**Robinson Secondary School PTSO Board Meeting**

**Wednesday, August 19, 2020**

**Attendees:** Tracey Phillips, Susanne Oshry, Jim Witkop, Michelle Glicklin, LaShawn Brown, JoEllen Windsor, Francesca Knight, Ann Wong, and Harry Glicklin.

**Meeting Called to order:** 7:05 pm

**Approval of July PTSO Minutes:** Minutes approved.

**Administration Report:** Principal Tracey Phillips

School update: Teachers started on August 17th focusing on professional training and essential knowledge. As of now, not sure what Mondays will look like or what Back to School Night will be like. Currently, teachers are working on individual videos for Back to School Night that will be posted to an outside site which then parents will be able to view on their own time. Live video streaming for Back to School Night does not seem to be a viable option. A virtual orientation is scheduled for September, 2nd. Student schedules will come out before this date and links with further information is forthcoming. FCPS is not sure of the homework policy as of right now nor how strict attendance will be. A townhall is planned for parents before school starts. PE uniforms will not be required for this school year. If senior photos are offered at the school there will be no drapes or tux props available.

Academic update: Discussions are still ongoing regarding grading and may be changed to a rolling gradebook where students receive progress reports each quarter that end with a final grade, this is a county initiative. The amount of homework time per class is still a point of contention and an ongoing discussion as now. FCPS does not officially support the recent trend of “Pods” where small group of students get together and are taught by an instructor outside of school. There is a meeting with the Equity Committee tomorrow (8/20/20).

Robinson will be a site for SAT for seniors only, on 23 September. The PSAT for juniors in October is still planned.

T-shirts: Principal Phillips asked if the PTSO could contribute to buying T-shirts for the staff as a morale booster. The motto on the T-shirt will be “Robinson Strong No Matter The Distance”. Total cost would be $2,000. Request is tabled until the PTSO budget is passed.

**Report from Francesca Knight:**

Ms. Knight is building an Equity Team at Robinson and wants to include a parent, a student, and a community representative (which were not included previously). She also presented an idea to have a food pantry at Robinson like the one at Centerville High School. This pantry would be located outside of the school, but on school grounds in an inconspicuous space. It would have a set of rules listed for use and it will be filled with donated dry goods only and would be available to anyone in need to access at any time. The following questions were raised: What about vandals? A. There have been no issues at the Centerville pantry. How do we promote its availability? A. Via school social services, parent liaisons and school representatives who know of those in need. It would not be widely publicized non discriminately, but offered to those known to be in need. How/ will build or supply the cabinet? A. It was suggested that parents, or community members be approached to help, suggestions are the drama club, big box home improvement stores. Where would it be placed? A. Ms. Phillips and Ms. Knight will access the school grounds.

**President’s Report:** Susanne Oshry

S. Oshry asked the following questions:

1. Does the school need support for the first day of school?

T. Phillips stated since the first day will be virtual she does not know what kind of support would be needed by the PTSO.

2. Does the board have to officially approve the prior month’s minutes?

Yes. Minutes will be send to the board for review via email, any changes will be sent to the secretary for updating before officially being posted on to the website. If, there are no responses after the set deadline, it is assumed that the minutes will stand as written and are considered approved.

3. Does an official proposal and vote need to be done to pass a decision or request?

The annual budget does need to be officially voted on, after that only decisions that are outside of the passed budget line items need to be officially voted on.

4. Who is now running New Kids on the Block?

High school counselor Jim Carter.

5. Is there a need for snacks for seniors taking the SAT on September 23?

No there will be very restricted access to school grounds at that time.

6. Do we pay for Sign Up Genius? No.

7. Can we have the PTSO general meeting at the townhall meeting on 2 September so the budget can be passed?

Need to look into this option.

8. If Test prep with Jen receives no payment from Robinson how is she compensated?

It is all virtual now. PTSO helps with advertising by posting her website on our page. She then provides the service to students according to her program. PTSO members get a discount on her services.

9. We need to get the word out to the members that we need help with communication, newsletter, and someone to shadow Jim to take over for him next year.

**Treasurer’s Report**: Michelle Glicklin

Currently working on a budget to present at the general meeting for approval. Budgeted amounts will look different this year due to COVID. We will need to be cognizant of spending money, because we are not sure how our usual fundraiser events will work this year and how much money will be generated. Currently, if we leave $10,000 to start next year we have an estimate of only $4-5,000 available after all expenses. This is assuming we don’t bring in any more money. She suggests adding a line item titled “Special Projects” so there is flexibility when giving out money.

