

NEEDHAM ELEMENTARY PTO MEETING
TUESDAY, AUGUST 25, 2020
6:00 PM
Via ZOOM

Attendees: JoAnna Ramey, Erin Rode, Carrie Schroeder, Kevin Smith, Angie Gonzalez, Tayai Scott, MacKenzie McDowell, Jennifer Weber, Eric Gadberry, Alyssa Bontrager, Shannon Bedwell, Kathy Wilson, Cindy King, Jeanie Perry, Jamie Law, Ellen DuKate, Kari Beyer, Amy Davidson, Jessica Brown, Dylan Purlee

MINUTES

1. The May 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 May minutes being dispersed prior to the meeting, Kari Beyer moved to dispense the reading of the minutes and approve the minutes as written. Shannon Bedwell seconded. MOTION APPROVED.

SUMMER REVIEW

1. 2019-2020 Review
 - The PTO board looked back on the 2019-2020 school year to see what items/changes helped fulfill the PTO's mission and goals.
 - a. Creating a Fundraising Chair position helped to streamline fundraising.
 - b. The PTO was able to obtain sponsorships to fund field trips, PTO events, and the bowl teams.
 - c. There was an increase in both teacher involvement within the PTO and overall attendance at PTO meetings.
 - d. Communication was more consistent and up-to-date with the implementation of the Facebook group, email contact list, welcome packets, and making both the agendas and minutes easier to access.
2. Changes for 2020-2021
 - Because of COVID, certain PTO events that usually occur every year will either not be able to occur at all, or will have to be different from previous years. Because of this, the Board is working on new events/fundraisers for the 2020-2021 school year.
3. Goals for 2020-2021
 - The PTO's overall goal for the school year is to be supportive, encouraging, and flexible.

REPORTS

1. President's Report
 - Jamie Law reported the three specific goals the PTO wants to meet this school year.

1. Raise \$10,000.
 2. Support students & their environment.
 3. Support teachers & staff (i.e. breakfasts, birthday cards, etc.).
- Jamie Law notified those in attendance that voting would take place that evening, as well as at future meetings. All parents/guardians of Needham students and staff are considered PTO members and are allowed to vote.
2. Treasurer's Report
 - Amy Davidson reported that the PTO's 2019-2020 end of the school year balance was \$21,095.11. The following are expenses that occurred throughout the summer: \$3,318.37 (2 masks/student), \$4,301.35 (school supplies), \$101.43 (bank fees), \$219.12 (teacher reimbursements), \$947.75 (Fourth Grade shirts and bulldogs), \$140.00 (Riley donation from the after school movie), \$1,213.38 (teacher/staff appreciation), \$194.30 (PTO expenses), \$250 (3 year insurance policy), \$590 (staff shirts that was partially credited back to the PTO). This summer's expenses totalled \$11,680.70. \$968.80 was deposited. The starting balance for the 2020-2021 school year is \$10,383.21.

NEW BUSINESS

1. School Supplies
 - In an effort to assist families with the financial burden of having to purchase school supplies during this difficult time, the board decided to order basic school supplies (i.e. pencils, dry erase markers, scissors, crayons, etc) and supply boxes over the summer. The boxes were put together over the summer and distributed to classrooms for in-person students, as well as to virtual students.
 - The school supply purchases were mostly done on Amazon, which helped increase the PTO's Amazon Smile amount.
2. Student Face Masks
 - Because students would be required to wear masks during the school day, the board wanted to provide students with washable masks.
 - The board checked with three companies regarding providing masks for students. The masks were ordered from local business Kelly Promotional Products because they were the best priced company.
 - All masks were washed prior to being added to the supply boxes.
 - Each student received two masks.
3. Purple Folders
 - The same purple folders were ordered from last year. The cost of the folders were slightly less this year.
4. New Teacher Gifts
 - The PTO provides new teachers with personalized clipboards. These were handed out to the new teachers at the beginning of the year.
5. Staff Breakfast
 - Kristine Gott, new Cafe manager, and the Cafe helped the PTO provide teachers and staff with a to-go breakfast last Friday.

6. Event Calendar

- Once dates become solidified for events, Kari Beyer, Secretary, will work on an event calendar to send out via email and social media so parents have plenty of notice of upcoming important dates.

7. 2020-2021 Budget Proposal

- The budget is set up in the same format as last year.
- Teacher/Staff checks have been reduced to \$50/classroom. Last year, only \$800 was requested for reimbursement.
- Due to both the increased cost of the skating program and the need to reduce the budget, the PTO will only be funding part of the PE program for this year.
- The insurance cost noted in the budget is for a 3 year policy.
- The PTO board realizes that some events (such as Field Day) may not occur this year.
- Ellen DuKate, Vice President, will be sending out sponsorship letters to local businesses-both for general sponsorships and Walkathon sponsorships.
- Angie Gonzalez moved to approve the 2020-2021 PTO budget as presented. Carrie Schroeder seconded. MOTION APPROVED.

8. Committee Chairs/Volunteer Opportunities

- Kari Beyer reported there are three open committee chair positions for this school year-Teacher/Staff Appreciation, Fourth Grade Promotion, and Reading Counts. If you are interested in being a committee chair, please email either Kari [kariEBeyer@yahoo.com] or [PTO.Needham@gmail.com].

9. Welcome Packets

- Welcome Packets were sent home last week with students. The Welcome Packets included a welcome letter, Kroger Community Rewards information, Amazon Smile information, 2019-2020 funds diagram, and a preview of the Spirit Rock fundraiser. If you didn't receive a Welcome Packet, please email [PTO.Needham@gmail.com].

