PCMS Foundation

Facilities and Hospitality Committee Meeting Minutes

Tuesday, October 27th, 2020

# **In Attendance**

* Kim Di Paolo
* Marie Poulos
* Terica Harleaux
* Lisa Chatigny

# **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 will discuss required committee members and voting member structure with Erika.

# **Chair Report**

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

* + - Picture day – Teachers will encourage parent to send in photos.
* Allegra Johnson will be heading yearbook photos this year. Allegra contacted Ms. Lee regarding approach for yearbook photos.
* 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 on September 23rd

## School Store – Sharllene will ship order for Nov 17th for 6 months and will not longer be continuing duties on the committee.

## Yearbook - Allegra contacted Ms Lee regarding an approach for yearbook photos and is waiting for a reply. Will check in with Erika on this one.

## Teacher Birthdays - Terica and Natasha are working on Birthday notifications. Targeting catch up in November. Ms Nazem will distribute for us.

## Faculty and Staff Appreciation - Had originally filled 2 co chair volunteers and lost one. Purchased our October recognition gift of yard signs for teachers. An email went out thanking the teachers and letting them know signs are at the school and can be picked up November 4th during the 2-4 PM drive thru celebration. Group specific appreciation will be scheduled accordingly and where appropriate will include on site recognition. Working on a date for Custodian appreciation.



## PTO - Have filled 1 co chair volunteer. Gathering input from Ms Perez, Dekalb schools as well as websites to get started. A little slow moving, but will pick up with progress in Nov. Kim and Lisa will have a planning meeting regarding proposed organization structure and positions early in Nov and then a follow up meeting with Regulatory and Finance.

# **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, November 24th 6.30 PM Zoom

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