

NEEDHAM ELEMENTARY PTO MEETING MINUTES

NOVEMBER 25, 2019

6:00 PM

Attendees: Brandy Wethington, Susan Buening, Cindy King, Kim Barnett, Lelsey Bobish, Carrie Schroeder, Kathy Wilson, Shannon Bedwell, Jamie Law, Ellen DuKate, Kari Beyer, Amy Davidson, Jessica Brown, Dylan Purlee

MINUTES

1. The October meeting minutes were emailed to the PTO mailing list, posted on the Needham Elementary PTO Facebook group, and posted on the Needham Elementary website. Due to the October minutes dispersed prior to the meeting, Kari Beyer moved to dispense the reading of the minutes and approve the minutes as written. Jessica Brown seconded. MOTION APPROVED.

REPORTS

1. President's Report
 - Jamie Law spoke regarding which Needham fundraisers are meant to be profitable fundraisers and which fundraisers/events are meant to be for Needham students and families to enjoy with minimal/no profit.
 - The Walkathon is our biggest fundraiser this year, with proceeds going towards indoor recess equipment, positive behavior system, and new PE equipment.
 - Spirit Wear is not meant to bring in a huge profit, but rather give Needham families an opportunity to purchase affordable Needham apparel and show school spirit.
 - Cookies and Canvas and After School Movies are both meant to be fun events for students to attend after school.
 - The Holiday Shop is not meant to bring in a huge profit, but rather to give students a chance to purchase affordable gifts for their family/friends.
 - Other events/programs such as Have a Nice Day, Art to Remember, Jump Rope for Heart, and Riley Dance Marathon are not PTO sponsored events/programs.
 - In regards to the budget for the 2019-2020 school year, each committee/event has a budget that was approved at the August PTO meeting. If a committee chair realizes that they may potentially go over budget, approval needs to be given before exceeding the budget.
 - Several items will be voted on during the November PTO meeting. Any parent/guardian or staff member that attends the meeting will be able to vote on the items.
2. Treasurer's Report
 - The October 2019 starting balance was \$23,803.09. The PTO brought in a profit of \$8,250.10. The debits for the month totaled \$8,090.44. This brings the ending balance as of November 25th to \$23,962.75.

- Two teachers requested classroom money reimbursements. Any teachers that wish to be reimbursed for classroom purchases up to \$100.00 (\$150 for new to Needham teachers) will need to fill out the fund request form with attached receipts.

NEW BUSINESS

1. Cookies & Canvas

- The first Cookies & Canvas event profited \$720.00.
- 41 Kindergarten through 2nd graders attended and 31 3rd and 4th graders attended.
- Thank you to Horizon Bank for sponsoring this event!
- For the Spring Cookies & Canvas, it is suggested for the 2nd graders to be the same day as the 3rd and 4th graders due to the higher number of Kindergarten and 1st graders wanting to attend..

2. Spirit Wear

- Winter spirit wear orders were due last Friday, November 22nd.
- 40 orders were placed totalling \$1412.00.
- Orders should be in and sent home with students before the holidays.

3. Box Tops

- The total for the contest that ended October 12th was \$422.40. The check will be sent to Needham in December.
- The top class for the Box Tops contest was Miss King's class with 1,610 Box Tops! River Lilly turned in 135 Box Tops and Maci Murray turned in 100 Box Tops!
- Carrie Schroeder, Box Tops Chair, will send a reminder flier home in December to keep scanning receipts into the Box Tops app and clip any non-expired Box Tops that are still on packages. The clipped Box Tops can still be turned in, provided they are not expired.

4. Walk/Glowathon & Book Fair

- The first ever Walkathon was a huge success!
- The PTO is already brainstorming for improvements for next year. If you have suggestions regarding the Walkathon, please email the PTO [PTO.Needham@gmail.com].
- Next year, the Book Fair will most likely not be going on at the same time as the Walkathon.
- Miss King won the costume contest with her awesome old man costume!
- A big thank you to Needham teachers and staff for their participation in the costume contest and the Walkathon! (We had an 87% teacher attendance!) We appreciate your continued support!
- The school exceeded our school-wide goal of \$4,000 and made \$7,837.43!
- Students will be celebrating with a donuts and pj's day on Tuesday, November 26th.

