**Northeast Elementary School PTO Meeting Minutes**

 **January 6th, 2021**

**Tota****l in Attendance: 6**

Parents - Amanda Ruttenberg-Hakian, Tina Glidden, Rebecca Platt, Rachel Hampton, Rachael Cowperthwaite

Staff – Brenda Greene

**Meeting called to order at:** Approximately 7:09pmby PTO President, Amanda Ruttenberg-Hakian

**President’s Welcome:** Amanda Ruttenberg-Hakian, PTO President started the meeting off with an update on trying to login to the Stop & Shop system which was unsuccessful. She said she did send an email request to Stop & Shop to have the email updates go to the NES PTO’s email address. Tina Glidden said that she had forwarded the information for the Stop & Shop sign-in over to Kirsteen Alicia so they said they’d check in with Kirsteen as well to see if she’s being getting the email updates and if she may have made changes to the sign-in info on Stop & Shop’s updated system.

**Vice President’s Welcome:** Kirsteen Alicia, NES PTO VP was not in attendance.

**Secretary’s Report:** Amanda Pompa, NES PTO Secretary was not in attendance nor were her minutes provided from the 12/2/2020 meeting to go over.

**Corresponding Secretary’s report:** Tina Glidden, NES PTO Corresponding secretary said she updated the NES PTO event calendar through the end of December 2021 on the website although there weren’t many things to put on there since we were still in need of doing everything remotely. She said that she continues to enjoy working with Dr. Greene on the weekly updates and again welcomed any suggestions for what to include on those emails or to add to the NES PTO’s website.

**Treasurer’s Report:** Rachel Hampton, NES PTO Treasurer went over the Treasurer’s Report as well as the Budget and showed that the accounts were balanced at $3,976.62. Rachael Cowperthwaite asked what the net profit amounts were from the last few fundraisers to which Amanda Ruttenberg-Hakian provided info as follows. The Net for the Butterbraids was $626, the Holiday Store was $685.50 and the Raise Craze Netted $1,182.04. (She said that there was a line-item changed made that she would discuss during the “old business” portion of the meeting. Everyone in attendance voted on the reports and both were approved.

**Principle Tidbits:** Dr. Greene, NES Principal reported that the Holiday Store was fun & successful but also very tiring as she underestimated the work & energy needed to run it. She said that everyone got to shop and seemed very happy with what they received as options. She informed everyone that the school photos had been taken, received and pick-up and that no retake day was being scheduled. Although, she said she would entertain scheduling one or Spring Photos if there was an interest in either. She said the school is still nice & quiet and that it’s such a great learning environment since the numbers are still small. She said 23% of NES students are still leaning virtually with NES teachers with the exception of 4th grade being taught by someone outside of the NES Staff. Dr. Greene asked if any of the parents had any requests for topics for her to discuss during her Principal Tidbits as she usually takes up a good portion of the time with upcoming events but there hasn’t been much to report on that front because of the Covid-19 Rules & Regulations. Everyone in attendance felt what she was discussing was perfect for what they’re looking for. To ensure that the kids are being good & safe. Dr. Green then reported to us that 44 students were being rewarded for their perfect attendance so far this school year. She also mentioned that a little library was added near the East St entrance that she rehomed from an Audubon Society that closed down.

**Old Business**

**PTO Insurance Update:** Amanda Ruttenberg-Hakian reported that she purchased the Officers & Crime Insurance Policies she had discussed at the previous NES PTO meeting. She was able to get a $100k Officers Policy and a $10k Crime Policy for a total of $133 for the year, saving the NES PTO about $500 by not keeping the full policy through PTO Today. She said that when community gatherings and events are allowed again she should be able to add on a liability policy through this same, new company for much less than the $624/year the NES PTO was previously paying to PTO Today for their coverages.

**Holiday Store Progress:** Amanda Ruttenberg-Hakian announced that the event brought in $1133 this year and left us with a Net Profit of $685.50. The NES PTO only provided a total of 20 (free) gifts to students that did not have funds to cover their purchases this year. (All time low.) She said that small thank you gifts were purchased for all that helped in-school to make the event such a success. She also made sure to let Dr. Greene know how appreciative everyone is that she took the event on and let her know that she and the rest of the NES PTO are looking forward to (hopefully) being able to run the next one like normal. Dr. Greene said that there weren’t many items left at the end of the Holiday Store and Amanda believed there was only one small box of less desirable items left so that the upcoming year would call for a fresh start, which will be nice.

