

NEEDHAM ELEMENTARY PTO MEETING MINUTES

SEPTEMBER 17, 2019

6:00 PM

Attendees: Jamie Law, Ellen DuKate, Kari Beyer, Amy Davidson, Jessica Brown, Kathryn Santiago, Angie Gonzalez, Melissa Moore, Cindy King, Cookie Bullington, Dylan Purlee, Katie Wahlstrom, Vita Viviano, Crystal May, Kathy Wilson, Felicia Pace, Shannon Bedwell, Carrie Schroeder

MINUTES

1. The August meeting minutes were emailed to the PTO mailing list, posted on the Needham Elementary Facebook group, and posted on the Needham Elementary website. Due to the August minutes emailed prior to the meeting, Kari Beyer moved to dispense the reading of the minutes. Cookie Bullington seconded. Motion approved.

REPORTS

1. President's Report

- Jamie Law attended a meeting with Dr. Clendening, Superintendent with the other district PTO presidents.
 - At the meeting, it was reported that therapy dogs are being tested at Webb and Northwood to help with students' mental health, which is an important focus topic.
 - Needham and CBIS are implementing the Lost at School program (based on the book Lost at School by Ross Green). This program lasts 15 weeks and helps address behavior issues.
 - There is an importance being put on physical activity for the students at the district schools.
 - For the first time, full time mental health advocate was hired for the school district. Kimberly Sperling begins October 1.
 - Dr. Clendening, Superintendent, is creating a Strategic Planning Task Force with a focus on the following: mental health, redistricting, and a focus on grades 5-8. Dylan Purlee, Principal, and Angie Gonzalez, parent, will represent Needham on this Task Force.

2. Treasurer's Report

- The PTO has switched banks and has the new bank account at First Financial Bank. First Financial allows for more flexibility for the PTO, such as online banking and debit cards.
- The August 2019 starting balance was \$20,816.98. After accounting for outstanding debits and credits, the ending balance as of September 12th was \$25,085.65.

OLD BUSINESS

1. Amended Bylaws

- Copies of the amended bylaws and the complete bylaws can be requested. Please email the PTO email (PTO.Needham@gmail.com) if you would like copies.

NEW BUSINESS

1. Fund Request Forms

- There are now two separate forms for fund requests.
- One form is for teachers to request funds (to be paid or reimbursed). This form will inform the PTO on how the funds will be used.
- A second form is available for PTO volunteers. These forms are available in the Needham office, but they can be emailed as well.
- Having two forms will help the PTO be more efficient at tracking purchases.

2. Field Trip Assistance

- The PTO has increased the field trip funds from \$3/student to \$5/student.
- The board has approved additional funds for those students that need full assistance to be able to attend field trips. Teachers are to make the additional request using the Fund Request Form.

3. Committee Chair/Volunteer Opportunities

- There are two open committee chair positions (Holiday Night and Book Fair).
- Please email the PTO (PTO.Needham@gmail.com) if you have any questions or interest in becoming a committee chair.

4. Parent Teacher Conference-Food

- Parent Teacher Conferences are September 25th and 26th. The PTO is asking for parents/guardians to bring in food to provide a pitch in dinner for the teachers and staff for these days.
- A Sign Up Genius Link was emailed to the PTO mailing list for volunteers to sign up.
- The link is also posted on the Needham Facebook group.
- Please have all food to the school on Wednesday, September 25th.
- Remaining food will be available/reheated on the 26th. The PTO will order pizza if there is not enough food left over.
- Be sure to put your name on any dishes/utensils that you would like returned after the pitch in.

5. Sign Up Genius

- Kari Beyer, Secretary created a Sign Up Genius account for the PTO to use to organize volunteers for PTO events throughout the school year.
- For any event where Sign Up Genius will be used, a link will be emailed out to the PTO mailing list and posted on the Needham Facebook group.
- Sign Up Genius was chosen because it is easy for volunteers to use and will help the PTO easily identify areas where volunteers are still needed for events and can fill in the vacant spots prior to the event(s)

