**Northeast Elementary School PTO Meeting Minutes**

**October 6, 2021**

**Tota****l in Attendance: 14**

Parents - Amanda Ruttenberg-Hakian, Tina Glidden, Rebecca Platt, Mallory Macdonald, Rachel Hampton, Darlene Goulding, Monsettat Ramos, Pavan Akella, Terry Iorio, Ashwini \_\_\_\_\_\_, Portia \_\_\_\_\_\_\_\_

Staff – Brenda Greene, Amy Violette, Agata Cavar

Meeting called to order at 7:03 pm by PTO President, Amanda Ruttenberg-Hakian

**President’s Welcome:** Amanda Ruttenberg-Hakian, PTO President, welcomed everyone to the meeting. She shared that the PTO will be planning for more upcoming events and that any help would be appreciated.

**Vice President’s Welcome:** Rebecca Platt, PTO Vice President, welcomed everyone to the meeting. She had nothing to report.

**Corresponding Secretary’s report:** Tina Glidden, NES PTO Corresponding Secretary, thanked everyone who had contributed to the information going out via email, and thanked Dr. Greene for her help and additions to these emails. She is working on updating the web page. She also welcomed new families joining the meeting and shared that they can be added to the PTO email list by sending their email address via the webpage.

**Secretary’s Report:** Mallory Macdonald, NES PTO Recording Secretary, read the September 8, 2021 minutes. All in attendance voted to approve the minutes.

**Treasurer’s Report:** Rachel Hampton, NES PTO Treasurer, presented the treasurers report. There was income from the Stop and Shop program from last year (it is no longer running) for $841.68. Shop Rite issued a refund for $27.44 for unused ice cream from the ice cream social. There was also an $80 refund from the community fund and $208 earnings from the ice cream social. Expenses included the cashed checks for the teacher’s classrooms, a test charge reversal from Scrips, Dollar Tree and Shop Rite expenses for the ice cream social and office supplies leaving ending cash on hand balance of $1545.86. All in attendance voted to approve the treasurer’s report.

**Principle Tidbits:** Dr. Brenda Greene, NES Principal, shared that the Belding field trip was a success. The next spirit day is scheduled for October 29th and will be “Black and Orange Day.” Each student will be provided a fall themed disposable mask. Picture day will be November 10th. The ice cream social was a great success. Superintendent Macary wants to try to get school activities back to normal so anything that can be done safely in person he supports. At present both third grade classes are combined as there were 11 students in one class and 7 in the other. New students brought the total to 22. Combining the classes (temporarily) allowed a teacher to be sent to Maple Street to assist as they had a staffing shortage.

**Old Business**

**Ice Cream Social:** The ice cream social was September 24th and had a great turnout. Over $200 in donations were received from the 100-150 people in attendance.

**New Business**

**Butter braid Fundraiser:** The butter braid/cake roll fundraiser is currently running through October 12th. Pick-up will be November 15th, in time for Thanksgiving. The PTO will need 1-2 volunteers to help sort and distribute the items for drive-thru pick up that day.

**Harvest Fest:** Thisyear the NES PTO will host its first outdoor Harvest Fest in place of the Harvest Dance. The event, planned for October 29th, will include music and games. There will be a pumpkin patch to pick a pumpkin and (possibly) decorate. Amanda is looking for volunteers to help plan. Flyers will go home next week. A rain date was discussed, which could possibly be the following Friday. Timing for the event was also discussed as it is getting dark early. It was agreed to run the event a little earlier, possibly 5:30-7 pm. Amanda is also looking into lighting options. Additional ideas for the event included a costume contest, music, games and fall décor.

**Insurance Coverage:** Last year the NES PTO changed insurance coverage to cover the bank account and protect from any fraudulent charges. No in person liability insurance was needed as there were no in person events. Currently the PTO is paying $133/year for the bonding. To add liability coverage would be an additional $155/year bringing the total cost to $288/year. In the past, insurance coverage ran approximately $699 annually so this is a better rate than previous. Amanda Ruttenberg-Hakian proposed adding this coverage and all present agreed.

The meeting was motioned to be adjourned at 7:42 pm by PTO President, Amanda Ruttenberg-Hakian.

All in attendance were in favor.

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

**WEDNESDAY, November 3, 2021 @7pm**

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