

**EES PTO Meeting Minutes**  
**June 1, 2020 -- Zoom meeting at 6:30 pm**

**Attendance:** Betsy McKeen, Carol Mondello, Carla Christensen, Jessie Palm, Theresa Whitman, Laura Eurich, Suzanne Bediz, Francesca Segarra, Letizia Donati

via Zoom meeting -- recorded meeting --

Topic: June PTO meeting - EES

Start Time: June 1, 2020, 06:20 pm

Meeting Recording:

<https://drive.google.com/file/d/18R2R94ZMrCv5mEWPdqblA2Hud4UI53Md/view?usp=sharing>

Carla Christensen called the meeting to order at 6:38 pm.

**Approval of meeting minutes: April 20, 2020 (Zoom meeting)**

The minutes of the April meeting were reviewed in the meeting via screen share. Francesca Segarra made a motion to approve the minutes with minor revisions, and Betsy McKeen seconded the motion. The motion was approved.

**Playground update (Jessie Palm):**

There has been a significant change to the budget for 2020-2021. The School Committee has placed this project on hold until next spring. There is district concern over funding amounts from the state. The project is just on pause (the design should still be the same), and once the funding is approved, it is anticipated that it should move quickly. The EES PTO will have the ability to donate funds from the Playground Fund (previously created from the remainder of the fundraising for the original community build of the Eagle's Nest in the 1980s) for additional projects after the build is completed to add to the landscaping, benches, and other small projects (not part of the main structure). Currently, there is no word on when the structure will come down. This conversation will pick up again in the Fall (hopefully) with the potential for a spring build of the playground. The following questions or concerns were brought to the discussion:

- Should the PTO submit plans for funding input to the working group? It would be helpful for the working group to know what the PTO's plans would be for the funds.
- Any approvals for PTO funding to the playground needs to be completed in an open meeting in the future. (previous community members who raised money should be contacted -- there should be a public meeting or input process)
- Any general fundraising that might be specified for playgrounds most likely be split across the district to go toward both EES and MMES playgrounds.
- Possible use of CPA funds as a community site? This would require additional research.

Jessie will update via email with any meetings that occur before our next meeting.

**2020-2021 Calendar Review and approval (Carla Christensen):**

Events on the Calendar

- September 18, 2020 -- Happy As A Clam (most likely virtual event) is on the Calendar.

- Virtual K Welcome -- no specific date this summer. The PTO will provide a Goodie Bag for Kindergarten Welcome.
  - will need to connect with Maggie Morriss for K contact information
- We will mark the 2020-2021 Calendar as under construction on the website.
- School supplies fundraiser -- could be combined with Kindergarten Welcome.
  - If we are doing this fundraiser, we will need to promote it as a limited contact option for supplies heavily. Once teachers have determined what is required, Theresa Whitman will start planning. Frame this as more of a service and try to narrow the margins if possible.
- Fall events -- TBD
  - Hoedown
  - Messy Art
- Winter -- TBD
  - Polar Plunge
- Spring -- TBD

The PTO is looking to support the whole Essex/EES Community, and due to the current circumstances, we would encourage teacher input about how we can help through activities. We will revisit the Calendar at the Summer meeting and probably again in the Fall. The EES PTO will look at changing the times of the monthly meetings due to virtual nature, which expands the opportunity to reach out to more families.

#### **2020-2021 Budget approval (Francesca Segarra):**

There was a presentation of the FY2021 budget. There are reduced expectations for income for a variety of reasons. The projected income is \$20,265 due to many unknowns. The income will include the Hooper Fund grant, which is approximately \$1,200.00. There is a \$10,000 surplus roll forward from FY2020 due to the reduced expenses from spring enrichment cancellations (field trips). The expenses are generally close to the previous year (FY2020), which includes planning for many events. The library line was reduced to \$750. Total expenses are projected to be \$20,190. Carla Christensen made a motion to approve the FY2021 budget, and Carol Mondello seconded the motion. The motion carried.

#### **Scholastic Book Fair:**

There are a few loose ends to be finalized. Scholastic sent invoices prior to completion of accounting using Scholastic bucks to reimburse through their catalog rather than waiting for the cash option accounting. Francesca is working on switching back to the cash option now that the final totals and accounting for the Book Fair proceeds are completed.

#### **Funding Requests (Carla Christensen):**

Carla will send out one more reminder to staff/teachers to use their remaining funds, and submissions need to be in by June 20.

Suzanna South had created an Amazon wish list, but it wasn't clear how the PTO should proceed. If we should order it and send it to her home? Or would she prefer reimbursement? Carla will reach out to Suzanna to determine her preference.

**Enrichment Update (Letizia Donati):** It is quiet. There are no updates.

**Elections for open positions:**

President: Betsy McKeen is the only candidate and was nominated to this position by Carla Christensen, and Carol Mondello seconded the motion. The motion carried, and we are happy to announce that Betsy McKeen is the new president of the EES PTO.

Vice-President: Carla Christensen is the only candidate and was nominated by Suzanne Bediz, and Carol Mondello seconded the motion. The motion carried, and Carla will continue as the vice president.

Treasurer: Francesca Segarra is the only candidate and was nominated by Carla Christensen, and Letizia Donati seconded the motion. The motion carried, and Francesca will continue as the treasurer.

Secretary: Suzanne Bediz is the only candidate and was nominated by Betsy McKeen, and Carol Mondello seconded the motion. The motion carried, and Suzanne will continue as the secretary.

Enrichment Coordinator: Letizia Donati is the only candidate and was nominated by Carla Christensen, and Carol Mondello seconded the motion. The motion carried, and Letizia will continue as the enrichment coordinator.

Media Coordinator: There are no candidates currently. The position requirements include some paper communication, social media management, and updating the website. This position has been left open.

The next meeting is to be determined, most likely in July 2020.

A motion to adjourn the meeting was called by Betsy McKeen, and Carol Mondello seconded the motion. The meeting was adjourned at 7:57 pm.