5. Walk/Glowathon Proceeds

- PE equipment has already been purchased using some of the proceeds from the Walkathon.
- Jessica Brown, Fundraising Chair, is in the process of ordering indoor recess equipment. There will be two totes of equipment per grade (\$100/tote).
- Some of the proceeds will also go towards the Positive Behavior System.

6. Operation Round Up Grant (via REMC)

- Maci Murray, Student Council representative, wrote to the PTO requesting a rock wall for the gym. The rock wall is what was submitted for the Operation Round Up Grant last month.
- REMC mailed out their decision regarding the grant submissions on Friday. The PTO will hopefully hear something this week.

7. Holiday Shop

- The Holiday Shop is going to be December 2nd through December 6th. This is for students to purchase affordable gifts for their family and friends.
- The PTO is using a new company for the Holiday Shop this year, The Penguin Patch.
- The Holiday Shop will be in Room 18.
- Each class will have a thirty minute time slot.
- Kindergarten and first grade will be shopping on Monday and Tuesday (December 2nd and 3rd) and these classes will need the most help/volunteers.
- Friday, December 6th will be a make up day for students who missed their class's shopping day.
- There are free gifts available for students who may not be able to afford to purchase gifts for their loved ones. Mr. Purlee and Ms. May will help determine which students will be choosing from the free gifts.
- Student Council will be helping the younger grades shop.
- A Sign Up Genius link was sent out last week via email. The link is posted on the Needham Elementary and the Needham Elementary PTO Facebook pages, as well.
- Multiple people will be able to use the register at the same time via the Penguin Patch app.
- The company has next day air available if we are running low on items.
- The cost of the items range from \$.25-\$12.00.
- The markup on the items are 10%. The profit made from the Holiday Shop will go towards supplies for the school nurse.

8. School Nurse Supply Donation

- The PTO would donate a minimum of \$100.00 (if the Holiday Shop makes less than \$100). However, if the proceeds from the Holiday Shop exceed \$100.00, the Holiday Shop total proceeds will be donated.
- Jamie Law requested a motion to approve that the PTO donates a minimum of \$100 for the school nurse to purchase backup/on hand supplies for students. Cindy King

motioned to approve the request. Carrie Shroeder seconded the motion. MOTION APPROVED.

9. Holiday Night

- Holiday Night will be on Thursday, December 12th from 6:00-7:30pm.
- This is a free event for Needham families.
- Weather permitting, Santa will be in the one room schoolhouse. Inside the school, there will be a reindeer food making station, a card making station for the Troops,snacks, crafts, an Elf-themed cake walk, and a photobooth.
- A Sign Up Genius event will be created and emailed out after Thanksgiving Break.
- A flier will go home on Monday, December 2nd promoting the event.

10. Winter Convocation

- Although a winter convocation was not originally approved as part of the budget, the PTO board sees the need for some sort of programming this last day before winter break, rather than a movie. Hearing similar concerns from other parents, we have found a magician to perform that morning. (Note: This item will be added to the budget for the 2020-2021 school year.)
- Daniel Lusk, magician who focuses on building a better world, is willing to perform 2-45 minute performances on Friday, December 20th for the cost of \$850.00
- Jamie Law requested a motion to approve that the PTO contracts with Daniel Lusk for two magic shows at the cost of \$850 for the Winter Convocation on December 20th. Shannon Bedwell motioned to approve the request. Ellen DuKate seconded the motion. MOTION APPROVED.

11. Book Bingo

- Mrs. Bontrager, Instructional Coach, will be the chairperson for Book Bingo.
- This event will take place on Thursday, February 13th.
- More information to come.

