

Mills E. Godwin High School PTSO Board Meeting
August 24, 2020
Virtual Zoom Meeting at 7pm

Board Members in attendance: Peggy Berkeley, Pam Gibbs, Cindi Houtz, Stefanie Harrington, Bryan Stevenson, Leigh Dunavant, Glenn Mott, Tamara Wyatt, Kelly Shaffer, Martha Shippee, Cheri Taylor, Jennifer Kazzie, Susan Lionberger, Heather Schmidt, Debi Knott, Stacy Smyth, Kristin Berrier, Kari Crider, Kenny Campbell and Erin McCarthy.

Board Members not in attendance: Robin Pfeffer, Amy Englund, Robin Lownsbury, Holly Hamilton, Chloe Borchers, Josh Burton, Andrew Hamilton, Nate Pfeffer, Shriya Pasyavala, Elsa Hoppe, Shriya Das, Carter Kelly, Kerrington Dunn and Padraic Dempsey.

Peggy Berkeley called the meeting to order at 7:04 pm. The June 3, 2020 PTSO Board meeting minutes were approved.

Reports:

Secretary: Bryan Stevenson-

Reviewed the Disclosure form for Board Members and Standing Rules. These are traditionally reviewed in person at the first meeting of the year. Indicated these forms will be sent out with the meeting minutes and will require a response from Board Members. Will also be sending a list of contact information for the Board and asked that Board Members review their contact information and contact Bryan with any revisions.

Treasurer: Peggy Berkeley read for Robin Pfeffer –

As of June 30, 2020, the PTSO BB&T bank balance is \$17,214.36. Year to Date Total Income was \$20,004.53 and YTD Total expenses were \$17,517.20. Net Income for the year was \$2,487.

Income and expenses since our last membership meeting are below:

- Cave income of \$707.00
- Due to Covid, we reallocated \$4,078.17 from Baccalaureate, Hospitality, Programs, Presidents Fund and GHS CURRENT school allocation TO GHS School Allocation – Carryover.

Major expenses since our last membership meeting:

- \$9,000 for Scholarships
- \$500 for GHS Educator of the Year award.

Year to Date Eagle Fund income is \$14,059.41.

The Audit was completed on August 17, 2020. The auditors found the PTSO books in good order. Thank you to Bryan Stevenson for leading the audit. Also, thank you to Debi Knott and Lee Dolan.

Regarding development of a budget for the upcoming school year, it was proposed that we hold off with the adoption of the budget until there was a better understanding of the income and expenses for the year given the current situation. Anticipated expenses talked about at the meeting was the college funding coach presentation in late October and Hospitality (see information below.)

President: Peggy Berkeley –

Since meetings are being conducted virtually and with the lack of programs (or programs that will be conducted in person), it was decided to set the PTA meetings on the second Monday of every month.

Peggy was joined by Parliamentarian Stacy Smyth to discuss revisions to the Bylaws that may be required due to virtual schooling and the year as a whole. These revisions include:

- Article 10, General Membership Meetings, Section 1- For challenge and possible inability to have 5 meetings
- Article 9, Special Committees, Section 3- For letting the Hospitality Committee Co-chairs to serve an additional year beyond the two one year terms already served. A recruitment effort was conducted but there were no volunteers for the positions.
- Article 9, Committees, Section 5- For waiving a work plan for individual committees.

The above revisions will be voted on by the Board Members. If there is a majority vote, the revisions will be proposed to the general membership via Facebook.

Principal: Leigh Dunavant –

Discussed activities at the school as they prepare virtual learning scheduled for the beginning of the school year. Among the items discussed:

- School Counselors, Secretaries and Leadership are back currently.
- The front office is running; parents can contact the school if needed.
- Teachers were provided training and professional development this summer relative to virtual learning
- Students and parents will be given opportunities for training in the coming month.
- Several teachers will be teaching from the building
- There is an internal discussion at the school to identify volunteer opportunities for students
- Attendance is still being discussed throughout Henrico County Public Schools (HCPS).

The school has been conducting regular virtual town halls to communicate with the Godwin community and address questions and concerns. The next town hall is scheduled for August 27 at 7 PM. The Frequently Asked Questions have been updated after each town hall.

Orientation for transfer students (10th, 11th, 12th) is Sep 3 at 12:00 PM.

Freshman orientation will take place September 3 at 4 PM followed by a 9th grade parent meeting at 6 PM.

Back to school night will take place on September 17.

Programs – Pam Gibbs

The college funding coach program will be taking place virtually on October 28. There is an expense relative to this but the final cost has not been determined. Other programs are currently being discussed.

From the survey respondents last year the programs in the past align with their desired programs. Desired topics for future programs include college information, information for incoming freshman, substance abuse and mental health and racial equity.

Peggy mentioned that we could consider items that would not traditionally be considered programs as a form of outreach/ service to our membership (relevant articles, research, training, etc.).

Cave: Tamara Wyatt/ Kelly Shaffer/ Martha Shippee

All the old spiritwear has been collected. An online sales page (reflecting available inventory) was created last year by Cindi Houtz but has not been activated yet. Online sale pick up details have yet to be worked out however it was determined that product pickup from committee member houses should work for now.

Principal Dunavant agreed to allow a sales pitch to the Godwin community at the next Town Hall. Principal Dunavant also indicated that there were upcoming distribution days (September 2-3) for students. It was determined that some sales of Cave items could be conducted in conjunction with that.

Volunteers: Kari Crider –

There are no known needs at this time with the exception of distribution of Cave items discussed above.

Membership/Eagle Fund: Cindi Houtz/ Stephanie Harrington

The previous year Eagle Fund level amounts have been maintained (Red and White levels). Discussion for car decals for members is ongoing. Details of getting a coupon to members who are eligible for a t shirt was discussed.

Hospitality: Susan Lionberger

Committee has met and have been brainstorming ideas to do hospitality events under the current circumstances. Ideas include having a snack basket available to staff and faculty in the building. Based on anticipated less opportunities for revenue, there was discussion of doing a signup genius as a way to get items. Another idea was to provide breakfast to office staff.

Peggy suggested compiling a welcome basket for new teachers at the school.

Website: Jennie Kazzie

Website has been updated with current officers and committee chairs.

Lay Advisory: Heather Schmidt

No report.

Student Reps: Holly Hamilton (not present)

No report.

Communications: Cheri Taylor -

Updates continue on the Facebook page for the town halls.

Scholarships: Kristin Berrier –

Previous update was reviewed with full Board: 18-19 applications (all done online) were received and reviewed by the committee and 6 were chosen for each of the \$1500 scholarships. Congratulations to Thomas Hodges, Julia Correll, Anna McNally, Samuel Payne, Caroline Gyory and Wyndham White.

Legislation – Debi Knott

Pointed out that Superintendent Cashwell’s contract was extended two additional years to 2024 at the last Henrico County School Board meeting.

Upcoming Dates:

Next virtual board meeting will take place on September 14, 2020

Meeting adjourned at 8:25 pm.

Respectfully submitted by Bryan Stevenson