**MINUTES**

Falcon Creek Middle School PTCO General Meeting

*August 25, 2020* | *Zoom* *Meeting called to order by* Jennifer Ulasewich, PTCO Co-President *at 6:04pm*

*Meeting Type* |General Meeting

In Attendance

Jennifer Ulasewich, Steve Clerkin, Sarah Otto, Suzanne Tsuhako, Jennifer Ryan, Julie Cummings, Megan Zitek, Andrea Hess, Greg Connellan, and Lara Makinen

Review/Approval of Minutes

No Minutes to approve.

Executive Briefings

President’s Report by Jennifer Ulasewich and Jennifer Ryan

1. Teacher Breakfast
   1. The PTCO provided a teacher breakfast in cooperation with building administration for 58 teachers.
   2. A commercial kitchen was chosen to ensure proper food handling and safety.
   3. Teachers were provided a delivery menu in which to order.
   4. Approximately $279 was spent.
   5. Julie Cummings reported everyone loved the breakfast and a video thank you card is forthcoming.
   6. Jennifer Ulasewich asked for additional considerations on how the PTCO could support teachers while ensuring social distancing.
      1. No suggestions were provided.
2. Fall Fundraiser / Color Run
   1. In the past, the Color Run had run into restrictions.
      1. Pre-COVID-19, FCMS had 30% of their students on free/reduced meals.
      2. Considerations need to be made regarding a donation-based event during the school day.
   2. The PTCO targets September as their fundraising month so it is known by month end how much funds are available for nest grants which are beneficial for teachers.
   3. This year, the PTCO will focus on passive fundraising efforts such as King Soopers, Amazon Smiles, and Spirit Nights.
      1. The PTCO needs to find someone to coordinate Spirit Nights.
   4. If/When social distancing is lifted, the PTCO will consider doing another Top Golf event.
3. Amazon Wish Lists
   1. The PTCO is interested in putting together Amazon Wish Lists for small classroom supplies for teachers.
   2. This will take the burden off families and teachers from having to purchase these items.
   3. In addition, ordering from Amazon ensures supplies are safely delivered as well as supports the PTCO’s Amazon Smile initiative.
   4. Principal Connellan supports this idea and suggested the PTCO consider adding Agendas to these lists since the school could not purchase these for students this year.
      1. Jennifer Ulasewich clarified Principal Connellan did not want the Agendas branded.
4. Face Masks
   1. Parents’ Council suggested PTCOs sell face masks as a fundraiser.
      1. Jennifer Ryan shared her concerns about selling masks.
   2. Principal Connellan stated the school received three boxes of gators and they are currently assessing the quantity and distribution.
      1. Jennifer Ryan expressed concern over the effectiveness of gators as well as potential liability.
      2. Principal Connellan expressed the same concerns.
      3. Julie Cummings shared that she wears a gator over her mask to keep it in place better.
5. School Directory
   1. Jennifer Ulasewich shared that the PTCO could create a school directory.
      1. A school directory could be a source of income for the PTCO.
      2. A school directory could provide marketing opportunities to school partners that did not receive the exposure they anticipated due to PTCO events being cancelled in the Spring.
      3. The PTCO would like to include students who chose online learning in the directory to keep them part of the FCMS community.
         1. This effort may be difficult since it is unclear if their contact information is available.
            1. Jennifer Ulasewich inquired as to how we get an updated contact list to which Julie Cummings stated she would investigate it.
            2. Sarah Otto suggested putting something in the PTCO newsletter to let the community know they can submit their contact information for the school directory.

Jennifer Ryan shared she is no longer getting communications from FCMS or Grandview since her students enrolled in online learning.

Executive Briefings by Jennifer Ulasewich and Jennifer Ryan

1. Treasurer’s Report
   1. Jennifer Ulasewich stated the PTCO has a healthy balance rolling over from the previous schoolyear and efforts should be made to ensure financial objectives are aligned.
   2. Jennifer Ryan shared PTCO funds were used to purchase a Zoom account.

