

Northeast Elementary School PTO Meeting Minutes

August 25, 2021

Total in Attendance: 13

Parents - Amanda Ruttenberg-Hakian, Tina Glidden, Rebecca Platt, Lisa Brennan, Rajni Kura, Monserrat Ramos, Juan Pablo Ruiz, Cari Wagner, Aarthi Ramasamy, Mallory Macdonald

Staff – Brenda Greene, Amy Violette, Karen Champagne

Meeting called to order at 6:15 pm by PTO President, Amanda Ruttenberg-Hakian

President's Welcome: Amanda Ruttenberg-Hakian, PTO President, welcomed everyone to the meeting and shared that she had been PTO president for the last 4 years. Although this year is not typical she still hopes to have PTO events. She explained we need to plan fundraisers for the upcoming year and hoped everyone could help. She introduced the PTO's new board members, Rebecca Platt, Vice President, and Mallory Macdonald, Recording Secretary. Returning members include Tina Glidden, Communications Secretary, and Rachel Hampton, Treasurer. The next meeting on September 8th, 2021 will be virtual. Meetings are typically the first Wednesday of the month however, as the first Wednesday of September is the start of school, next month's meeting will be on the second Wednesday.

Vice President's Welcome: Rebecca Platt, PTO Vice President, welcomed everyone and shared that she is excited stepping into her new role. She was a part of head start and been involved with the PTO for the past 3 years and decided to get more involved.

Corresponding Secretary's Report: Tina Glidden, NES PTO Corresponding Secretary, shared her role in providing communications, usually weekly, with information on upcoming events and fundraiser deadlines. Dr. Greene forwards these to parents. She also maintains the PTO webpage which includes links for parent information, upcoming events and photos. She asked parents to take a look at the website and send her any suggestions.

Secretary's Report: Mallory Macdonald, NES PTO Recording Secretary, had nothing to report. She welcomed everyone and shared she is excited to have a more active role in this year's PTO.

Treasurer's Report: Rachel Hampton, NES PTO Treasurer was not in attendance. PTO President, Amanda Ruttenberg-Hakian, reviewed the treasurer's report. There were two checks, one for the yearbook and the other miscellaneous donations, totaling \$425 income. Expenses for office supplies, the PTO scholarship, field day popsicles and miscellaneous expenses totaled \$1051.20 leaving the cash on hand at \$1,819.91. Additions from the Stop and Shop program (which is ending soon) have not yet been added. All in attendance voted to approve.

Principle Tidbits: Dr. Brenda Greene, NES Principal, shared she is starting her 10th year at Northeast School as principal. There are currently 180 students enrolled. She introduced staff in attendance including Amy Violette (math interventionist) and Karen Champagne (Kindergarten). She encouraged parents to reach out to her with any questions during the upcoming year. She also shared that there is a drive thru meet and greet Monday August 30, 2021 from 2:15-3:00 pm in the parking lot and that there would be a Kindergarten orientation, via Zoom, held August 26th, 2021 at 5:30 pm.

New Business

Proposed Budget: Amanda Ruttenberg-Hakian reviewed the proposed PTO budget for 2021-2022. Fundraiser accounts provided incoming funds to be used to cover the funded accounts that include PTO operations, school events and assemblies. Two new fundraisers for this year are Scrips and Spiritwear. Previous events that will run again include Boone Supply, Book Fairs (maybe in person in the spring), Raise Craze, Munson's chocolate, Top Turkey, Butter Braids, Lyman Orchards, the Holiday Store, Square 1 Art, Yearbooks, and Paint Nights. Hopefully a Wolfpack and/or Yard Goats game and ice cream social also can be held. The end of the year Carnival and Color Run has not been held the last two years but hopefully can take place at the end of the year. Projected income from these fundraisers is \$20,800 with projected fundraiser expenses of \$10,280. Funded events include the back to school lunch for staff, which this year will be done as "stock the staffroom," money for each classroom teacher (\$50), the NES PTO scholarship, 5th grade t-shirts and outing, field day popsicles, staff appreciation week, and Parent Booster to keep status as a non-profit. The Harvest dance will likely not be able to take place but

hopefully there can be some assemblies this year. Projected expenses for these events is \$9,445 leaving a predicted cash on hand of \$1075 at the end of the year. All in attendance voted to approve the proposed budget.

Stock the Staffroom: Amanda Ruttenberg-Hakian shared that Monday August 30th is the first official day back to school for staff. Plan is to stock the staffroom with grab and go snacks and drinks including Soda, k-cups, seltzer, tea, chips, pastry, nuts, etc.

Meet and Greet: Amanda Ruttenberg-Hakian said she is hoping to have a PTO table at the Meet and Greet Monday August 30th with information on the next PTO meeting for September 8, 2021.

Events and Fundraisers: Amanda Ruttenberg-Hakian shared the events and fundraisers planned for 2021-2022. An ice cream social is tentative to be held outdoors at the end of September. It will feature individual ice creams or bars of some kind. There will be a Paint Night in October with a fall theme. This event will be hosted virtually with kits including canvas and paints for \$5. A new fundraiser called Scrips will be promoted at the start of the year. This will involve selling gift cards to places such as Amazon, Best Buy, PetSmart, Subway and more. The NES PTO will get a percentage of the sales. This will be the first fundraiser of the year. Butter braids will run from the end of September to mid October with delivery November 15th in time for Thanksgiving. Lyman Orchard pies and cake rolls will run at the end of November for delivery December 10th. Munson's fundraiser will run in March with deliveries in time for Easter. Square 1 Art will run in April with deliveries in time for Mother's Day. Raise Craze will run at the end of the year. This involves setting up accounts for students to perform good deeds which family and friends can sponsor. This year we can hopefully have one large, school-wide Raise Craze event as well. The Carnival/Color Run will also hopefully take place at the end of the year.

The meeting was motioned to be adjourned at 7:05 pm by PTO President, Amanda Ruttenberg-Hakian.

All in attendance were in favor.

The next ZOOM: PTO Meeting is scheduled for

WEDNESDAY, September 8, 2021 @7pm

Meeting ID: 502 094 7119 Passcode: NESPTO