



**Dorothy Hamm Middle School**  
*DHMS PTSA General Membership Meeting*  
Tuesday, May 10, 2022 7:00pm (Zoom)

**\*DRAFT\* MEETING MINUTES**

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**I. Welcome and Introductions**

- Kristen welcomed all attendees to the DHMS PTSA general membership meeting.

**II. Principal's Report** (*Ellen was out; Assistant Principal Lisa Moore was in attendance*)

- Lisa expressed thanks for the PTSA's efforts for Teacher Appreciation Week.
- Noting that Covid cases are on the rise, Lisa reminded everyone that students who test positive need to quarantine for 5 days and then, if they come back to school, need to wear a mask through day 10. DHMS will be sending home reminders to wear masks after a positive covid result. Also, DHMS is encouraging students to eat outside.
- Lisa mentioned the upcoming end-of-year activities.
  - 8<sup>th</sup> grade
    - School field trip to Kings Dominion on June 14.
    - School promotion on June 15.
    - Yearbooks will be handed out for signing on June 13.
  - 7<sup>th</sup> grade
    - Popsicle Social on June 14. Students will be outside and signing yearbooks.
    - Requesting 7<sup>th</sup> grade parents to help with 8<sup>th</sup> grade promotion
  - 6<sup>th</sup> grade
    - A special event and yearbook signing will also be planned for 6<sup>th</sup> graders.
    - It may coincide with the party that they won for the Phoenix games.
- Dorothy Hamm is hosting summer school for middle school.
- Chorus and band and orchestra concerts are coming up.
  - Kristen offered to post dates in our DHMS PTSA newsletter as they become available.
- Kristen asked about what to do if a student misses an SOL test.
  - Lisa said that the best course would be to contact the student's TA, who could provide information about the make-up SOL test and help coordinate getting the student to take the make-up test.

**III. Record Prior Items**

- Kristen provided links for PTSA members to vote to approve the April meeting minutes and the revised budget. Those links would also be available by email from DHMS PTSA.

**IV. President's Report** (*Kristen Shattuck*)

- Kristen reported that the Phoenix Games were a big success! THANK YOU to Adrienne Bosco for all her efforts in planning and organizing the event!
  - 6<sup>th</sup> grade won the Games and so there will be a party for the 6<sup>th</sup> graders.
  - The winners of the cake decorating contest will be announced soon.
- Teacher appreciation week is happening this week.
  - There are lots of events planned for the week:
    - There was a Kona ice cream truck on Monday.
    - Tuesday is kudoboard day. Kristen asked everyone to ask their child about the kudoboard for Teacher Appreciation Week. Students can post a sweet message or note or GIF for a teacher to show their appreciation.
    - Wednesday is Bagel day.
    - Thursday will involve distribution of items from teacher's Amazon Wish Lists.



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- Kami asked if there was still time to purchase items from the Amazon Wish Lists and get them in time for distribution during Teacher Appreciation Week. Kristen thought possibly not, but it might be ok to purchase items, have them sent to your home, and then take them to the school for distribution to the teachers.
    - Friday is Raffle day. Gift cards are still needed.
  - 8<sup>th</sup> grade promotion.
    - Kristen noted that there were some items associated with 8<sup>th</sup> grade promotion that are sponsored by DHMS and some that are sponsored by PTSA.
      - Dorothy Hamm is sponsoring and planning the following:
        - June 13--Rehearsal and yearbook signing.
        - June 14-- Kings Dominion theme park day. Eighth grade students should have received a packet of information about this activity from their TA. This will take place on Tuesday, and if the student is not participating, then the student is expected to attend class, as it is a regular school day.
        - June 15—Promotion ceremony at 8 am. Each student will receive 2 tickets for family to attend.
      - PTSA is sponsoring and planning the following;
        - June 15—Reception following the promotion ceremony; hosted by 7<sup>th</sup> grade parents
        - June 10 from 7-9.30pm—Promotion party (“Black and White Neon Night “)
    - Alise Troester (Promotion Planning Committee) addressed the meeting, expressing disappointment with the PTSA for not setting aside more money for promotion. Hosting the promotion party that the students want is expensive, and the committee wanted to be able to provide the type of party the kids wanted and comparable to what other middle schools provide.
      - To illustrate, Alise noted that Kenmore Middle School rents a boat and does a dinner cruise for students.
      - In response to a survey created by Erin Pennington, DHMS students indicated that they wanted fun games (LED mini golf, ping pong, glow and dark activities) and a DJ.
      - It was expressed that because this is the first class to go all three years in the new school, there was an interest in recognizing the special circumstances of this year and ensuring that this could be a very special promotion. But due to the limited budget, the committee was being forced to cut various items that the kids wanted, e.g., some games, as well as teacher gifts and a class gift to the school.
      - Alise asked why the PTSA could not provide more money since there is money available.
      - There was a discussion about whether money was available in the PTSA budget that could be allocated for the promotion party.
        - Kami and Kristen reported that the Executive Board had met the week before to discuss reallocating money throughout the PTSA budget to cover overages and to increase the budget for the 8<sup>th</sup> grade promotion.
        - It was reported that the Executive Board voted unanimously to increase the 8<sup>th</sup> grade promotion budget from \$750 to \$4000, using money allocated from other budget items that had not used as much money as originally allocated.
        - In order to keep the budget at the same operating level as originally planned at the beginning of this PTSA year (which was accepting a \$3,000 loss for the year



