

NEEDHAM ELEMENTARY PTO MEETING MINUTES
TUESDAY, SEPTEMBER 15, 2020
6:00 PM
VIA ZOOM

Attendees: Tayai Scott, Cindy King, Kalen Jones, Kathy Wilson, Carrie Schroeder, Melissa Moore, Jamie Law, Ellen DuKate, Kari Beyer, Amy Davidson, Jessica Brown, Dylan Purlee

MINUTES

1. The August 2020 meeting minutes were previously emailed to the PTO email list, posted on the Needham PTO Facebook group, and posted on the Needham Elementary website. Due to the August minutes being dispersed prior to the meeting, Kari Beyer moved to dispense the reading of the minutes and approve the minutes as written. Ellen DuKate seconded. MOTION APPROVED.

REPORTS

1. President's Report

- Jamie Law gave a review of the PTO presidents' quarterly meeting with Dr. Clendening.
 - Dr. Clendening touched on the current number of COVID-19 cases our district has had up to the date of the meeting-which was 5 cases. None of those cases caused widespread cases throughout the schools. Mask wearing is going really well.
 - Dr. Clendening gave props to parents for helping transport students to school, which makes social distancing easier on busses.
 - A lack of substitute teachers in the district was discussed.
 - During the two weeks of additional summer break, the district spent \$1 million on safety gear, outdoor tents, etc. The district has also applied for a few grants to help offset the cost of some of those expenses.
 - The Superintendent Strategic Task Force will start meeting again this month. The number one task is to work on redistricting. The redistricting will begin in August 2021.
 - The next PTO presidents' meeting is in December.

2. Treasurer's Report

- Amy Davidson reported that the PTO's beginning balance was \$10,383.21. The PTO deposited \$342.45 (from both Kroger Community Rewards and the Birthday Marquee). Debits for the month totaled \$1,321.37 (included expenses from Teacher/Classroom Support and PTO). A detailed Treasurer's Report was presented on the PowerPoint presentation during the September meeting. The PowerPoint slides are linked [here](#).

NEW BUSINESS

1. Event Calendar

- Kari Beyer went over the dates listed on the 2020 PTO Event Calendar. The calendar can be found on Facebook, Instagram, and it was previously emailed out.

2. Spirit Wear

- Ellen DuKate reported the first spirit wear sale for the year is now finished. This year, the spirit wear sale was completely online, using BSN Sports.
- The PTO sold 49 orders for a total profit of \$243.39.
- Compared to last year, the number of orders and the profit amount is comparable, however, last year the earnings were used to purchase spirit socks for the basketball team and cheerleaders, so this year we profited from this fundraising event. Thanks to all who made purchases! The next spirit wear order dates will be in February/March.

3. Birthday Marquee

- Kari Beyer reported Birthday Marquee forms were sent home last week.
- For \$5, students' names will be put on the marquee in front of Needham for their birthday week.
- There are two ways to sign up for this fundraiser. Parents can turn in the paper form into school with \$5 cash or a check made out to Needham PTO. Parents can also sign up online using the link that is on the form, posted on Facebook and Instagram, and emailed to our contact list. If signing up online, payments can be made to the PTO using PayPal (a link to our PayPal is included in the Sign Up Genius information). The Sign Up Genius link can also be found [here](#).
- Money will need to be turned in/paid online **the Friday before** the student's birthday week.
- Names will be updated every Monday and will be on the marquee for the duration of the week.
- As Needham Bulldogs, virtual students and families are invited and encouraged to participate in this, and all other events/fundraisers!

4. Spirit Rock

- The cost to reserve the rock for 24 hours is \$10.
- Parents/families will be responsible for painting the rock, as well as keeping the area surrounding the rock clean.
- Once the rock is delivered, there will be more information sent home.

5. Walk-a-Thon

- The Walkathon collection dates will be October 5th-October 21st.
- There will be a website to collect money online, as well as a form for students to turn in cash/checks.
- There will be incentives for students individually, as well as school-wide incentives.
- More information, as well as the link and forms will be sent home soon.

6. Costume Contest

- The dates for the Costume Contest will be October 26th-30th. The contest will take place on Facebook, however if a parent/guardian doesn't have a Facebook, they will have the ability to send in pictures to the Needham PTO's email.
- There will be two winners. Each winner will receive a Needham lunch box filled with candy/goodies.