10. Communications

- Agendas and minutes will be posted on Facebook, emailed to the PTO email list, and posted on Needham's website.
- Information regarding upcoming fundraisers and events will also be posted on Facebook and emailed.
- A quarterly newsletter will be sent out to showcase what the PTO has been working on and what is coming in the future.
- The PTO is now on Instagram! Follow us [@needham_elementary_pto](https://www.instagram.com/needham_elementary_pto).

11. Parent Contact List

- This year, signs up for our email list will take place online. To be updated on events/fundraisers, read our agendas and minutes, and be the first to receive our newsletter, click this link: [<http://tinyurl.com/PTOMailingList>]. **We will start using this list and this list only starting in September, so be sure you're signed up!**

12. Spirit Wear

- Ellen DuKate, Spirit Wear chair, reported this year we will be using an online platform for spirit wear sales with B & J Sports (a company that employs a Needham parent).
- The sale will take place for two weeks. The orders will be shipped directly to customers approximately two weeks after the sale ends.
- The cost for the spirit wear will be slightly higher than last year.
- The goal is to have Spirit Wear information available by Friday (8/28) or next Monday (8/31).

13. Accepting Donations/Payments & Return Check Policy

- The PTO has implemented a Return Check Policy. In the event a check issued to the Needham PTO is returned, the owner of the check will be assessed the return check fee, as well as the original purchase amount, and any additional fees that may occur. The PTO will provide a statement which will include a copy of the returned check and proof of associated fees. The fees will need to be paid within 30 days of receiving notice. If the fees are reconciled within 30 days, the PTO will continue to accept checks from the individual. In the event the fees are not reconciled, the PTO will no longer be able to accept checks as a form of payment from the individual. If the individual has a check returned a second time, the PTO will no longer be able to accept checks as a form of payment from the individual.
- The PTO now has a Paypal account to be able to accept online payments for the Spirit Rock, as well as future events.
- The PTO now has a card reader to use for credit card payments.

14. Fundraisers/Events-Repeating

- All events/fundraisers are subject to change. The PTO board did their best to choose safe events that can still raise money to support students and teachers/staff during the pandemic with whatever needs may arise.
 - a. Kroger
 - Information on how to sign up for Kroger Community Rewards was sent home in the Welcome Packet. There is a copy of the information on our Facebook Group under the "Files" tab.
 - If you signed up for the Rewards program in the past, be sure to check your Kroger receipts to ensure you are still signed up for the Rewards to go to "Needham PTO". You may need to sign up again every year.
 - b. Amazon Smile
 - Information on how to sign up for Amazon Smile is also included in the Welcome Packet. A copy of the information can be found under the "Files" tab on our Facebook group.
 - You can now make purchases that go towards Amazon Smile while using your Amazon app!

- c. Dine to Donate
 - The plan is to have a Dine to Donate in both the fall and the spring. Locations are to be determined.
- d. Walk-a-Thon
 - This year the Walk-a-Thon will take place in the fall and run for two weeks. Instead of collecting cash or checks, the collection will be done on a website. The plan is for students to walk during school hours. There will still be prizes, but the incentive amounts will be lower than last year.

15. Fundraisers/Events-Holding Off On

- Due to safety reasons, the following events will not be occurring for the 2020-2021 school year: After School Movies, Cookies & Canvas, Holiday Shop, Holiday Night, Winter Convocation, and Spring Carnival.

16. Fundraisers/Events-New!

- a. Spirit Rock & Birthday Marquee
 - Parents/families will be able to reserve the rock and paint messages (i.e. birthday message). The cost to reserve the rock is \$10. The rock reservation will be for 24 hours at a time.
 - For an additional \$5 fee, parents will be able to add a birthday message on the marquee in front of Needham.
 - The board is still working on getting the rock to school.
 - More details to come.
- b. Costume Contest
 - The plan is for parents/families to take pictures of students in their costumes and post them to the Facebook group. The costumes can then be voted on and prizes will be given for different categories.
- c. Holiday Wreath Sale
 - Information for this fundraiser will go out at the end of October.
 - The company will ship the wreaths to the school at the end of November/first week of December. We will then be able to distribute those to families.
- d. Spring Fundraiser
 - The plan is to do a fundraiser in the spring, but details are to be determined.

- All fundraising ideas that are socially distance friendly are welcome. If you have an idea you would like to share, please email Jessica Brown [jnbrown211@gmail.com] or [PTO.Needham@gmail.com].

PRINCIPAL'S REPORT

- Dylan Purlee reported the school year is off to a smooth start.
- The school changed the Positive Behavior System program that they are using for this year. The new program is called CHAMPS and it is based on a book that Needham teachers/staff read for a summer book study that centers on consistency in school.
- Teachers are implementing new policies for the year very well.
- 3rd and 4th grades have completed the NWEA & DIBELS tests.
- Chromebooks have been distributed for all grades except Kindergarten. Most classes are taking the Chromebooks home daily.
- The Book Fair will take place at the end of September. It will look different this year in terms of ordering books.
- In terms of classroom needs for sanitizing items, please contact your student's teacher. Storage space is limited in classrooms for these items.

TEACHERS' REPORTS

- Miss King reported that the school year is off to a good start. Third grade has completed the NWEA test. The one to one Chromebook ratio is nice because teachers can give online assignments to students.
- Ms. Wilson reported that students are excited to be back at school. Second grade is working on new reading and math lessons. The two shorter recesses this year are a nice break for both teachers and students. Lunch in the classroom is working well. Parent support is very appreciated. Ms. Wilson received new desks in her classroom.
- Mrs. McDowell reported that she enjoys interacting with students at recess and being able to have masks breaks at those times.

The next PTO meeting is Tuesday, September 15th at 6:00 PM via ZOOM.

The meeting adjourned at 7:10.
Minutes compiled by Kari Beyer, Secretary