**Vice President- Administration:** Jim Witkop

**Communications:**

**Facebook.** Jim Witkop

Thanks to Principal Phillips for posting information on the PTSO Facebook page that was also sent out via email. There are still issues with some people not receiving school-emailed messages. The FB page administration messenger is receiving questions, but will need to team up with the school in order to give responses. Per Ms. Ann Wong, all middle school information and the Ram Blast is sent to all middle school students. J. Witkop asked Ms. Wong for the opt out list so he can update his records

How can we incorporate special education newsletters? Tabled

**Vice President -Programs**: LeShawn Brown. – No report.

**Secretary Report:** JoEllen Windsor

It was discovered that Robinson has an account with Coca-Cola where people upload codes to their sight (us.coca-cola.com) which earns free money which can then be donated to the school. Robinson will get money quarterly sent automatically to the school by check or direct funds transfer if the minimum donation was reached. ($10 for DFT or $25 for check). Suggested we promote this on our website. Will contact the school to get the information so Robinson can be signed up for DFT. J. Witkop suggested to set Coca-Cola direct deposits to be made to the PTSO account instead of the school directly.

**Committee Reports:**

**Faculty Representative:** No report.

**Face Masks:**

Voted on a design for a Robinson face mask ( blue and gold block with a ram ) that will be sold for $10 each. We can sell them through the website and the masks will be shipped directly to the buyer or can be picked up at Burke Sporting Goods store. Our profit breakdown is: $0.50 each if 50 sold, $1.50 if 100 sold, $200 if 200 sold. Suggested we cross sell them with PTSO memberships. **UPDATE:** We currently have sold $510.00 worth of face masks.

**Fundraising** : Jim Witkop report

Sales began today for Senior Signs fundraiser to recognize the class of 2021, this is in collaboration with the All Night Grad Party committee. We will split the profits 50/50 with them. Thank you to Elaine Sullivan for spearheading this, 118 signs have already been sold.

Need Box Tops coordinator to a) collect & process clipped items and b) promote virtual submissions via the app.- **still needed**

**Grants:** No report.

**Hospitality:** No Report.

**Marketplace/ Raffle**: ShellySmith (report given by Susan Oshry)

We are currently giving refunds for Marketplace, 12 out of 23 vendors have requested refunds. We are still going to try to have Marketplace in spring of 2021.

**Math Bootcamp**: **No update to the following:**

Jim Evans retired, Danny Suther is the new math department head not sure if he will coordinate it. It usually occurs in July/Aug. It may be able to be done through Blackboard Collaborate.

**Membership/Newsletter:**

J Witkop: So far we have sold 110 memberships for a $3,500 revenue. A Faculty membership order form will be sent out soon. The cost will be $5, online payment only, no cash or checks this year. The school can promote this internally in advance of any funding requests.

S. Oshry stated that the newsletter needs to be updated, she also asked if reminders could be sent to old members and faculty to remind them to renew their membership. J. Witkop will work on this. **No update**

**Ramping Up! No change to the following:**

Currently a virtual version is being worked up and will be available to students with laptops free of charge. There are two issues, one is that students without laptops will probably not have one issued in time to participate because of logistics of distribution. The second issue is that Ramping Up! is a big fundraiser for us, now that it is free we will have to raise money a different way.

**Scholarships:** Susanne Oshry

No report.

**SGA**: No report.

**Special Education Liaison:** No report.

**Volunteer Coordinator**: No report

**Webmaster:** Jim Witkop

Everyone please login to [robinsonptso.membershiptoolkit.com](http://robinsonptso.membershiptoolkit.com/) and verify your account information then please look at pages and think about content updates you'd like to see (menus, pages. etc).

PTSO meetings were added to our main calendar. The latest school calendar is here: [https://www.fcps.edu/sites/default/files/media/forms/2020\_2021\_standard\_calendar.pdf](https://www.google.com/url?q=https://www.fcps.edu/sites/default/files/media/forms/2020_2021_standard_calendar.pdf&sa=D&source=calendar&usd=2&usg=AOvVaw15r39Vr8RqFKo62jOm9yL8)

Will manage the Robinson Twitter account.

**Ongoing Issues:**

**No Place for Hate School Program:** update by S. Oshry

Can roll out the program over three years. The first year includes a culture climate survey and the formation of a committee representative of our school demographics to include parents, teachers, and students. Much of the first year can be done via virtual meetings. There is no cost for the program if we start it this year following years cost $200.

The board feels this is a very important program but is concerned that due to all of the uncertainty of how school will be co ducted this year due to COVID the program might not get the attention it deserves, so further discussion has been **tabled until October.**

A virtual DJ has offered his services for future use. Some ideas included a virtual telethon or danceathon. Further discussion **tabled until December.**

**Next meeting scheduled for Sep 9, 2020 at 7:00 pm will be held via Zoom.**

Meeting adjourned at 9:00 pm.

Submitted by,

JoEllen Windsor

PTSO Secretary