Old Business

By Jennifer Ulasewich

1. Reallocation of 2019/2020 Funds
   1. Sarah Otto brought up, and Julie Cummings confirmed, there are unused Teacher Appreciation Funds that were previously allocated for computers.
      1. Sarah Otto will research and verify the exact amount with the bank.
2. Teacher Appreciation
   1. The PTCO Executive Board voted to move funds earmarked for teacher appreciation in the previous schoolyear’s budget to the new schoolyear’s budget.
3. Changes to Board Membership
   1. Co-President – Jennifer Ulasewich
   2. Recording Secretary – Lara Makinen

*Jennifer Ryan called for a vote which was motioned by Sarah Otto and seconded by Suzanne Tsuhako. Motion carried.*

New Business

By Jennifer Ulasewich

1. Info/Communications
   1. No report.
2. Policy Updates/Changes
   1. The Executive Board updated the PTCO By-Laws and posted them to the website for the required amount of time for review by the FCMS community.
      1. Changes included:
         1. All Board positions could have a “CO”, but the position would be considered filled even if only one person occupied the position, and
         2. Individuals holding Board positions could only be removed for misconduct.

*Jennifer Ulasewich called for a vote which was motioned by Steve Clerkin and seconded by Sarah Otto. Motion carried.*

* 1. Financial Policy
     1. The PTCO is also considering updates to the Financial policy.

1. Volunteer Roles Available
   1. The PTCO is hoping to fill the Spirit Night Committee Chair role as quickly as possible since this is part of the fundraising plans for this schoolyear.
      1. Steve Clerkin stated he will speak to Jennifer Ryan about this opportunity.
   2. The PTCO is also hoping to fill the School Directory Committee Chair position quickly to get these completed, published, and available to sell as soon as possible.

