**Northeast Elementary School PTO Meeting Minutes**

**May 6th, 2020**

**Tota****l in Attendance: 12**

Parents - Amanda Ruttenberg-Hakian, Jake Kalnenieks, Amanda Pompa, Tina Glidden, Rebecca Platt, Rachel Hampton, Megan Liebe, Tina Blanchette, Kirsteen Alicea, Rachael Cowperthwate

Staff – Brenda Greene, Amy Violette

**Meeting called to order at:** Approximately708pm by PTO President, Amanda Ruttenberg-Hakian

**President’s Welcome:** Amanda Ruttenberg-Hakian, PTO President thanked everyone for joining the meeting and expressed excitement that there were even some new faces in attendance.

**Vice President’s Welcome:** Jake Kalnenieks, Vice President welcomed everyone back to another virtual PTO meeting and said he hoped everyone was hanging in there.

**Corresponding Secretary’s Report:** Tina Glidden, Corresponding Secretary stated that the Stop & Shop and Amazon Smiles totals remain the same as last month. She also suggested that people consider providing her with suggestions on what to put on the PTO website now that we know the students would be distance learning through the end of the school year like a special photo or message.

**Secretary’s Report:** Amanda Ruttenberg-Hakian, PTO President, went over the minutes provided to her by Amanda Pompa, Secretary (who was not yet in attendance at the meeting). Amanda Ruttenberg-Hakian shared the document over a shared screen for all attendants to see while she discussed the bullet points. A poll was created to vote on approving the minutes. All voted and all were in agreement to approve.

**Treasurer’s Report:** Megan Liebe, PTO Treasurer, went over the budget and treasurer’s report for May 2020. After Megan presented both the Treasurer’s report & budget Amanda Ruttenberg-Hakian suggested that we discuss adding a line item to designate a budget for a welcome back type event for the 2020-2021 school year in case one would be permitted at that time. She mentioned that at the next PTO meeting the budget would be discussed and she would make note to include this idea. A poll was created and everyone in attendance cast a vote. All were in favor of approving both the Treasurer’s Report & Budget for the month.

**Principal Tidbits:** Dr. Brenda Greene, NES Principal said that she and Amanda Ruttenberg-Hakian as well as a few others were in the middle of getting things ready for staff appreciation week. She said that the district is also coordinating a 5th grade drive-thru celebration that will be the same for all schools to avoid a competition. The cars will enter on East St and staff members will hold pom-poms to cheer them along to more staff that will be handing out bags with their T-shirts, yearbook and certificates. They are also talking about having VCMS (Vernon Center Middle School) sweatshirts for the graduates as well. As of now, it’s been scheduled for 6/11 @5pm with a rain date of 6/12 @5pm. She suggested that the PTO may be able to assist in provided gift bags as that is something they do not have yet. Dr. Green also said that the grading policy would be coming out soon and that she sent an email requesting pictures from all the 5th graders to put together a slide show. She also informed us that the are putting together a plan for people to come collect their personal belongings from the school. She requested that everyone read over her weekly, Friday email updates to stay informed.

**Old Business**

**Staff Appreciation Week:** Amanda Ruttenberg-Hakian said she sent an email out requesting suggestions for staff appreciation ideas. It was decided that the PTO would put together Bags of Goodies for each staff member. The bags were special made in blue and white (school colors) and had a beautiful logo with the words “I’m a Northeast School Super Star”. There was one star on the logo for each member of the NES staff. The bags were filled with chips, thank you notepads, granola bars, trail mix, popcorn, biscottis, cookies, chocolate, seltzers and a Gift Card to have Lunch. Amanda sent the staff members a survey requesting they provide answers to where they’d like their gift card from. 25 out of approximately 50 responded to her. The remaining gift cards would be from Mitchells to help support a local business. Dr. Greene originally said that she would deliver/give out the bags however, Amanda Ruttenberg-Hakian discussed setting up a pop up tent and scheduling a couple different times & dates for the staff to come by and get them. Brenda loved the idea and offered to help her plan & hand them out.

**5th Grade T-Shirts:** Amanda Ruttenberg-Hakian said that Mrs. Ojala has created a design and they’re working together on getting the shirts made for the 5th graders as usual because it’s a tradition we don’t want to break.

