

NEEDHAM ELEMENTARY PTO MEETING
AUGUST 20, 2019
6:00 PM

Attendees: Tayai Scott, Emily Bogue, Cindy King, Dylan Purlee, Susie Whitworth, Alyssa Bontrager, Kathryn Santiago, Felicia Pace, Amy Ambs, Jessie Webb, Cookie Bullington, Angie Gonzalez, Kim Barnett, Kathy Wilson, Melissa Stewart, Vita Viviano, Carrie Schroeder, Barinder Kaur, Amy Jepsen, Allison Tatman, Jamie Law, Ellen DuKate, Kari Beyer, Amy Davidson, Jessica Brown

Minutes-High Level Review of PTO Summer Meetings

1. Surveys

- Parent survey results from the end of the school year helped the board determine the role of the PTO, how the PTO can best support Needham students, and determine which events/fundraisers to continue/discontinue.
- The PTO sent a survey out to teachers and staff to determine how the PTO can better partner with and appreciate them.

2. Communication

- Communication was a large part of board discussions over the summer. The board felt as though increasing communication with families would help families feel more involved in PTO events.
- An email mailing list was created. Email contact information to PTO.Needham@gmail.com to be included in the mailing list for reminders, recognition, newsletters, and general PTO information throughout the year.
- A quarterly newsletter will be sent out via email.
- Needham PTO is now on Facebook. Join our Facebook group by searching "Needham Elementary PTO". All handouts/fliers will be uploaded on Facebook under the "Files" tab. Agendas and meeting minutes will be posted on the Facebook group.
- The board created an event calendar for the 2019-2020 school year.
- Kari Beyer, Secretary, reported that a Parent Welcome Packet was sent home last week. This packet included information about the PTO, board contact information, and a volunteer interest form which can be filled out and returned to school. Fliers detailing ways to support the PTO and detailing how the PTO supported Needham students, families, and community last year was also included in the packet.

Reports

1. President's Report

- Voting: Jamie Law notified those in attendance that voting would take place that evening and at future meetings. A friendly reminder was given that all parents/guardians of Needham students and Needham staff are considered "members" and can vote.
- Goals: The PTO's goals for the 2019-2020 school year include improving communications between the PTO and staff/parents/families, increasing teacher involvement, having a greater emphasis on families, streamlining fundraising, and increasing student recognition.

2. Treasurer's Report-Financial Landscape

- Over the summer, the PTO board had a financial review completed to comply with PTO bylaws. The board was given suggestions for streamlining finances and reimbursement processes that will be implemented.
- The board used past budgets and ledgers to make the 2019-2020 budget.
- The PTO is up to date on all 990 filings and IRS processes at this time.
- The PTO has implemented a 2 person sign off process for deposits. One person will count the money. A second person will double check the count and sign off. The deposits will then be placed in a sealed envelope prior to being taken to the bank.
- A reimbursement form will be implemented for tracking purposes.
- Amy Davidson, Treasurer, stated that the starting balance for the 2019-2020 school year is \$20,816.98. There is \$4,014.88 that will be deposited. \$269.23 is outstanding. These amounts will bring the balance to \$24,562.63.

New Business

1. Bylaw Amendments

- The board is proposing a revision of the current Purpose of the organization and adding a mission statement. The following was proposed:

ARTICLE II: PURPOSE OF THE ORGANIZATION

Section 1. Mission: To support and strengthen the highest quality education for students at Needham Elementary by fostering relationships among the school, parents and teachers; enriching the lives of our students and families; and supporting school programs, activities, and improvements.

Section 2. Objectives-Needham Elementary PTO will support our mission through the following objectives, which include, but are not limited to:

1. Encourage and foster communication between home and school.
2. Promote parental/guardian volunteer engagement at Needham Elementary.

3. With teachers and staff serving as the vehicle, create an environment to assist each student in achieving their maximum potential.
4. Enrich the lives of students and families through financial and physical support, family activities, and connections.
5. Supplement programs and activities for the education of students and improvements of the school.
6. Fundraise to provide all above objectives.

- Kathy Wilson moved to amend the bylaws to add a mission statement and amend the current purpose of the Needham PTO. Jessie Webb seconded. MOTION APPROVED.

- The board is proposing the addition of a Fundraising Coordinator to the PTO officer board. The following highlighted text was proposed:

ARTICLE VI: OFFICERS OF THE ORGANIZATION

The officers of the organization shall consist of a President, Vice President, Secretary, Treasurer, and Fundraising Coordinator, each elected annually.