7. Holiday Wreath Sale

- The wreath company we are using is Evergreen Industries.
- Information for the Wreath Sale will go home the last week of October/first week of November.
- Jessica Brown, Fundraising Chair, will determine the delivery date for the wreaths. The last possible date for order acceptance from Evergreen Industries is November 15th.
- Pick up for the wreaths will be at
- Needham. Forms will be due three weeks prior to the delivery date.
- Jessica will also narrow down the options that we will have for the fundraiser, with approximately 5 different options.
- The PTO will choose the percentage of profit we will receive from this fundraiser. The percentage has not been determined at this time.

8. Dine to Donate

- Jessica Brown spoke with Culver's and they are not doing Dine to Donate events. However, the manager is going to set up a meeting with Jessica to talk about other ways they can support the school (i.e. coupons, etc).
- Jessica is looking into Chicago's Pizza cards as a possibility to do instead of a Dine to Donate event or McDonald's Drink Cards this year.

9. Teacher Checks

- Amy Davidson reported there have been three teacher reimbursement forms submitted so far this year.
- Teachers can submit reimbursement forms throughout the school year. There is a \$50 budget for each classroom. The PTO is asking that teachers purchase the items first, then fill out the reimbursement form, and provide receipts.

10. Box Tops

- Carrie Schroeder, Box Tops Chair, reported that she will share information with Kari Beyer, Communications Chair, to post to social media regarding information about scanning Box Tops receipts. Carrie will also email information to teachers to send out via email to their parents.
- There will not be a competition this year.

11. Sponsorship Letters

- Last year, sponsors funded the field trip shirts and the bowl teams.

- This year, due to a lack of fundraising opportunities because of COVID-19, Ellen DuKate sent out 32 sponsorship letters to various businesses throughout Franklin.
- There are different levels of sponsorships that businesses can choose from ranging from an open ended amount up to \$500. These sponsorships will help the PTO fund various things throughout this school year, as well as offset the cost of the Walkathon website fee.
- As of September 15th, \$1,000 has been committed to the PTO from various sponsors.
- If you know of any company who would be willing to sponsor the Needham PTO, please email Ellen DuKate [endukate@gmail.com]
- The deadline for the sponsorships is October 1st.

PRINCIPAL'S REPORT

- Dylan Purlee went into more detail regarding the \$1 million dollars the district spent on safety equipment. Needham was able to receive new student desks, water bottle filling stations, sanitizing equipment and solution, and plexiglass shields for classrooms. The district is hoping that the federal grants they applied for will reimburse 75-80% of the expenses.
- The district has only filled 50% of the amount of substitute teachers needed for this year. Substitute teachers can choose what school/schools they sub at.
- Six students came back to Needham for in person learning on Monday. This brings Needham's virtual learning students to roughly 30 students and around 300 students are learning on site.
- Because of a federal grant, every student will receive free breakfast and lunch through December 31st.
- Last week, overcooked food in the microwave triggered the fire alarm. All students and staff evacuated the building in less than three minutes and made it outside before the Fire Department dispatched.
- In the Friday newsletter, Mr. Purlee sent out information regarding the StopIt app. This app allows for anonymous reporting of bullying, safety, and mental health issues. The code for an issue at Needham is FCSNE9196.
- There will be a special video sent out on Friday talking about the two new water bottle fillers installed at school.
- Picture Day will be on October 5th for on-site students. Students will stand for pictures this year, as opposed to sitting. Virtual students will be able to come in during the make up picture date, which is to be determined.
- There will not be any set Parent-Teacher Conference dates this year. Communication should be ongoing between parents and teachers.

TEACHERS' REPORTS

- Cindy King reported that her students are doing great with masks. Gaga Ball was introduced to her class and the students love it. She appreciates that the PTO is thinking about/including virtual students during PTO events.
- Kathy Wilson reported that second grade is getting used to their Chromebooks. Her class is enjoying their library time with Mrs. Perry. Second grade has completed their NWEA and Dibels testing. Forms will go home to parents regarding their child's results.
- Melissa Moore reported that fourth grade has two new teachers this year. Individual classes are forming their own small communities which has been nice to see. She has not seen any issues with masks or distancing. This has been the smoothest start to the school year!

The next PTO meeting is Tuesday, October 20th at 6:00 PM via ZOOM.

Meeting adjourned at 6:45 PM.

Minutes compiled by Kari Beyer, Secretary