**Additions to Old Business:**

**Yearbooks:** Amanda Ruttenberg-Hakian reported that between the last meeting and this meeting the Yearbooks came up in discussions again because in years past the PTO has purchased yearbooks for students that did not place an order. An email was sent out with a link to a survey to vote on it since there wouldn’t be another meeting in time. It was unanimously approved by all that submitted a vote to purchase them so she ordered them for all the students. They’ll be sent to the school and should be there soon.

**Box Tops:** Tina Blanchette reported that a $153.90 Box Tops check has been mailed and let Megan Liebe, PTO Treasurer know to keep an eye out for it.

**New Business**

**Community Togetherness Event:** A coloring Contest was decided upon. Amanda was hoping to have the color page to share but due to technical difficulties she was unable to share it with the group. They’ll be sending out the coloring page via email but printed copies will be available in the back of the school for any one who is unable to print them off of the email. She said it should be sent out within the next week and that any one who submits will be entered to win an award. The suggestion came up to do a grade level award but depending on submission that could prove difficult so the plan will be to upload at least a couple of the from each grade to put on the PTO website. The prizes will be picked at random / as a blind drawing so no one feels like they shouldn’t submit their drawing. She also suggested that anyone who had any other ideas for other events to bring everyone together to let her know.

**NES Scholarship:** Dr. Green reported that she went through all the submissions and helped make a selection for the winner. Amanda Ruttenberg-Hakian suggested that the be invited to attend a future PTO (zoom) meeting. Megan Liebe, PTO Treasurer said we would normally sed two separate checks instead of $1000 all at once. She questioned if we were going to do that for the 2020 winner or if we were going to do the full $1000. All in attendance agreed that we should give the full $1000 at once. The suggestion to update the following years budget to account for the full amount was made.

**End of the Year Gifts:** Amanda Ruttenberg-Hakian discussed how the PTO usually purchases gifts for office staff, custodians, crossing guard, babysitter and other people that help around NES and during PTO sponsored events. She asked if anyone had thoughts on skipping them for this year or if they felt they should still be purchased. It was decided after some discussion that the gifts would not be purchased this year and the funds could be rolled into another event.

**Nominations of Board Positions for 2020-2021:** Amanda Ruttenberg-Hakian announced that there was no real updates from anyone in regard to any new nominations or anything. She confirmed with Tina Glidden, correspondence secretary, who said she’s been communicating with a few people that may decide to be considered for a position. Amanda then reported that the position nominations would be kept open and that Amanda Pompa said she’d continue her role as the Secretary, Tina Glidden would continue the role as the Correspondence Secretary and Amanda Ruttenberg-Hakian said that she would stay on as President or switch roles to be the Treasurer should no one else stand up to do so. She reported that the President, Treasurer and Secretary positions needed to be filled to continue being an official PTO. A VP is not necessarily needed but we hope to find someone to fill all roles for the NES PTO Board. A vote will be made at the next meeting to decide.

**Extras:**

Amy Violette spoke up and thanked everyone for their help in supporting the teachers with distance learning and wanted to make it known that it’s appreciated by the staff.

Amanda Pompa let Amanda Ruttenberg-Hakian know that there was a typo on the agenda regarding the Meeting ID. Amanda RH confirmed she would update the info for the next meeting.

Megan Liebe let everyone know that she will help the next Treasurer feel comfortable in handling the role. She expressed that it’s a pretty easy role that doesn’t consume much of her time. She invites anyone considering the position to reach out to her for more details.

Tina Glidden asked what the PTO could help do for the 5th grade graduation drive-thru. The idea to put together balloon arches/pillars was brought up and Dr. Greene said it’d be great if we got involved. Amanda Ruttenberg-Hakian suggested that people either email her suggestions/ideas or get them ready to discuss at the next meeting.

The meeting was motioned to be adjourned at approximately 8:07pm by PTO President, Amanda Ruttenberg-Hakian, got seconded by PTO Treasurer, Megan Liebe and all approved the motion.

**The next PTO Meeting will be held in August**

**Date TBD**

**Stay Safe!**