

# Horace Mann PTA Meeting Minutes

## Tuesday, March 14th, 2023 (Virtual)

Agenda Item:	Minutes
<p>Welcome and Introductions</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Call Meeting to Order/Begin Recording. Welcome and Thank You</li> <li><input type="checkbox"/> Approval of the Minutes</li> <li><input type="checkbox"/> HM PTA Meetings for FY 22-23 <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Tuesday, March 14th - Virtual</li> <li><input type="checkbox"/> Monday, April 24th - In Person</li> <li><input type="checkbox"/> Monday, May 22nd - In Person</li> </ul> </li> </ul>	<p>Board approved minutes from January 10th, 2023</p>
<p>Principal's Report</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> School Safety</li> </ul>	<p>Jen: Thanks to Mr. Litwin for supporting HMS and speaking on the topic of school safety.</p> <p>Jim Litwin:</p> <ul style="list-style-type: none"> <li>• Safety is #1 every day with both big and small incidents. Some safety planning is private to ensure that it keeps the school safe.</li> <li>• Emergency operations plan created for each school individually so that location, neighborhood, student makeup and other factors are considered. Reviewed and updated at least annually. Train parts of plan and practice with staff annually.</li> <li>• Health office and Mr Castillo are trained to respond to medical emergencies</li> <li>• Social worker, counselor trained to respond to mental health concerns with connections in emergency</li> <li>• Some staff are trained on how to support students who are dysregulated and keep all students safe.</li> <li>• School Safety Team: Designated staff to fulfill certain responsibilities (call 911, meet ambulance, clear hallways, etc)</li> <li>• Mental health team meets</li> </ul>

	<p>regularly and works daily with students and staff.</p> <ul style="list-style-type: none"> <li>• Student Intervention Team works to help design interventions for both academics and behavior</li> <li>• Special education team has tools and strategies to teach students and helps staff learn new techniques</li> <li>• Exterior doors are locked and visitors need to sign in.</li> <li>• Phones in every classroom and everyone is trained how to respond in case of an emergency.</li> <li>• Walkie talkies to communicate in a situation if a student is unsafe and also to the district emergency operations staff to help respond in an emergency situation.</li> <li>• With new construction, interior and exterior security cameras were installed.</li> <li>• Information shared with families in a way that will respect families privacy but will also inform families-this can be difficult to balance. If communication is unclear, please reach out.</li> <li>• Staff actively supervise and support students in all areas of the school/school day.</li> <li>• Please reach out if you have any concerns/questions-he welcomes input on safety plans</li> </ul> <p>Alex Stuart-Is there anything parents can be doing to help?</p> <p>Jim:</p> <ul style="list-style-type: none"> <li>• At an age appropriate level, help students work through their problems and conflicts. E.g. a fourth grader was upset because peers were teasing him about his pants falling down. He was upset and needed language to say he didn't like it and why. Need to learn to self advocate and work through problems.</li> <li>• Talk through things that happen in the news. They may hear about things from overhearing adults or</li> </ul>
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other children. Need conversations to help them process.

- Work on emotional regulation- understanding how to calm emotions and stay regulated. Sometimes kids need co-regulation (breathing with them—akin to rocking a baby) so that they can calm their fight/flight/freeze response and process situations.
- Schoolwide assemblies led by grade levels talk about these things already.

Question: what is communicated to students when lockdown drills occur?  
Jim-a drill we need to practice because there are situations where we need to stay in place for safety for many different reasons.

Pre-recorded alerts now notify need for different responses (e.g. lockdown, fire drill, etc)

Jen Williams: is the background check process for field trips related to safety  
Jim: this was a separate field trip policy the district created, most likely in connection to a field trip that did not go as it should.

Jen Williams-thinking of the Newport Beach student (6 year old) brought gun and shot teacher, have students ever brought weapons to school?

Jim-yes. At elementary level students will bring a weapon to show peers. At secondary level students are bringing these for protection. Recent violence was related to gang activity.

Jen-How does the plan/violence at SPPS compare nationally?

Jim-I have the same information as you-seems high nationally. So many factors it could be related to-race, poverty, lacking social/emotional skills. Does not know how this relates to longitudinal data-could seem like more because we are aware of every event with the media coverage.

