

**Mills E. Godwin High School PTSO Board Meeting Minutes  
October 27, 2021  
Microsoft Teams Meeting at 5:30pm**

**Board Members in attendance (“X”):**

Natasha Butchko	X	Pam Gibbs	X	Debi Knott	X	Erin Pfeffer		Cheri Taylor	X
Ling Chen		Andrew Hamilton	X	Vaiden Lindsey	X	Nathaniel Pfeffer	X	Daniel Vaughan	
Kari Crider		Davis Hollister	X	Caden Link		Robin Pfeffer	X	Allie Wassmer	
Shriva Das		Elsa Hoppe	X	Susan Lionberger		Heather Schmidt		Tamara Wyatt	X
Stacy Daub		Mary Hutcheson		Robin Lownsbury		Kelly Shaffer		Annie Yuan	X
Padraic Dempsey	X	Jennifer Kazzie	X	Glenn Mott	X	Martha Shippee	X		
Lee Dolan	X	Carter Kelly	X	Andrea Mulvaney	X	Stacy Smyth	X		
Leigh Dunavant	X	Avery Knott	X	Shriya Pasvavala	X	Bryan Stevenson	X		

*Meeting started at 5:30pm*

**REPORTS:**

**PRINCIPAL’S REPORT**

**Leigh Dunavant shared the following news and updates:**

- Thank you to everyone who helped coordinate the College Funding Coach event taking place directly after tonight’s meeting
- The Homecoming Dance was a great success – thank you to everyone who helped coordinate the event, especially Lee Dolan
- Parent Teacher Conferences begin Thursday, November 4
- Some parents and faculty have expressed concerns about the shortened nine-week period and she is working with to make adjustments so students have time to complete more assignments and have additional opportunities to improve grades
- Regional Sports are forthcoming: volleyball and football are wrapping up
- The fall play, “12 Angry Jurors” is coming up in December
- The BETA Club Food Drive starts in November
- Feedback from students, parents and faculty indicates that mental health challenges among families is greater this school year than in 2020-21, when the pandemic began. Many are struggling so Henrico County is encouraging schools to focus more on mental health awareness and support. Godwin is doing the following in response: Holding a “Signs of Suicide” seminar for 10<sup>th</sup> graders; shifting weekly advisory lessons from college and career focus to mental health focus for the fall/winter, college/career focus to resume in 2022

**SECRETARY’S REPORT**

**Tamara Wyatt (w/Bryan Stevenson) shared the following updates:**

- September minutes were approved
- Disclosure forms and Standing rules will be sent to the board by e mail (like was done last year) – we are currently behind but this will be completed soon

**TREASURER’S REPORT**

**Bryan Stevenson reported the following for Debi Knott:**

- The bank balance, September 30, is \$22,391.03
- Expenses this period are \$650.80. Major expenditures were hospitality and technology expenses. Income this period are \$13,568.70. Major income is Cave, eagle Fund and Membership

#### **MEMBERSHIP/EAGLE FUND (Susan Lionberger/ Robin Lownsbury)**

- Neither Susan or Robin were present; no report at this time
- Bryan encouraged everyone to review school announcements

#### **CAVE/SPIRIT WEAR (Martha Shippee, Lee Dolan, Ling Chen)**

##### **Lee Dolan shared the following updates:**

- While she does not have exact figures, spirit wear sales from the three home football games seemed successful; she will share results at next meeting
- Godwin “Hoodies” are selling rapidly; they will start pushing more online
- Thank you to Martha Shippee for continuing to do ALL of the online orders and making deliveries
- The Spirit Wear Committee is launching a “Virtual Store” in the next few weeks; this is a great opportunity to include some inventory that they can’t always get in the physical store; also to include higher end materials; Godwin gear is available to sports families but the Cave hasn’t had as much variety for everyone else. The virtual pop-up store will be open for two weeks only to test drive items and to drive sales. It can extend it a bit if necessary, if interest is there. There is NO EXPENSE to do open the pop-up virtual store so the committee is really excited to see what happens. They have worked directly with the vendor to ensure that all orders are fulfilled by the holidays.
- Martha met with Leigh Dunavant to discuss selling spirit wear at upcoming games that are expected to have lots of attendance – Leigh is in agreement as space and safety permits
- Cave sales are moving along. Cave items are being distributed to student’s homerooms or outside of school.
- Stacy S. asked about attendance at Basketball games – Leigh D. said they will be open with no crowd limits (except for room capacity) but masks will be required by all attendees – athletes will have to be Covid tested

#### **STUDENT REPS (Robin Pfeffer)**

##### **Robin Pfeffer shared the following updates:**

- Annie Yaun, Vaiden Lindsey, Avery Knott, and Davis Hollister are our newest Student Representatives and were present on tonight’s call. They, along with the other reps will meet next Monday at 4:00pm for a Meet and Greet Pizza Party where they’ll talk about their roles, the remainder of the school year, and possibly update the bulletin board outside of the Cave.
- Bryan thanked the new student reps for signing up and for attending the meeting – he reminded them that PTSO means parents *and students* and to share their feedback with Robin, or anonymously because they have “a voice” on what the PTSO committee does.

#### **HOSPITALITY (Andrea Mulvaney, Mary Hutcheson, Martha Shippee)**

##### **Martha Shippee shared the following updates:**

- Teacher Halloween Treats were delivered and seemed to be well received! Leigh reported that the popcorn was delicious!
- The next hospitality delivery to teachers is being planned for December

## **PROGRAMS (Pam Gibbs)**

### **Pam Gibbs shared the following updates:**

- The College Funding Coach meeting is at 6:30pm tonight
- The November 15 program for junior college night will now be held on February 7, 2022 and the November 15 program will be a “Signs of Suicide” virtual seminar. Leigh will also hold a Town Hall that night for students and parents; Bryan mentioned that the next PTSO meeting will take place at 6:00pm that same night

## **OPEN DISCUSSION**

None

## **PRESIDENT’S REPORT (Bryan Stevenson)**

- Bryan proposed that we create a special “sub-committee” comprised of PTSO members interested in discussing AM/PM drop off challenges. He discussed meetings and research conducted in recent weeks, including a meeting with Leigh Dunavant and the Godwin Resource Officer, and another meeting with Henrico County. At this point next steps are unclear, thus the need for a sub-committee to discuss the multiple challenges and opportunities for improvement. The committee would focus on student safety, being good neighbors (we are spilling over into every neighborhood around Godwin), and then decide which issues need to be resolved based on priority.
- Bryan made a motion to create a the traffic sub-committee, which is allowable by PTSO guidelines: Article 8, Section 2
- Martha Shippee seconded Bryan’s motion
- The Board voted and passed the motion
- Bryan warned the group of fraudulent PTSO emails. A few have been received that appeared to be sent by Bryan, but asked to transfer money outside of our standard PTSO procedures. Bryan asked the board to be diligent.
- Bryan asked the Board for feedback on the best time for future board meetings. The majority of members present agreed to continue scheduling them the same night as our scheduled school programs. Email invitations to be sent soon.
- Bryan mentioned that Volunteer forms are not “online,” rather they are a fill-able PDF. Bryan sent a copy of the form with the meeting agenda and reminded everyone to complete.
- Bryan mentioned that the school has asked the PTSO Board to make a bylaw change to our dissolution section. He suggested that this be worked on by a sub-committee sometime this year. Bryan encouraged interested students to make sure they let Robin or the Board know they’d like to help.

*Meeting adjourned at 6:40 PM*

*Minutes respectfully submitted by Tamara Wyatt*