**Robinson Secondary School PTSO Board Meeting**

**Wednesday, July 15, 2020**

**Attendees:** Tracey Phillips, Susanne Oshry, Jim Witkop, Michelle Glicklin, LaShawn Brown, JoEllen Windsor, Shelley Smith.

**Meeting Called to order:** 7:10 pm

**Approval of May PTSO Minutes:**

**Administration Report:** Principal Tracey Phillips

Academic update: As of now the staff is about 50/50 regarding their decisions to do virtual or in person instruction. Teachers are ranked into tiers to decide who will have first option to teach virtually. The first tier includes those who submitted an ADA request form. Results of the survey for in person or virtual instructions for students is as follows: High school 1300- in person, 700 virtual, 500 no response. Middle school 532- in person, 400- virtual, 200 no response. Those students who did not respond will be put in to the in person option. Schools cannot use the water fountains and will need to provide water filling stations. There are 30 hand sanitizer stations available to be placed around the school. Still working on a plan on how lunches will be provided. Currently planning to keep 6 feet of distance between students, but some classrooms may need to be 5 feet. The CDC guidance is that students can be as close as 3 feet if wearing masks. Transportation on busses will be only one child per seat and will have to stagger bus arrivals. Ms. Phillips was not sure how the two options of in person and virtual would mesh if the school had to shut down all together. She will attend an all-day administration retreat on 16 July.

COVID-19 update: Currently no guidance on how PE will be conducted except there will be no dressing out or locker use. There will not be any football this fall and any further decisions about sports has been deferred until a meeting at the end of July. After school clubs can continue in small groups, but not sure if there will be late busses to support this. No large gatherings are allowed on school property. Visitors to the school will be very limited and it will be difficult to get in without an appointment.

School update: Robinson has hired three new staff: an Assistant Principal for 10th grade, a Dean of Students for 8th grade, and a High School counselor; two staff members left. Currently staff is working on a virtual Ramping up and a 9th grade orientation video.

**President’s Report:** Susanne Oshry

S. Oshry would like to make a video welcoming students and to explain how the PTSO supports the school through scholarships, morale events, and donating money to cubs etc. Hopefully this will help to increase membership. The principal supports this.

S. Oshry asked T. Phillips if there will be a locker day this year. This event is a big fundraiser for the PTSO. She said she was not sure if or how locker day would be conducted this year.

**Treasurer’s Report**: Michelle Glicklin

A transfer of signature card will have to be done as soon as allowed due to the COVID-19. The cards need to be signed in person at the same time at BB&T bank. **Still needs to be done.**

We currently have approximately $24,000 on the books, but due to pending payouts the actual available amount is about 20,000. Budgeted amounts will look different this year due to COVID. For example, last year we budgeted $6,000 for general expenses, but ended up only using $2,000 and our paypal fees were much less because we did not do in person math boot camp or Ramping Up. We will need to be cognizant of spending money however, because we are not sure how our usual fundraiser events will work this year and how much money will be generated.

We need to have two financial plans for this year, one is if we are allowed to do programs that will bring in money and the other plan is what we are going to do if we cannot due in person fundraising. Last year our membership brought in $5,000 dollars much of that was during locker day and back to school nights which may not happen this year.

S. Oshry asked if we should increase membership dues to generate more income. After discussions, it was decided to decrease family membership from $35 to $30 to support families because they may have financial difficulties due to COVID. All other membership dues will remain the same: Single $15, student $5, and teacher $5.

**Vice President- Administration:** Jim Witkop

**Communications:**

Facebook and Twitter owners and content are needed.

What ideas do you have for back to school newsletter?

How can we incorporate special education newsletters? Tabled

**Directory:**

It is populated with every student who did not opt out and was in our database as of June 30 (ie none of the new 7th graders and no Alumni). The directory is invisible until you buy a membership.

It is available in the MTK app.

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

**Secretary Report:** JoEllen Windsor- No report.

**Committee Reports:**

**Faculty Representative:** No report.

**Fundraising:**

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.

**Fundraising** : Jim Witkop report

Amazon Smile raised $53 last quarter. Now even easier because the function is available in the Amazon app! [https://robinsonptso.membershiptoolkit.com/amazonsmile](https://www.google.com/url?q=https://robinsonptso.membershiptoolkit.com/amazonsmile&sa=D&source=calendar&usd=2&usg=AOvVaw22HIGEZWgSfkh8O9C-lfn_)

We can promote School funding form to faculty but need decisions about how much we have available and whether they need to be members ($5 payments often came in as cash).

Need BoxTops coordinator to a) collect & process clipped items and b) promote virtual submissions via the app.

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

**Grants:** No report.

**Hospitality:** No Report.

**Marketplace/ Raffle**: ShellySmith

It was decided to discontinue the Marketplace Facebook page and just have one Facebook page for all PTSO information.

**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: No members yet (two rising 7th grade families added themselves, we cannot add them in bulk until mid October) I can add a No Place for Hate message/checkbox but it is not binding.

Download the MTK app, Directory will be visible when you have bought a membership (no members today though, that ended 6/30 Was waiting to confirm membership prices before starting a new membership drive. All membership payments must be electronic payment, no cash.

Board please buy a membership after we decide pricing.

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. M. Witkop will work on this.

**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 update to the following:**

Nine thousand dollars was awarded in scholarships this year. Mr. Hickenbotham awarded an additional $2,000 however, he is retiring next year and is not sure if he will be able to continue to support his scholarship fund in the future. There was a Gene Seviece scholarship awarded this year for academic improvement. We would like to continue this scholarship in the future and will need to discuss further how to fund it.

**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)

Michelle paid $750 for web services. We will pay $12 for the domain name [robinsonptso.org](http://robinsonptso.org/) I canceled [roboptso.org](https://www.google.com/url?q=http://roboptso.org&sa=D&source=calendar&usd=2&usg=AOvVaw3XfujBg8ewlcfkc0yxAIni) which saved $12.00  Performed year end tasks (student promotion to next grade and inactivate Alumni plus families with only alumni).

Will manage the Robinson Twitter account.

**Ongoing Issues:**

**Facebook.** Some parents came to J. Witkop about the Robinson Parents members’ only Facebook page. He explained that the PTSO has nothing to do with that page and that the Robinson PTSO is the only official Facebook page for the PTSO and that it is a read only page used to disseminate information. Official Robinson information is also disseminated through “The News you choose” emails. He also shared with the board that there are other F.B. pages out there that are class specific and are putting out information.

**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.**

**Next meeting scheduled for Aug 19, 2020 at 7:00 pm.**

Meeting adjourned at 9:10 pm.

Submitted by,

JoEllen Windsor

PTSO Secretary