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- overall), there was no additional money beyond the \$4000 that the Executive Board had agreed to allocate to the 8<sup>th</sup> grade promotion budget line item.
- Susan Rao asked whether any of the \$20,000 that are to be held in reserves as part of the budget could be used for the promotion and whether the Executive Board had considered dipping into the reserves.
    - Although the question of reserves did not come up at the Executive Board meeting, the Executive Board had supported the idea not to go below the planned budget to provide additional funding for the promotion.
    - There was a question about whether the PTSA should be keeping \$20,000 in reserves since Washington-Liberty PTA only keeps a smaller amount for summer activities in its budget. It was asked whether there was anything written down about how much money to keep in reserves generally or for the DHMS PTSA specifically.
      - There is nothing written down. The reason for doing so was to ensure that the next year would start out with available funding in order to cover things that might come up and to support activities in case there were difficulties raising funds next year. In addition, that level of reserves is consistent with the level that Taylor Elementary School keeps in its books.
      - There was a question about whether the Board should reconsider its policy on how much to keep in reserves.
    - Susan asked if there was a process for overruling the Executive Board's vote on the budget and accessing the budget reserves.
      - Kristen said that the membership needs to vote on the budget as approved and proposed by the Executive Board.
  - It was also reported that there was a discussion in the Executive Board about what percentage of the PTSA budget should be allocated to the 8<sup>th</sup> grade promotion, since it benefits one class rather than the larger community. Funding the 8<sup>th</sup> grade promotion in full would be nearly 1/3 of the full PTSA budget.
    - It was noted that this request would be intended to be a "one-time" allocation, due to the special circumstances of this year and since there had not been a sufficient ability to raise the funds through other means. It should not be expected that any allocation this year would mean that the PTSA should fund all 8<sup>th</sup> grade promotion budgets line items at the same level in perpetuity.
  - There was a discussion about whether the money for the promotion party should come from the PTSA budget or some other source, such as ticket sales or from class activity fee.
    - It was noted that many other schools fund their promotion parties through ticket sales or class activity funds.
      - It was explained that there will not be sufficient funds from the ticket sales to cover the costs of the party.
      - The request for funds from the PTSA this year was not intended to be a request in perpetuity; rather, this was intended to be a one-time request to cover the costs of the party due to the lack of funds at this time.



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- Kristen noted that there had been a plan for collecting a class activity fee, but that it did not work due to communications and implementation issues by DHMS.
  - It was noted that in the future, DHMS should convene its 8<sup>th</sup> grade promotion team at the beginning of the school year, rather than waiting to commit to promotion details until after spring break. That way, the team will be prepared to communicate the division of responsibilities and begin working together with the PTSA in the fall of each year. It is also important not to leave the PTSA out of the communication that is sent home to students and parents concerning the end-of-year activities and fees, since there are multiple events being sponsored by the school and the PTSA. There needs to be better commitment to be able to ask for funds for the end-of-year events to avoid these situations. Discussions should take place before this school year ends to ensure that there is time to collect fees and plan accordingly for the promotion next year.
  - In the future, a class activity fee, that is voluntary, would be helpful for offsetting costs and ensuring there are sufficient funds to cover costs of promotion events. This is typical of other middle schools, e.g., Swanson.

**V. Treasurer's Report** (*Kami Ragsdale*)

- Kami provided an overview of the revisions to the budget approved by the Executive Board.
  - Full year budget had been approved at a loss of \$3000. Year to Date (YTD) net is at \$9759.
    - To reconcile the funds spent for individual line items, adjustments were made as follows:
      - Increase DHMS Community Events by \$2,000 offset by a reduction in Building, Gardens and Grounds of \$500 and DHMS Cares of \$1,500.
      - Increase Eight Grade Promotion by \$3,250 offset by a reduction in Classroom Grants of \$3,000 and Check-In Program of \$250.
      - Increase Spirit Wear by \$2,500 offset by a reduction in Historical Commemoration of \$1,000 and Professional Development of \$1,500.

**VI. New Business**

- Nominating committee (Susan Newton, Madelon Brennan, and Julie Madison)
  - Susan presented the members for the upcoming Executive Board. At the current time, all positions have someone identified for that position, except President.
    - Anyone can submit their name for an officer position as long as they put their name in by June 9. They can submit their name to the President of DHMS PTSA and indicated "intent to run" and position running for.
    - Member in good standing to vote on April minutes and proposed budget.
  - Susan noted that there are many committee chair positions still open if people are interested in volunteering for other positions.
  - The positions will be voted on at the next General Membership meeting on June 14.

**VII. Upcoming Dates**



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- **Monday, May 9th-Friday, May 13th** - DHMS Teacher Appreciation Week
- **Monday, May 9th** - Parent Chat in English (SoL Testing), 12:00pm Noon
- **Tuesday, May 10th** *\*Updated Date\** - DHMS PTSA Meeting, 7:00pm
- **Wednesday, May 18th** - Lebanese Taverna Night @ DHMS, Pick-up 6:00-6:30pm
- **Monday, May 23rd** - Parent Chat in Spanish, 6:00pm
- **Monday, May 30th** - NO SCHOOL (Memorial Day)
- **Friday, June 10th** - DHMS 8th Grade Promotion Party, 7:00-9:30pm
- **Tuesday, June 14th** - DHMS 8th Grade Kings Dominion Field Trip, 8:00am-5:30pm
- **Tuesday, June 14th** - DHMS PTSA Meeting, 7:00pm
- **Wednesday, June 15th** - DHMS 8th Grade Promotion Ceremony, 8:30am
- **Thursday, June 16th** - Last Day of School (Early Release)

The meeting was adjourned at 8.05 pm.