	<p>Jen- feels safe at Horace Mann, but seems like as they get older the level of fear increases.</p> <p>Jim: Staff are monitoring entrances until doors are locked in the morning and afternoon.</p> <p>Kids are respectful of the doors and do not let anyone into the building.</p> <p>Abby Mosher-is there preparation in 5th grade moving into 6th grade to prepare them for the larger school environment. Feels her older children were unprepared for safety concerns and parents were unprepared for less communication and how to support the students.</p> <p>Jim-Not sure now to help students to see/feel/understand what it will feel like in middle school to change classes with many other students also transitioning. At the end of the year 5th grade will learn how to use locks with a mock locker. Are using schoology to learn how to navigate.</p> <p>Jen-recalls Parent Academy classes that was very beneficial years ago.</p> <p>Jim-was done by the office of family engagement. Brought people in to teach that academy. Could look at bringing that back again. Possibly PTA could bring in a speaker to speak to some of these topics.</p> <p>Joy-remembers some speakers pre-pandemic that spoke to parenting topics.</p> <p>Jim-This was paid for by the office of Family engagement. Had food and translators. Could look at trying to get something like that started again at HMS.</p>
Teacher updates	<p>Mark Lindskoog-I have a friend in charge of family engagement and can reach out.</p> <p>Teacher updates: Upcoming events:</p> <ul style="list-style-type: none"> <li>● MCA tests</li> <li>● Spring Break</li> <li>● Conferences-choose online or in-person depending on teacher-check newsletters</li> </ul>

	Teachers are asking about purchasing items through the PTA and will get things purchased for the end of the year.
Treasurer's Report	Alex Stuart-YTD revenue is just over \$100,000. Silent auction was above budget, plant sale going on currently and will bring in more. Likely \$110,000 revenue. In great financial shape so far. Please email treasurers with specific questions about the budget.
<p>PTA Team Updates (see below)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Silent and Live Auction Team - Great Gatherings</li> <li><input type="checkbox"/> Free Family Nights</li> <li><input type="checkbox"/> Yearbook</li> <li><input type="checkbox"/> Plant Sale</li> <li><input type="checkbox"/> Carnival</li> </ul>	<p>Allison Broughton-Silent Auction: \$57,000 in proceeds and growing. Hybrid model working well, and the fund-a-need raised 19% of the proceeds. Great Gatherings are still open on the Auction website and will remain available until full. 250 supporters, about 140 who are interested in the in-person event. Thanks to team and all the supporters.</p> <p>Abby-will there be another communication about great gatherings? Allison-has been and will continue to be in perspectives. Can revisit sending communications targeted about grade level events.</p> <p>Jen-Shoutout to the collaboration that has made the music program possible-the concerts have been great!</p> <p>Grace-more info at the bottom for all committees.</p> <ul style="list-style-type: none"> <li>• Free Family Fun Night Dance Party rescheduled for 3/21.</li> <li>• 6/9 is the school carnival. VOLUNTEERS needed! Permits filed, but vendors need to be contacted. Will be ready to talk budget more soon. Support needed for: Site maps, inflatables, continue vendor connections, games, etc. Will use Sign-up Genius for day-of volunteers and could use someone to help organize that.</li> <li>• Spring Plant Sale-Orders due</li> </ul>

	<p>3/27 for combo choices and April 6th for Gertens.</p> <ul style="list-style-type: none"> <li>Conference Meals volunteers are needed-look in perspectives.</li> </ul>
<p>PTA and Volunteer Open Positions</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> PTA Board <ul style="list-style-type: none"> <li><input type="checkbox"/> VP</li> <li><input type="checkbox"/> Co-Volunteer</li> <li><input type="checkbox"/> Co-Recorders (2 open)</li> <li><input type="checkbox"/> Committees (leads and participants) <ul style="list-style-type: none"> <li><input type="checkbox"/> Student directory</li> <li><input type="checkbox"/> Read-a-thon - 1 person</li> <li><input type="checkbox"/> Free Family Fun nights</li> </ul> </li> </ul> </li> </ul>	<p>Board and committee positions are open for next year-reach out if you might be interested and a job can be found that is the right one for you.</p>
<p>News/Updates</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> HM School Website (see below)</li> <li><input type="checkbox"/> HM PTA Employer match</li> <li><input type="checkbox"/> Horace Mann Spiritwear Store:  <a href="https://shop.game-one.com/minnesota/saint-paul/horace-mann-school">https://shop.game-one.com/minnesota/saint-paul/horace-mann-school</a> </li> </ul>	
Open Forum/Action Items:	
Adjourn	Adjourned 7:04 PM

**HM PTA website:** [www.hms-pta.org](http://www.hms-pta.org) If you have any questions, comments, or suggestions please email [web-admin@hms-pta.org](mailto:web-admin@hms-pta.org)

**Employer match:** We also encourage families to check with their employers as many offer a company match to the cash donations made by their employees

**Treasurer's Report Fiscal Report for 2022-23 School Year:**

- If you are interested in more details of the PTA budget please contact Abby or Alex directly at [treasurer@hms-pta.org](mailto:treasurer@hms-pta.org)

#### Team Reports:

##### **Silent & Live Auction Team**

THANK YOU to everyone who participated in our online silent auction, partied with us at the in-person event March 3, made donations, hosted and signed up for Great Gatherings,

participated in the raffle, contributed items to the auction catalog and volunteered their time and talents to make this amazing event happen. **Together, we have raised over \$56,000 to date through this year's auction (and counting)!**

By participating in this annual fundraiser, you've helped ensure that the PTA is able to continue to provide valuable resources and opportunities to our students, teachers and school community as a whole. At the event on Friday, our program included a special video presentation on Horace Mann's music and band programs. The video is available to view [HERE](#) (many thanks to videographer Riley Conway, Ms. Bowron and Mr. Liuzzi for putting this together!)