6. Field Trip T-Shirts
 - The shirts arrived and are distributed to teachers.
 - If teachers have issues with sizing or need additional shirts, please let Ellen DuKate, Vice President and Spirit Wear/T-Shirt Chair, know as soon as possible.
7. Spirit Wear Order Update
 - The first Spirit Wear order ended September 6th.
 - There were 192 spirit wear items sold with a profit of \$377.
 - Spirit socks had to be ordered by the dozen, so the PTO has extra spirit socks to sell.
 - Ellen DuKate submitted the orders over the weekend. Orders are expected to be fulfilled in 1-2 weeks.
8. After School Movie Update
 - 169 students attended the after-school movie.
 - The PTO profited \$899.77 before the \$200 Outback Fence sponsorship.
9. Box Tops
 - Cut-out Box Tops can still be turned in until their expiration date.
 - The deadline for the submitted Box Tops contest is October 11th.
 - Keep scanning your receipts! No matter where you shop or what store, use the Box Tops app to scan your receipt to earn money for Needham!
 - It appears, there will be a way to credit a specific class when Box Tops are submitted via the app/email. Carrie Schroeder, Box Tops chair, will research this more.
10. Franklin Community Elementary Basketball League (FCEBL)
 - 3rd and 4th grade boys and girls can try out for the basketball team and/or cheerleading and represent their school.
 - A cheerleading coach is needed.
 - Coaches for the girls' team are also needed.
 - If you or someone you know is interested in coaching the team or being the cheer coach, please contact Carrie Schroeder (carrieschroeder1@comcast.net).
 - A background check is needed by any volunteer to be able to coach.
 - Unfortunately, if coaches are not found, there will be no basketball or cheerleading as this program runs solely by volunteers.
11. McDonald's Cards
 - Cards are still for sale in the office for \$10 each. You may also send \$10 (cash or check payable to Needham PTO, in an envelope) with your child to school.
 - The start date for the cards is September 29th.
 - Due to so many schools/organizations selling the cards, this may be a fundraiser we discontinue in the future.
12. Walkathon & Book Fair
 - Information and donation forms will be going out Monday, September 23rd.
 - Forms will be due on Thursday, October 10th.
 - There will be prizes for different levels of donations.
 - The Book Fair will be going on at the same time.

- There will be a Teacher's Costume Contest. Kids will vote on a winner using change they will put in buckets for each teacher.
- There will be a sign in table where students will sign in and receive a Trick or Treat bag and a glow stick.
- There will be Trick or Treat Stations and Temporary Tattoo Stations.
- Pizza and Hillbilly Hot Dogs will be available for purchase.
- Sign Up Genius will be used to organize volunteer sign ups.
- There will be three raffles (Pacers, Spirit Wear, and Family Night)
- The top student for each grade will receive a free book from the Book Fair (\$10 value).
- The student who raises the most money in the entire school will receive a free lunch with Mr. Purlee, Principal, and their parent/guardian at a local restaurant of their choice.
- If the school collects \$4,000, all students will have a PJ and donuts day.

PRINCIPAL'S REPORT

- Lost At School Program will start right after Fall Break. There will be 8-10 staff representatives and one parent volunteer. This program will last 15 weeks and will help teach staff behavior skills.
- Needham works with kids in regards to reading issues with programs such as Title I, however, Kindergarten through second grade will soon be screened for dyslexia symptoms. Second grade will be tested in the fall, first grade in January, and Kindergarten in May.
- Parent/Teacher Conferences are next Wednesday (9/25) and Thursday (9/26).
- Kindergarten through Second Grade will have new DIBELS results pages distributed at conferences due to a state error on the initial test results.
- The fourth grade field trip to Flat Rock is scheduled for October 10th and 11th.

TEACHERS' REPORTS

- Vita Viviano reported that first grade is getting ready for their fall field trip to Kelsay Farms. First grade has also finished fall standardized testing.
- Melissa Moore reported that the fourth grade field trip to Flat Rock is scheduled for October 10th and 11th. The cost is typically \$63/person (student or adult), however one adult is free per every ten children, therefore the cost was decreased to \$60/person.
- Cookie Bullington reported kindergarten has started to be grouped into small groups for reading. Kindergarten students are still getting adjusted to school. There has been a great response for attendance for parent teacher conferences.
- Cindy King reported that the Purdue Extension Office has been providing lessons and supplies for the Garden Club, as well as a Captain Cash program that integrates social studies into the program. Spell Bowl will also be starting practices for fourth grade students. The Spell Bowl will be in November.

The next PTO meeting is Tuesday, October 8th at 6:00 PM.

The meeting adjourned at 7:00.
Minutes compiled by Kari Beyer, Secretary