Meeting Minutes
Hixson Middle School PTO

Date: Wednesday, July 17th
Location: Kathryn Drennen's house
Meeting Called to Order by: Kathryn Drennen
Time: 6:08 pm
Attendance: Kathryn Drennen, Jen Levine, Kristin Williams, Kate Zwolak, Enbal Shacham
Virtual: Amy Estlund, Kwame Curtis
Not in Attendance: Emily Tebb
Minutes Compiled by: Amy Estlund

Misc. Business
- Access to PTO account and membership toolkit

Call to Order

Approval of June Executive Committee Meeting Minutes
A motion to approve the June minutes was made by J. Levine, seconded by K. Zwolak.

Administration Report
- No admin present; no report given
- VP and Co-VPs still scheduling a meeting with Dr. Mayes to review 23-24 and preview 24-25
- K. Drennen communicating with Dr. Mayes and Sarah McGruder about cashing checks to close out the old account

President's Report
- K. Curtis will continue to communicate with Dr. Mayes
- March to the Middle Parent Edition (Monday, Aug 5 from 4:00-8:00)
    - Will discuss plans and PTO presentation time with Dr. Mayes
    - Volunteer sign-up opportunities
    - K. Curtis will update the ppt from last year

VP Report: presented by Kristin Williams and Kate Zwolak
- Status of Committees
    - Andrea Taylor no longer able to serve as Fundraising Chair; can help with City game and Dining Out; K. Williams will ask if she could recommend someone else
    - Discussion about elevating Fundraising position to Executive Committee; this person could also serve as HHT Chair
        - K. Drennen add this to the by-laws and distribute to all members

- Still looking for chair for Holiday House Tour; Rebecca and Leslie will help train new chair once that is decided; PTO send communication to community asking for Chair; K. Williams will email committee members from last year asking for a volunteer by August 30 and A. Estlund will post in newsletter; K. Williams look in Treasurer's Folder for HHT chair job description and ask Rebecca to review/edit
- 6th grade Splash Bash confirmed
- Welcome Committee led by K. Zwolak and K. Williams; purpose statement and goals drafted and will share
    - Activities: Donuts at Drop-Off, Popcorn at Pick-up, Friday Coffee Clutch/Happy Hours, Affinity Groups
    - Motion to change the name to Community Committee by K. Williams, A. Estlund second, all in favor
- Discussion about PTO shirts and revised logo
- Alicia Shehan and Kristen Davidson will lead Staff Appreciation
- No movement on Social Committee

Treasurer Report: presented by Kathryn Drennen

- New account established
- Annual Fund Drive should start earlier than January
- 6th Grade pool party store live on 7/20
- 2024-25 Budget
    - Error in formula resulting in a $2000 deficit; K. Drennen will announce and discuss this at the first community meeting Sept 5

Secretaries' Report: presented by Amy Estlund

- Send first newsletter on August 4 (and every two weeks after that)

Social Media/Communication's Report

- Miscommunication about school supply lists on facebook

Equity

- E. Shacham scheduling a meeting with L. Giordano; want to ensure events and programs reflect the needs and interests of the community
- Concerns about disciplinary practices and math placement trajectory
- The volunteers we get aren't representative of the broader community; need to engage and welcome more people in
- PTO Today has resources/articles that could be helpful

Old Business, New Business & Announcements

- 2024-25 PTO Calendar of Events (currently updating)

Action Items

- K. Williams will ask Andrea Taylor if she could recommend someone else for fundraiser
- K. Drennen add fundraiser position to Executive Committee to the by-laws and distribute updated by-laws to all members
- K. Williams will email HHT committee members from last year asking for a chair by August 30 and A. Estlund will include in newsletter
- K. Williams look in Treasurer's Folder for HHT chair job description and ask Rebecca to review/edit
- K. Drennen will make the 6th grade Splash Bash store live on 7/20
- K. Drennen will announce and discuss the budget error at the first community meeting Sept 5

Adjournment
K. Curtis moved to have the meeting adjourned and J. Levine seconded. The motion passed unanimously and the meeting was adjourned at 7:31 pm.