Great Gatherings that are not yet at capacity are [still available for purchase through the auction site](#) (and will remain so until sold out!).

### **Free Family Fun nights**

Grab your dancing shoes and join us in the HMS gym on **Friday, March 31st** from 6:30-7:30pm for a dance party!

- This is not a drop-off event; all students must be accompanied by an adult.
- No drinks or food will be served as this is being held in the gymnasium.

### **Art Adventure**

All classrooms have had volunteers present on 3 different occasions, 6 artworks total, with the theme 'Dressed for the Occasion.' Each class will take a field trip to the Minneapolis Institute of Art in May. Participation from the students has been fantastic with great insights from the students on art.

### **Carnival**

Mark your calendar for the PTA Spring Carnival on **Friday, June 9, 2023!** We'll be back with games, food trucks, and FUN! If you'd like to be involved on the planning committee, please contact Emily Sevig at [emily.sevig3@gmail.com](mailto:emily.sevig3@gmail.com). Leadership and committee member roles are available in varying levels of time commitments, and they provide great opportunities to meet other families and learn more about the school. Inquire about joining today!

### **Spring Plant Sale**

Select beautiful plants, flowers and veggies and start planning your spring and summer garden! Click [Order Plants](#) to Support Horace Mann and feel free to forward to all your contacts! Mark your calendars. **You only have until March 27 to make your combo choices and April 6 for Gertens' orders!** Support our school, daydream of Spring, and pick up your lovely choices on May 13. Pick ups will happen on Eleanor Avenue this year, by the main doors. Contact [mayamissaghi@gmail.com](mailto:mayamissaghi@gmail.com) with any questions!

### **Yearbook - Share your photos**

The PTA is again providing a no-cost yearbook to all HMS students this year. Our theme this year is Dream Big Aim High chosen by some of the kids.

We need help gathering photos, preferably group photos if you have them. Looking to fill up our 'free pages' showing the different events that happened this year at Horace Mann. Please consider submitting photos of your children and their HM friends. Do you have photos from Group Events, Class photos, First day of School, Photos by the Gnome, Lego Robotics, Band, Music, Field Trips, School Spirit Day, Unity Day Chalk Event, Kindness Day, Service Group, Girls on the Run, School Patrol, Boo Bash, Read-A-Thon, Spelling Bee, E-learning/Snow Days, Art, Make-It-Take, Movie Nights, NAPPID, or other extracurricular activities at the school? **Please send them in by March 31, 2022.**

There are a couple of secure options for sharing your photos for the Horace Mann 2022-2023 Lifetouch Yearbook:

1. Please email your photos to [dtazdragon@hotmail.com](mailto:dtazdragon@hotmail.com).
2. Text photos to 651-336-9654
3. Use the "Community Images" upload to Lifetouch. [Click here](#) and then use the invite code: HORACE-MANN-YEARBOOK-2022-23

\*Note: You may need to create a LifeTouch account with your email and then use the invite code. All photos will be reviewed by the Yearbook Adviser and there is no guarantee that all images will be included as there are a lot to go through.

Questions? Reach out to Delina Ferfon at [dtazdragon@hotmail.com](mailto:dtazdragon@hotmail.com).

#### **Current Board Members:**

President & Vice President: Jen Williams & Grace Hanson [president@hms-pta.org](mailto:president@hms-pta.org)  
Treasurers: Abby Mosher & Alex Stuart [treasurer@hms-pta.org](mailto:treasurer@hms-pta.org)  
Teacher Representatives: Amy Kortuem & Mark Lindskoog [teacher-rep@hms-pta.org](mailto:teacher-rep@hms-pta.org)  
Communications: Karen Vander Sanden & Katie Bliss [communications@hms-pta.org](mailto:communications@hms-pta.org)  
Recording Secretary: Catherine Guglielmo & Allison Broughton [recorder@hms-pta.org](mailto:recorder@hms-pta.org)  
Volunteer Coordinator: Chandra Kilgriff: [volunteer.coordinator@hms-pta.org](mailto:volunteer.coordinator@hms-pta.org)

#### **Attendees:**

Allison Deep  
Amy Johnson  
Andrea Mayer  
Brandon Mason  
Chandra Kilgriff  
Delina  
Emily  
Grace Hanson  
Catherine Guglielmo  
Kate Bloss  
Jim Litwin  
Abby Mosher



Alex Stuart  
Joy Collman  
Kaisa Johnson  
Mark Lindskoog  
Jen Williams  
Smith  
Tasia Stuart  
Kaisa Johnson