Section 1. The duties of the officers shall be as follows:

Fundraising Coordinator: To oversee all fundraising aspects of the PTO. To monitor the calendar and coordinate fundraising activities with the PTO Treasurer.

- Felicia Pace moved to amend the bylaws to add a Fundraising Coordinator to the officer board. Carrie Schroeder seconded. MOTION APPROVED.

- The board is proposing to amend and expand on the Secretary's position description. The description will now include the Secretary to act as communication coordinator, managing the upkeep and execution of social media posts, newsletters, and parent/staff communications. The following highlighted text was proposed:

ARTICLE VI: OFFICERS OF THE ORGANIZATION

Secretary: To take minutes at all meetings and report them at every scheduled meeting. To act as the communications coordinator for the PTO, managing the upkeep and execution of social media posts, newsletters, and parent/staff communications.

- Angie Gonzalez moved to amend the bylaws to expand on the Secretary's position description to include "Communications Coordinator". Emily Bogue seconded. MOTION APPROVED.

- The board is proposing the budget approval month to move from September to August. The following highlighted text edit was proposed:

ARTICLE VIII: FINANCIAL PROCEDURES

An annual budget must be prepared by the Executive Board and submitted to the Executive Committee for approval at the August business meeting.

- Carrie Schroeder moved to amend the bylaws to change the budget approval month August. Jessie Webb seconded. MOTION APPROVED.

- The board is proposing the removal of the timeline for amendments, to now read as:

The bylaws may be amended at any regular meeting of the organization by two-thirds vote of the members present.

- After a brief discussion, Vita Viviano moved to amend the bylaws to remove the amendment approval timeline. Cookie Bullington seconded.
MOTION APPROVED.

2. Event Calendar-New Events

- The Walkathon Fundraiser will be replacing the cookie dough (fall) fundraiser that has been done in prior years.
- Due to the enjoyment by students and success, a second after school movie has been added to the calendar.
- Due to the enjoyment by students and success, a second Cookies and Canvas has been added to the calendar.
- A Book Bingo will take place in February.
- Dine to Donate is moved from October to March.

3. 2019-2020 Budget

- The budget is now broken down into five areas-Fundraising, Student Support, Teacher/Classroom Support, Events, and PTO. This breakdown will help us better track expenses, revenue, and impact throughout the year.
- The topic of field trips was discussed at length. It was suggested that the students go on more field trips in the future. Typically, kindergarten opts to bring people in versus taking the students to places due to lack of chaperones and the students' attention spans. One option brought up is for the PTO to purchase an annual membership for the Children's Museum for the school. This is something the board will look into in the future.
- The bowl teams budget was decreased based on looking back at the last two year's ledger and budget and seeing that the actual amount spent was significantly less (around half) than what was originally budgeted. We also have sponsors for the bowl teams this year to help offset the cost.
- Classroom Christmas crafts will be allocated under "miscellaneous" in the Teacher/Classroom Support category of the budget.
- Kathy Wilson moved to approve the 2019-2020 PTO Budget as presented. Angie Gonzalez seconded. MOTION APPROVED.

4. Committee Chairs

- A list of open committee chairs was shared. Remaining open chair positions are listed below. Committee descriptions have been created and are available for all committee chairs. Email (PTO.Needham@gmail.com) if interested or if you have any questions. We hope you'll consider helping us make this year a success. We can't do any of this without volunteers!

- Open Committee Chairs: Cookies & Canvas Fundraiser, Santa Shop Fundraiser Co-Chair, Holiday Night, Field Day, 4th Grade Promotion, Kroger, Amazon Smile, Book Bingo & Book Fair.

5. Spirit Wear

- Ellen DuKate, Vice President, has been working with Erin from Crystal Graphics on making affordable spirit wear options.
- Fliers will be going home this week with students with the first due date being September 6th. There will be two more opportunities to order throughout the school year.
- T-shirts (\$9-youth, \$10-adult), long-sleeved shirts (\$13-youth, \$15-adult), hoodies (\$20-youth, \$23-adult), and spirit socks (\$15-all sizes) will be available. Blankets will be available for the second order.
- Field trip shirts are ordered. Colors were changed for this year (Kindergarten-yellow, First Grade-lime green/light green, Second Grade-tangerine, Third Grade-light blue, Fourth Grade-purple). There will be sponsors on the backs of the field trip shirts. Special thanks to our sponsors: DuKate Fine Remodeling, Professional Edge Lawncare, LLC, SmartCrawl, and Johnson County REMC!

