

**EES PTO Meeting Minutes**  
**October 29, 2020 -- Zoom meeting**

**Attendance:** Zoom meeting (Maggie Gleason, Letizia Donati, Carla Christensen, Kate [last name], Laureen Sanderson, Betsy McKeen)

The meeting was called to order by Carla Christensen at 7:34 p.m.

**Welcome and Introductions:**

**Approval of prior meeting's minutes:**

The minutes from September were approved with minor corrections by a motion from Betsy McKeen which was seconded by Letizia Donati. The motion carried.

**Remarks from Dr. Roberts:**

Dr. Roberts was not able to attend the meeting today.

**EES Gear Sale Wrap-Up:**

There was interest in the items and the orders were placed. The sale brought in \$442. The store can be reopened easily at a time in the future (November/December) if there is interest in holiday shopping. Wally and The Jungle have been great to work with. We will look into finding ways to minimize the shipping. It seemed like there was enough advertisement between social media and emails from Maggie Morriss.

**Family Appreciation Program Update:**

Betsy will be pulling two (2) (family) names from the directory and the PTO will provide a goodie bag of items which may include but are not limited to coffee, treats, card to Sea Meadow, and Lark cookies. Betsy and Maggie offered to put bags together for the first couple of months of the program.

**EES Family Co-Op Program:**

Betsy is looking for ideas to launch a mechanism to seek or offer help from the EES community (i.e., lunch pickup, quick favor, etc.). How can we manage the requests/information flow? Are there apps or listservs that people know of? Is anyone interested in researching this? Bring any ideas or options that have been done to the PTO via email, post, or at the next meeting.

**Family and Business Appeals:**

Being sensitive to our current situations, the PTO Family Appeal is being sent out as an ask for time and other forms of support rather than as a financial request for support. The Appeal will review what the PTO is and welcome participation in any form (there are many ways to participate). We might want to consider a paper copy, and maybe mail home. There may be difficulty getting addresses and we don't want to burden Maggie Morriss with the mailing. The board will review the letter this month.

The Business Appeal is on hold due to continued concern over the economic situations of local businesses and will be revisited during the year.

**2020-2021 Calendar review:**

At the moment PTO meetings are being held via Zoom and the Zoom link is posted on the EES PTO website prior to the meeting.

The list of the meetings scheduled for this year is below.

November 19, 2020, at 7:30 pm (Zoom)

December 10, 2020, at 7:30 pm

January 14, 2021, at 7:30 pm

February 4, 2021, at 7:30 pm

March 4, 2021, at 7:30 pm

April 1, 2021, at 7:30 pm

May 6, 2021, at 7:30 pm

June 3, 2021, at 7:30 pm

**Teacher Welcome/Stipend Reminder:**

Carla will send a note/email to teachers about how to request stipends and reimbursements electronically as the forms are posted on the EES PTO website and getting paper copies from the school slows down the process.

**Rebranding update:**

This discussion will be brought up again at a future meeting.

**Incoming VP to shadow:**

As this is Carla's last year, would like to have someone to shadow her and VP role this year to ease the transition next year. By having a year to shadow, the incoming VP would be able to see the job, which primarily includes: help run the meetings, support the stipend management, and act as a liaison between event chairs and the board. The position will be advertised again across platforms.

**Teacher Appreciation Lunches:**

Melanie Healey would like to have 3 additional lunches this year. They will occur in December, February, and April. There will be requests sent out to the EES parent community prior to the dates targeting specific grade level parents with a Sign Up Genius for suggested items.

**New Funding Requests:**

Each classroom teacher gets \$200 a year from the PTO for reimbursements or purchases for their classroom. Generally, \$100 is designated for classroom supplies and \$100 is designated for books for the classroom. The PTO does not require that the \$200 be spent this way though. All teaching staff (including Specialists, Nurse, Maggie Morriss, etc.) receive \$100 for classroom supplies/materials but do not receive the \$100 for books. These do not need approval from the PTO for reimbursement or purchase and are processed as the paperwork is submitted by the teachers.

- Kim Field used her stipend to fund \$100 toward Storyworks magazine (reimbursement)
- Sally Jordan used a \$100 supply stipend toward supplies (reimbursement)
- Lindsay Kasmarcik used her \$100 for classroom books (reimbursement)

There are two new funding requests that do not have the necessary paperwork provided for review and approval. Mr. Marche is seeking reimbursement for paint, which is not part of his stipend and must be considered as a separate funding request, however, no funding request was submitted for the PTO to vote on at tonight's meeting.

Lindsay has a funding request as well but there isn't a completed Funding Request form that has been received by the PTO. She had sent an email to the PTO account with a link to the Amazon item (wobble stools). The request can't be voted on until the Form is completed.

Teachers may need a reminder that the Funding Request form is available on the website.

**School Council:**

Carla will connect with Dr. Roberts to see what PTO may need to do if there are vacancies on the School Council.

**Enrichment:**

There is funding for the 5th-grade music project. Generally, the 5th-grade works with a composer, however, due to the changes in the school schedule and delivery of music classes, the teacher is working to design a project that will be possible for music enrichment this year.

A motion to adjourn the meeting was made by Suzanne Bediz and seconded by Betsy McKeen. The meeting was adjourned at 8:37 pm.