12. Annual Scholarship

- The scholarship has been increased to \$1,000 this year.
- Applicants must be a past Needham graduate to be eligible for the scholarship.
- Applicants need to ensure that their transcript is attached to their application to receive funds promptly.
- Although some deadlines are determined by the high school, it is suggested that we start promoting the scholarship in January.
- A committee consisting of teachers, the PTO board, and a chairperson (Angie Gonzalez) will be reading over the applications that are submitted.
- Angie Gonzalez, Scholarship Chair, will be the point of contact between the PTO and the high school.
- Ms. Wilson may have suggestions regarding changes to be made to the application.

13. Dolly Parton's Imagination Library

- The Imagination Library provides one free book per month for children from birth to age five.
- The program relies on local funding in order to operate.
- Jamie Law requested for a motion to approve that the PTO donates \$250 to the Dolly Parton Imagination Library for the 2019-2020 academic year. Jessica Brown motioned to approve the request. Ellen DuKate seconded the motion. MOTION APPROVED.
- This item will be added to the budget for the 2020-2021 school year.

14. Washington Wizards Fundraising Basketball Game

- This year's Washington Wizards game will be on April 24th. The game will take place at the Franklin High School.
- There will be two presale sites (locations to be determined). Tickets will also be available for purchase online and at the door on the night of the event.
- There will be three tickets available. General Admission (\$10 presale; \$12 at door; Reserved/Courtside (\$15 presale; \$15 at door); VIP (\$35-online only). Note: General Admission and Reserved will have a reduced student ticket price.
- The Webb dance team will be performing at halftime.
- Jamie Law is looking for four teachers/staff members to play in the game. Suggestions that were mentioned include Mr. Purlee, Miss King, Ms. Bontrager, and Ms. Spaulding. 5-7 volunteers are also needed for the game. (These volunteers will be busy the majority of the night and will not be able to watch much of the game.) Ms. Wilson and Carrie Schroeder volunteered to help. The players and volunteers will need to be determined by January.
- More information about the event will be sent out in January.

15. PTO Communications

- The quarterly newsletter was sent out on Friday, November 15th. The newsletter briefly discussed the Walkathon, PTO support for Needham students/families, and upcoming events.
- The next newsletter will go out in February.
- If you did not receive the newsletter, please email the PTO [PTO.Needham@gmail.com].

16. Needham Anniversary Dinner

- The anniversary dinner celebrating Needham's 30th year will be on December 3rd.
- Mr. Purlee, Principal, is organizing this event.
- Past and present principals, teachers, staff, school boards, and PTO boards were invited.
- As of November 25th, 63 people have RSVP'd.
- Bud & Bloom will be donating centerpieces.
- Jessica Brown has offered to take pictures throughout the evening.
- Originally, \$100 was budgeted for the PTO to partially fund the event. However, with the increase of people, cost of plaques and meals, Jamie Law requested a motion to

approve that the PTO donates an additional \$400, on top of the \$100 already budgeted, totaling no more than \$500 for the Needham 30th Anniversary Dinner on December 3, 2019. Ellen DuKate motioned to approve the request. Carrie Schroeder seconded the motion. MOTION APPROVED.

PRINCIPAL'S REPORT

- The first semester is winding down.
- NWEA testing will begin after Thanksgiving Break for all grade levels.
- Mr. Purlee's emails have not been going through to parents for the last month due to a system glitch.

TEACHERS' REPORTS

- Ms. Wilson reported that students have started taking tests that will count towards the Reading Counts program. Students who achieve a certain number (varies by grade) will participate in a party at the end of the year.
- Ms. Wilson also reported that students who have enough purple tickets can use them to go see Frozen 2 at Canary Creek on December 12th. This event is funded by the PTO.
- Ms. King reported that the Glowathon was a big topic at the Building Discussion meeting. Teachers and staff felt the event went really well and felt that the event went better than the McDonald's Dine to Donate and other past events.
- Ms. King also reported that the Needham Spell Bowl team took 3rd place last Monday. Third grade enjoyed their field trip to the Johnson County Museum and Artcraft Theater. Third grade is also preparing for Guest Day (with gingerbread house building).

The next PTO meeting is Tuesday, December 17th at 6:00 PM.

Meeting adjourned at 7:10 PM.

Minutes compiled by Kari Beyer, Secretary