6. After School Movie

- The first after school movie will be September 13th from 2:30-4:30. Students will be watching The Secret Life of Pets 2.
- Students will have a chance to win the DVD.
- Forms for the movie will go out next week and need to be returned along with \$5 by Tuesday, September 10.
- Ellen will need approximately 10 volunteers to help that afternoon. Email (PTO.Needham@gmail.com) if you are available.

7. Box Tops

- Fliers will go out on Friday detailing the changes made to the program.
- New Box Top items will no longer have the clippable Box Tops. All of the Box Tops are now done on an app.
- Clipped Box Tops can still be turned in provided they are not expired.
- An account has to be set up on the Box Tops for Education app/website to start scanning the new Box Tops.
- If the items are purchased using an online service, such as grocery pick up, the Box Tops receipt can be forwarded via email to the BTFE's email address (receipts@boxtops4education.com). It will take up to 10 days for online purchases to show on the app.
- As of right now, Carrie Schroeder, Box Tops Chair, is planning on doing one competition the first semester this year that will be similar to previous years. This

competition will have one winning class from each grade. The class with the most Box Tops submitted by October 11th will get a small snack as a prize for winning.

- Moving forward, the app does not show Carrie who sends in the Box Tops for the school, which makes it impossible to know who sends in the most Box Tops. As opposed to a classroom contest, there may be a school-wide contest. If the school hits the goal, every student would get a snack/prize. Details yet to be determined.

8. Fundraising

- Amazon Smile- an easy way to support the Needham PTO! When making Amazon purchases as you typically would use Amazon Smile at <http://smile.amazon.com/> .05% of eligible purchases will be donated to Needham PTO. If using a mobile device, the website needs to be bookmarked on your browser as purchases made using the main Amazon app do not apply. Email PTO.Needham@gmail.com with questions.
- McDonald's- Drink Cards will be in this week and start being sold next week. The cost of the cards is \$10 and is good for 1 McDonald's drink per week for one year. These cards will be sold in the main office. Dine to Donate will take place on March 18th at McDonald's.
- Kroger Community Rewards- another easy way to support Needham PTO! Participants can register online. Kroger donates money to the Needham PTO based on how many customers are enrolled. Participants must re-enroll every year.
- Harlem Wizards-The Harlem Wizards game will take place again this year, on April 24th.

9. Walkathon Fundraiser

- The date of the Walkathon will be October 25th.
- The Walkathon portion will be done at the bus circle.
- There will be Trick or Treat and tattoo stations for the kids to visit along the way.
- Hillbilly Hot Dogs will be there for a food option (10% of their profits will go back to Needham). Pizza by the slice will also be sold.
- There will be 2-3 raffle items.
- The kids will be allowed to wear costumes.
- There will be a teacher's costume contest. Kids will vote on the winner. (Similar to a penny war)
- There will be prizes for students who raise the most Walkathon money from each grade.
- The forms will include information about what the money raised from the Walkathon will go towards.
- Fliers will go out in September promoting the event. Forms will be due before Fall Break.

- Jessica Brown, Fundraising Coordinator, will have a list of sub-committees that she will need for the event at the September meeting. Sign Up Genius will be used for people to sign up to volunteer for the event.

Principal's Report

- Dylan Purlee, shared an update and overview of STOPIt, an app/website where bullying and/or unsafe situations can be reported.
 - The school will respond to bully situations that are reported on the site.
 - Mental health situations are reported to the police and resources are made available.
 - All reports are confidential.
 - The code for Needham is FCSNE9196.
- Leadership Teams are being established.
 - Third and Fourth graders are turning in applications.
 - The leadership teams make up Student Council, Happy Helpers, and Announcement Readers.
 - A parent volunteer is needed for Leadership Teams.
- Needham has six new staff members this year. Welcome!
- Ms. Stebbe, the new music teacher is working on an event calendar. Her goal is for each grade to have a performance this school year.
- NEWA testing has started. This testing shows the reading and math guidance that students may need. It also helps identify dyslexia and other areas that need to be addressed.
- The Flat Rock overnight trip is scheduled for October 10th-11th. Wednesday, August 28th, there will be a VIP meeting for parents, as well as a parent informational meeting regarding the overnight trip.

Teacher's Reports

- Mrs. Viviano reported that first grade is getting ready for testing and getting into routines quickly.
- Miss King reported third grade finished their NEWA testing. They are also working on being comfortable with the Chrome Books and Google Classroom so they will be ready for any e-Learning Days that may come up during the school year.
- Mrs. Bullington reported that touch screen computers were added to the computer lab and are very nice.

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

The meeting adjourned at 7:25.
Minutes compiled by Kari Beyer, Secretary