Administrative Briefing

By Greg Connellan

1. Principal Connellan shared his excitement to see everyone and work with everyone again.
2. This is Principal Connellan’s first year as the Principal for FCMS and he will be the Administrator over Counseling, AVID, and Science as well as Parent Outreach and Groups.
3. Principal Connellan introduced his staff present at the meeting.
   1. Julie Cummings who is over Technology and Athletics.
   2. Assistant Principal Andrea Hess who is also the 7th Grade Administrator and over Discipline, Safety, 504s, Attendance, Math, and Clinic.
   3. Assistant Principal Megan Zitek who is also the 6th Grade Administrator and over Special Education, ELL, Language Arts, and Mental Health.
4. Principal Connellan shared the schoolyear has started off great and gave credit to Karen Armitage for putting together the protocols they are using.
   1. Students are being reminded of the protocols regularly and are responding well.
   2. Staff is debriefing the protocols often and are making revisions as needed.
5. Principal Connellan stated there are nine new hires this year as well as his philosophy of middle-level education.
6. Principal Connellan also stated his focus this year will be on Racial Literacy.
7. Principal Connellan shared his hopes in remaining in person as long as possible.
8. The floor was opened for Q&A with Principal Connellan.
   1. Sarah Otto shared she was appreciative for the in-person option. She also expressed concerns of not knowing what she can do on days when her children are not on campus to ensure they are staying on top of their studies.
      1. No suggestions were provided.
   2. Jennifer Ulasewich also expressed her thanks to the staff for their efforts in preparing for in-person learning. She made a request that staff put due dates on Schoology assignments so that these assignments show up in the feed which is the quickest way for parents to see what is required of their children.
      1. Principal Connellan stated he would be meeting with his staff the following day and would bring up this request.
   3. Jennifer Ulasewich asked how COVID-19 affected the student count at FCMS.
      1. Principal Connellan reported the student count for this schoolyear was projected to be 840; however, 655 signed up for in-person learning.
   4. Jennifer Ulasewich inquired about the demographics of the students who chose online learning.
      1. Free/Reduced Meal count doubled.
      2. More students of color chose online learning then Caucasian and Asian.
   5. Sarah Otto asked if the PTCO newsletter could be translated into Spanish.
      1. Julie Cummings confirmed the PTCO can post their newsletter on the FCMS website which will allow it to be translated like other school communications.
   6. Jennifer Ulasewich inquired if FCMS kept a list of students who are referred to the Dean’s Office for analysis as well as to check for inequalities.
      1. Assistant Principal Andrea Hess confirmed FCMS does keep a list.
      2. Assistant Principal Megan Zitek stated the Equity Team does review the data and behavior at the end of each year as well as shares this with the staff.
   7. Jennifer Ulasewich asked if there was any insight into remote learning timelines and whether it was inevitable.
      1. Principal Connellan stated there is no timeline, but there is a plan if the time comes that a transition to remote learning becomes mandatory.
   8. Sarah Otto requested the process for when someone in the household tests positive or is exposed to COVID-19.
      1. Principal Connellan reminded of the symptom checker students and staff are using.
      2. Principal Connellan stated other household members should contact their physician as well as notify the school nurse who will consult with the District to strategize next steps.
   9. Jennifer Ulasewich asked what the PTCO should do and/or focus on this year.
      1. Principal Connellan stated he would think about it and respond with an email.
      2. Assistant Principal Megan Zitek shared the Amazon Wish List was a great idea. She suggested the PTCO consider getting disposable masks as well as figure out how to communicate with all families, including those who chose online learning.
      3. Assistant Principal Andrea Hess brought up technology for consideration and asked the PTCO to investigate devices for students to use at home as well as devices for the classroom.
      4. Julie Cummings asked the PTCO to be the liaison between teachers and parents by providing positive messages and affording grace to those who may not have mastered blended learning as well as others. She also reminded that although the Chromebooks may be old, they still work.
   10. Jennifer Ulasewich brought up concerns she heard about some families not having access internet service and was wondering if PTCO should consider doing something with their funds.
       1. Julie Cummings stated the CCSD Foundation was already working on this issue.
   11. Jennifer Ulasewich expressed concerns about going to full remote learning and asked what families would need.
       1. Julie Cummings responded that she believes there will be needs but is unsure what they are at this time.
   12. Jennifer Ulasewich brought up shaming and asked if students could bring their own devices to school.
       1. Julie Cummings shared she would be worried about the weight of backpacks if students also had to add that to what they are already carrying from class to class since lockers cannot be used this year.
       2. Julie Cummings also stated there are enough devices at school and the District is working on filling the gaps.
       3. In addition, Julie Cummings shared the goal is to have one full cart per classroom and she will check inventory to see if PTCO can fill in those gaps.
   13. Jennifer Ulasewich asked what else the PTCO can do for the school.
       1. Principal Connellan stated the PTCO is doing great and he looks forward to working together.
   14. Jennifer Ulasewich offered providing snacks to students in the classroom to utilize PTCO funds.
       1. Principal Connellan cautioned this could be tricky for many reasons, but he would investigate the suggestion and report back.
   15. Jennifer Ulasewich asked if PTCO should provide teacher meals monthly and if that would be meaningful to staff as well as asked for the parameters (i.e., commercial kitchen, pre-packaged, delivery options, food trucks, etc.).
       1. Principal Connellan confirmed the staff would appreciate monthly meals and he would discuss the parameters with his supervisor.

Committee Reports

By Jennifer Ulasewich and Jennifer Ryan

1. Parents’ Council
   1. The first meeting of the new schoolyear will be held on September 9th from 9:30-11am.
   2. Steve Clerkin reminded PTCO to have a representative attend these meetings.
2. District/School Accountability
   1. Dates have not been announced yet.
3. Hospitality
   1. No report.
4. PIN
   1. The first meeting of the new schoolyear will be held on September 1st from 9:15-11:15am.
   2. Steve Clerkin reminded PTCO to have a representative attend these meetings.
5. PASS
   1. Jennifer Ryan shared PASS recently conducted a survey which provided a great foundation to stand on and one takeaway was respondents stated they felt Eaglecrest and Cherokee Trail did a better job with inclusiveness than Grandview.
   2. Steve Clerkin reminded PTCO to have a representative attend these meetings.
6. School Store/Spirit Wear
   1. The School Store is closed at this time.
   2. We have a large supply of school store and spirit wear items; however, sales are on hold due to not having access to the School Store.
   3. The PTCO is not set up to sell these items online.
7. Spirit Nights
   1. No report.

Next Meeting/Important Dates

General Meeting – October 6th from 6-7pm |Meeting was adjourned at 7:45pm