

PTO Meeting Minutes

Meeting was called to order on August 4, 2020 at 7:00 PM via Facebook Live by President Stephanie Coy.

Minutes from the April meeting were approved by Shannon Callendar and seconded by Alicia Cox.

Treasurer Report (Marisa Stacy and Laura Coughlin)

Report was given by President Stephanie Coy. There are no significant changes to the budget currently. As of July, the ending budget of \$30,848 and we will begin the 2020-2021 school year with an available budget of \$23,113. We were able to approve and purchased items for the STEAM program as well as PE.

Upcoming Events

Drive Through Supply Pick Up – Thurs, August 6 from 6 p.m. – 8 p.m. east side of school. Simply drive up, give your name and your families supplies will be brought right to your car. If you cannot attend this event, please call the school, or email Mrs. Bugg to make alternative arrangements. **NOTE: This is event has been rescheduled to Thursday, August 14 from 6 p.m. – 8 p.m. due to shipping delays**

Supplies are being distributed to give families the time needed to label all supplies Items like crayons and markers do not need to be individually labeled.

SUPPLY UPDATE: ALL GRADES Please add to your list

- Small personal bottle of hand sanitizer gel
- Water bottle- students will have the opportunity to fill bottles at the bottle filling stations within the school. The water fountains will be closed to all students.
- PreK-Kindergarten Update: students will need a labeled pencil/supply box.

Health & Safety Donation Drive – **UPDATE: Date as been changed to Thurs, August 14.** Thurs, August 6. Donations drop boxes are on the east side of the school for you to drop off sanitizer, wipes, masks or **latex free** gloves.

A/B Student Schedules **On Aug. 11, parents will be informed if they are Schedule A or B through Infinite Campus, Parent Portal.**

The Covid situation in fluid and is being monitored daily. The district is and will continue to watch the trends in active cases. As these trends change our school is preparing to do all that we can to be prepared to alter plans as needed.

Meet the Teacher August 19: You have been assigned the same time and method that you signed up for before the date for this was changed. If you have not requested a

time, please call the school next week to set up your appointment. Your labeled school supplies can be brought to your teacher during this time as well. Please note, this is a time to meet your teacher only and you will not be touring the classroom.

First Day of School: If you are an A Group family your first day of school is Thursday August 20. If you are a B group family, your first day of school is Friday August 21. This will give each group of students the opportunity to have a first day of school during the first calendar week of school. Specific procedures for the first day will be announced soon.

Volunteer Opportunities

“Our volunteers ARE essential!”—New methods for signing up to volunteer are being researched and will be announced soon. Contact tracing is a priority for the safety of our school. Heritage loves and looks forward to finding safe ways for parents to volunteer and support our school.

1. **Playground Clean Up** – This is an ongoing effort! With maintenance backed up, be watching for chances to help to get our playgrounds ready for our kids to enjoy.
2. **Teacher/Staff/Support Appreciation**: During the extra teacher and staff training before the new year begins, we will be providing treats and food to show our love and support as they organize and learn new methods for working with our kids.
3. **Scrub-A-Dub Club**: It is essential for students to experience hands on learning while at school. These volunteers will be working to sanitize manipulatives used in the classroom. Opportunities to sanitize items will be available each day.
4. **Watch Dogs**: We love our Watch Dogs and will work to find a safe way for them to volunteer in our school this year.

Spirit Wear

All spirit wear will be handled through the new online ordering system. You can now order youth and adult t-shirts, youth and adult masks, and water bottles. We plan to add mask lanyards to the spirit store soon. **Pre-Orders are LIVE until Aug. 21.** Once orders come in, they will be safely handled, bagged, and distributed to the oldest student in each family.

Fundraising Efforts – Shannon Callendar, PTO VP

Mabel's Labels: A sheet of personalized labels that can be ordered through the Heritage website or Facebook link; 20% of the proceeds will come back into our school.

Amazon Smile: Consider linking your Amazon shopping to Amazon Smiles-Heritage Elementary. Our school will receive a percentage of these purchases.

Online donations for ongoing support – heritageelementarypto.org/store; Here you will find a list of options where donation can be made throughout the school year. Categories such as Health and Cleaning Supplies, and Teacher Luncheons are available.

Restaurant Nights: Mark your calendar for **September 8 at Chic-Fil-A on 2nd street. This will be for Drive Thru Only. Be sure to mention Heritage when you order in the drive through or for pick up.**

President Stephanie Coy also commented that in our current climate of uncertainty, Heritage will move forward with fundraising in a sensitive and minimalistic manner. It is important to support our school and teachers as much as we can. The PTO will work to use our funds efficiently to do all we can to provide for Heritage.

