’s Report:**

- Allison Matthews communicated the role of the PTSO remains the same: to support the school, fill any gaps where needed, and show appreciation for the CHS staff.
- 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 recognized Liz Patel of the Communications Committee for her work increasing the social media presence of the PTSO, which has led to an increase in membership as well as donations.

**Treasurer’s Report:**

- Jane Gettinger reported Spirit Wear sales are down from last year.
- Membership is below expected numbers.
- Invest is on track to meet the budgeted goal.
  - **Motion to approve the budget:** Trish Giglio moved to approve; Jenn Ward seconded the motion. All voted in favor. 2020-2021 budget approved.

## **Committee Updates:**

### **Hospitality**

- Staff birthday cards were delivered for July, August, and September birthdays.
- Plans were finalized for a snack bar for the CHS staff for September.
- Discussion regarding the collection of donations for candy bags for October. Mr. Stout reiterated that no donations can be collected in the building. Collection will take place outside at the entrances to the school.
- Suggestions were made of food trucks, ice cream, or other outside activities. Mr. Stout explained again that there can be no large gatherings, 6-ft distancing is to be maintained, but drive-through events are fine.

### **Senior Events**

- The Senior Events committee for the 2020-2021 school year is well underway, with masks and goody bags distributed.
- The cost for the masks was \$1,500.
- Budget and dollar amounts will be reconciled with the treasurer records.
- There are 407 families that have purchased senior packages so far (out of 478 senior families.)

### **Spirit Wear**

- Orders are being accepted online and deliveries are made to homes with confirmation emails when delivery is complete.
- Designs are needed for a new t-shirt and sweatshirt.
- Discussion regarding a pop-up shop event at cluster neighborhoods. It was explained again that there can be no large gatherings, and 6-ft distancing is to be maintained.
- Ideas were solicited for promotion of spirit wear to drive awareness and interest, specifically how to target new families.
- Spirit wear is being currently being promoted on facebook, Instagram, and in the school newsletter.

### **Communications**

- The PTSO web site is secure, which will ensure safe shopping, purchasing, and donating.
- All is well with the newsletter.

### **Membership and Invest**

- Currently 40 staff members have joined the PTSO, 407 senior families, and 64 other families.
- Invest numbers are on track to meet and exceed budgeted goals.

### **Volunteers**

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

### **Scholarship**

- Dr. Murdock is again sponsoring the PTSO, and will be holding a contest in the near future.

### **Old/New Business**

- Mr. Stout will forward the name of the Student Body President to Allison, so she can reach out for future meetings.
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### **Next meeting:**

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

**Adjourn:** 7:43 p.m.

Respectfully submitted,  
Julie Swafford  
CHS PTSO Secretary