PCMS Foundation

Facilities and Hospitality Committee Meeting Minutes

Tuesday, November 24th, 2020

# **In Attendance**

* Kim Di Paolo
* Erika Harris

# **3-minute Public Comment**

# No guests or public comments.

# **Approval of minutes**

# No vote held to approve October minutes.

* + - Facilities & Hospitality member attendance and voters – Kim is defining committee member slots filled and voting member structure.

# **Chair Report**

## Outline the year – Kim reviewed the Event Calendar, which has a number of activities impacted by the virtual learning environment.

* See Sub committee reports for other areas.

# **Sub Committee Reports**

## Campus Beautification – Amanda working on plan for mural.

## Display Case - Marie did an amazing job on decorating the display case in September. No further activity.

## School Store – Sharllene will ship order for Nov 17th for 6 months and will not longer be continuing duties on the committee. Need to look at resource needs moving forward.

## Yearbook – The PCMS yearbook is a go this year and Allegra is working very hard to get the word out regarding photo requests, deadlines, etc. Announcements have gone out requesting students, parent, teachers and staff take pictures and submit through Jostens Photo Submission site. Deadline for photo submissions is Dec 18th.

## Teacher Birthdays - Terica and Natasha are working on Birthday notifications. Catch up is for early December and January.

## Faculty and Staff Appreciation - Purchased our October recognition gift of yard signs for teachers. Signs were available to pick up at the drive thru celebration on Nov 4th. Group specific appreciation will continue to be scheduled accordingly and where appropriate will include on site recognition. We are planning for a Custodian appreciation day for the first week of January. No staff holiday planned. Virtual gift planned.

## PTO - Kim and Lisa had a planning meeting and then follow up introductory call with Regulatory and Finance to discuss tax, entity structure, etc. Overall structure of the PTO was discussed during the last Foundation meeting and the Foundation determined the direction we would prefer to proceed in was to maintain the current Foundation in addition to the new PAC and PTO. Further Foundation and committee meetings to follow for detail planning.

# **Old and New Business**

# Old and New Business

* + Portables – Ms. Mott did visit PCMS at the end of October and walked the building/pods with the Head Custodian. She has not provided a response to her visit. Waiting for an update.
  + HVAC – Included in Portables topic.

# Adjournment

## Next scheduled meeting – Tuesday, December 22nd 6.30 PM Zoom. Tentatively planning to skip this scheduled zoom meeting and conduct communications as needed individually due to Christmas holiday.

Facilities and Hospitality Calendar 2020-2021

August

August 17 First day of school

August 25 Facilities and Hospitality Meeting

September

September 13 Picture Day/Yearbook

September 22 Facilities and Hospitality Meeting

September 26 Staff Night Out

October

October 2 Parent/Teacher Conferences

October 2 Custodian Appreciation Day

October 4 Teacher Attendance Breakfast

October 16 Picture Retakes

October 23 Bus Driver Appreciation Week

October 27 Facilities and Hospitality Meeting

November

November 18-22 Dress Down Days

November 24 Facilities and Hospitality Meeting

December

December 6 Teacher Attendance Breakfast

December 6 Staff Holiday Party

December 11 Parent/Teacher Conference Night

December 16-19 Dress Down Days

December 22 Facilities and Hospitality Committee

January

January 23 Facilities and Hospitality Committee

February

February 3-7 School Counselors Week

February 7 Teacher Attendance Breakfast

February 23 Facilities and Hospitality Committee

March

March 12 Staff Night Out

March 23 Facilities and Hospitality Committee

March 30-April 2 Dress Down Days

April

April 3 Teacher Attendance Breakfast

April 19-25 Administrative Professionals Week

April 22 Parent Teacher Conferences

April 20 Facilities and Hospitality Committee

May

May 4-8 Teacher/Staff Appreciation Week

May 6-12 Nurses Appreciation Week

May 18 Facilities and Hospitality Committee