Communications Update Alicia Cox, Communications Secretary

1. Smore Newsletter: This digital newsletter will continue to be released monthly and will provide updated information on all things pertaining to Heritage Elementary.
2. Heritage Elementary PTO on FB: Please remember to use this space to ask questions and gather information. It is important to keep posts positive and to be patient while waiting for answers.
3. [Heritageelementarypto.org](https://heritageelementarypto.org)

New Business: Cathey Bugg, Heritage Principal

Opened with a reminder about how much all the students are missed and how eager all of the teachers are to see the kids once again.

The CARES ACT money will help to provide some of the PPE for our teachers and staff. Of course, your donations in this area will be beneficial.

Reminder that masks or face shields are required during the school day

Volunteers: It is important to know that with proper procedures in place Heritage will be welcoming volunteers. Homeroom parents will be needed, and new procedures will be coming as to how these individuals will be organized and utilized to support our teachers. There will be a few new procedures in place at the front doors to allow for our visitors to ring the bell and be allowed in as volunteers. Please watch for those new procedures.

Our theme is Everyday Heroes and we hope to have you come as guests and as speakers and visitors in the classroom. It is our goal to use this opportunity to show our support for you as the Everyday Heroes in our community! Allow us to appreciate you and share your experiences with our students.

A/B Schedule

The new AB Blended Model will go into effect as the school year begins. You will find out your students' group (A or B) on August 11. The A group will be in school on Thursday August 20 and the B group will have their first day on Friday August 21.

As of August 24, the normal A/B rotation will begin. Group A attends at Heritage on Monday and Tuesday; Wednesday is a cleaning day; Group B attends Thursday and Friday. Labor Day and other holidays will not be affected, and the A/B schedule will proceed around these days.

During the remote learning days students will work from home, but please know that they will not be doing only device-based lessons. The teachers will be working to develop hands on lessons and project for kids to be doing on those days at home. Teachers are participating in specific trainings to address the remote learning lessons and will be sending home the things needed for the kids to complete their work from home. To-Go bags will be provided for the students to carry home their device and any other needed supplies from school.

There will be a meal plan provided on the remote learning days. Please be watching for those procedures.

Cafeteria: No parents or visitors will be allowed to join the students at lunch time

Before and After Care: This program will still be provided to our Heritage students. If you need care, please contact Dianna Sikes.

New Arrival and Dismissal Procedures

Reminder--**New start/end time for school: 9:20 a.m.-3:55 p.m.**

Arrival: For the students to remain socially distanced and safe, they will not be congregating in the cafeteria or gym in the morning. The students will be directed to their classrooms as they come into school. They will be allowed to have breakfast in small groups with new procedures being followed. Students will need to get out the car via the car rider line in the morning. Flagpole drop off and walking your student into the building will not be permitted at this time.

Dismissal: Car Rider, Bus and Neighborhood are the three options for dismissal this year. Your family will receive a sheet of tags (shown during the meeting) with a number on them. That number tag will hang from your car mirror and will also be on your student's backpack. When the monitor sees your number, he or she will call it in through the intercom system. The students will remain in their classes and as a number is called, their picture, name and number will appear on the classroom smartboard. They will then leave the class and exit the building through the library door (just to the north of the main double doors of the school) and get into your car.

Bus riders will be dismissed in the same way. The bus will be called, and students will be dismissed to board their bus. Neighborhood walkers will be dismissed to the back pick up area as previous years.

Please note, you will receive one sheet of these tags and if lost you will need to pay \$5.00 for a new sheet of tags. If you are in a situation due to carpooling where you will need another child's tag, please speak to the office staff and that can be arranged.

Curriculum

Mrs. Bugg discussed the shared concerns from the parents and teachers of the possible regression based on the gap in learning from this last spring. The teachers and staff do anticipate regression among the students. They will be doing universal screening to prepare to do interventions either individually or class wide. The skills and lessons from the 4th quarter of our last school year has been embedded into the first semester. They will be tracking skills as we go to be sure that nothing is skipped.

There is a new Social Studies program for the students. A program like "Weekly Readers" will be introduced to the younger grades. A new textbook program will be given to the older students.

Final Thoughts

The meeting was ended with Mrs. Bugg reminding the Heritage family to please practice positivity at home so that it will spill over into our school. We know and are anticipating tweaks as we move through the year. Please be flexible and patient as we navigate those together. Please be checking your email for information as the year gets closer to starting.

Move to adjourn meeting. President Stephanie Coy moved to adjourn the meeting and Principal Cathey Bugg seconded the motion.

Minutes prepared by Jessica Harmon, Recording Secretary

All future meetings will continue to be held virtually until further notice. All meetings will be posted as well as minutes from the previous meeting.