**Raise Craze Fundraiser:** Amanda Ruttenberg-Hakian informed us that there was a change made on the budget line for this fundraiser as one of the donations was disputed and was therefore removed (charged back). The total net profit from the event was $1182.04 and that she was unsure if the disputed $115 would be returned to the NES PTO or not but that she’d keep everyone posted with the outcome.

**New Business**

**Family Picnic:** Dr. Greene asked the NES PTO if we might be interested in trying to plan an end of the year – beginning of the year celebration in August to allow for families to get together for the 1st NES PTO meeting of the upcoming school year and allow for new families to introduce themselves before school has officially started up again. The NES PTO had discussed events like this in the past, however, Rules & Regulations of Covid-19 had put them to a halt, Amanda Ruttenberg-Hakian confirmed that we would love to do something along these lines if it will be “allowed” when the time comes.

**Square 1 Art:** Amanda Ruttenberg-Hakian reported that Square 1 Art was contacted after NES went back to in-school learning to let them know that we will be able to run the fundraiser again this year. Dr. Greene confirmed that the NES Art Teacher, Mrs. Edlin, has returned from leave and will be asked to work the Square 1 Art project in. Amanda said that the kits were being sent to Dr. Greene and should be arriving w/in the next couple days. They will need to be done by 2/10/2020 for a Catalog Sale to run from 3/1-3/15 to be closed on by 3/18 for delivery by 4/8 (to beet Mother’s Day).

**January Family Event:** Amanda Ruttenberg-Hakian let us know that there were a few hiccups with the December movie night, such as she had to quickly set up an account and pay before she could share the movie screen with those in attendance. There were also a few minutes where the video played without any audio as she missed the pop-up to allow them to join the audio. Once she worked through the learning curve it went well. She said that she was planning a Family Game night for January’s event and that she looked in to Kahoots, found a free Scattergories Website and another service called Jackbox where 4-5 games could be purchased to own for $12.50. Tina Glidden suggested that they move forward with the Free Scattergories Gaming since everyone could play together and there was no cost associated with it. Amanda then briefly discussed how Scattergories was played and how the site allowed for customizable topics. A date of 1/22/2021 was confirmed for the event and Amanda planned to have it being by participants joining through a Zoom meeting first so the “chat” option would also be available to them while they played.

**Mini Grant Program:** Amanda Ruttenberg-Hakian announced that she would like to re-open the mini grant programs for NES Teachers & Staff. She discussed that in years past no more than $675 had been paid out during the program so she reduced the budgeted amount from $2,000 to $750. She also offered thanks to Dr. Greene and the Board of Ed for helping fund some of the grades with their needs through their Activity Funds etc. Amanda said that the program would be done all online now and everyone in attendance was in approval to the changes and its reopening.

**Munson’s Fundraiser:** Dr. Greene reported that the Munson’s Fundraiser was going to happen and that it was going to be done all online this year. She and Amanda Ruttenberg-Hakian discussed some possible dates for the event to run and it sounded like it would begin in late Feb or early March and run for about 3 – 3 ½ weeks for a 3/31/2021 delivery date. They agreed to discuss things further and begin prepping for communications to go out regarding the upcoming fundraiser!

**Thank Yous:** Tina Glidden took a moment to sincerely thank Amanda Ruttenberg-Hakian and Dr. Greene for all of their efforts in working through the changes since Covid-19 came around to make everything feel as “normal” as they possibly could right now. She wanted to make sure that they knew how admired they both were for everything they do for the School, the Students, the Staff & the NES PTO.

The meeting was motioned to be adjourned at approximately 7:54pm by PTO President, Amanda Ruttenberg-Hakian.

All in attendance were in favor.

**The next ZOOM: PTO Meeting is scheduled for**

**WEDNESDAY, February 3rd, 2021 @7pm**

**Meeting ID: 502 094 7119 Passcode: NESPTO**