PCMS Foundation

Facilities and Hospitality Committee Meeting Minutes

Tuesday, September 22nd, 2020

 **• In Attendance**

 • Amanda Lower

 • Kim Di Paolo

 • Allegra Johnson

 • Terica Harleaux

 • Nitya Nadar

 • 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 – Allegra brought of Facilities and Hospitality committee members and voting member requirements and has shared a posted structure. Kim is following up to ensure our committee is meeting these requirements.

 **• 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**

 • Front Office Volunteers

 • No front office volunteers needed at this time. When a plan for return to school is put in place, calls for office volunteers will resume.

 • Display Case (Marie Poulos)

 • Marie visited the school on Wednesday the 23rd and did an amazing job on the display case! Thank you!

 • Staff Birthday Recognition (Terica Harleaux/Natasha Morris)

 • Terica and Natasha are planning to do a Birthday catch up in October.

 • Marie created a virtual display, which was sent over to incorporate into the Birthday messaging.

 • Kim has requested access to the internal distribution for the Birthday recognitions.

 • Kim sent Faculty Birthday list to Terica.

 • School Store (Sharlene Knight)

 • School store is promoting Spirit ware, which will be offered with Agenda provisions.

 • Campus Beautification (Amanda Lower)

 • Amanda had a great idea about murals on campus. We reviewed a presentation Amanda prepared for a Mural project and discussed ways we could leverage local support and sponsorship as well as engage PCMS Arts and potentially create a contest for design and broader student and faculty participation on the mural.

 • Campus beautification outside can continue. We will hold outside planning work until after Quad repairs are completed.

 • Any large capital improvements approaching 5,000 require necessary approval.

 • Teacher/Staff Appreciation (Nitya Nadar)

 • Nitya Nadar has volunteered to chair this committee. Thank you!

 • We will have one staff/faculty/teacher appreciation activity each month.

 • Ms. Allen confirmed we can hold Custodian Appreciation at the school. We need to identify a week in October and coordinate with Ms. Allen for access.

 • September appreciation was Starbucks gift cards to all staff/faculty.

 • October appreciation will be focused on teachers with appreciation yard signs.

 • New PTO (Parent Teacher Organization) (Lisa Chatigny)

 • Lisa Chatigny has volunteered to chair this committee. Thank you!

 • Lisa and Kim are currently researching other Dekalb school examples as well as online resources and starting to build structural components.

 **• Old and New Business**

 • Quad Repair Work

 • Kim contacted Melanie Pearch and shared the following issues.

 • Quad roof repairs – roof needs to be smoothed/sloped so that water will not pool and will shed properly.

 • Gutters need to be installed  on the Quads to draw water away from pooling on the roof.

 • French drains need to be installed to capture and route drainage from the Quad AC units and new gutters away from units.

 • Melanie advised that the new Region I Facilities Manager will be visiting PCMS in the week of Oct 12th to look at the trailer concerns. Mrs. Allen will be able to provide an update after the visit.

 • 8th Grade HVAC Repair Work

 • Kim contacted Melanie Pearch and shared the following issues.

 • Condensation for the HVAC units is building in the tubes due to age and wear.

 • This condensation build up is leaking on and through the ceiling.

 • Our understanding is this is attic work to address the build up of condensation in the tubes.

 • Melanie advised that the new Region I Facilities Manager will be visiting PCMS in the week of Oct 12th to look at the concerns. Mrs. Allen will be able to provide an update after the visit.

 • New PTO (Parent Teacher Organization)

 • See committee reports.

 **• Adjournment**

 • Next scheduled meeting – Tuesday October 27th at 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