

New Eagle PTO Board Meeting Minutes

Date: September 1, 2021

Location: Virtual via MS Teams

Time: 7:00 pm ET

Attendees:

PTO Board Members - Anne Woodcock, Sarah Caffrey, Kristin Morgan, Sandi Mahar, Michele Hinken, Jeena Pereira, Lauren Tiede, Judy Reiter, Becky Daly, Kerry Sinclair, Elizabeth Trupkovitch

NEES Principal – Patrick Gately

Welcome and Introductions:

Each board member gave an introduction and Anne Woodcock opened with comments from the PTO President

New Business Update:

Kindergarten Curriculum Update – Dr. Gately

- Took place on August 31, 2021 via video, not live meeting
- Kindergarten has opportunities to come into the school ahead of school year start for screenings to meet teachers and see the building in addition to curriculum night:
 - Come see the building
 - Conference and screening
 - Play date for incoming Kindergarteners

Upcoming Events Update – Dr. Gately

- Safety is the number one priority, so the focus should be on events that can happen outside although some events can be accommodated inside with smaller numbers
 - Ice cream social Thursday, September 9, 2021
 - Individually packaged ice cream vs. scooped this year to manage crowding and handouts
 - Avani Mehta organizing
 - Tables will be up for the PTO and other groups that want to promote their activities
 - Pep rally outside coming up to kick off the school year
 - Will be looking for volunteers
 - An opportunity to introduce our character building and a theme that is literature based, usually a book that Dr. Gately reads at the pep rally
 - Message is one centered around kindness
 - Assemblies could be inside but only for one grade level
 - Volunteers are key, but we have to limit adults in the school buildings
- Book Fair – Monica Church is working to set up but we need to be creative with the location to host this event because the large group room cannot be used

PTO Communications Update – Anne Woodcock:

- Still looking a VP of Communication
- Anne Woodcock is currently sending the PTO blasts and will continue to cover until we can find a

Treasurer Report – Sarah Caffrey:

- Sarah is working on reconciling the 2021/2022 budget to ensure that the numbers line up
- Healthy Balances for PTO currently and budget balances reviewed
 - Potential to look at other spending opportunities

- Other fundraising opportunities for extra funds:
 - New Eagle Nights Out – potential have them once a month and even dedicate some specifically to the 4th grade fundraising efforts
- Golden Apple Grants – to continue during the 2021/22 school year
 - Teachers submit a form to Dr. Gately and share with Anne Woodcock
 - Target items that are special for the children and have an educational value
 - The board approves the requests and funds the requested grant based on the opportunities
- PTO Teachers Gifts for 2021/22
 - PTO sponsored treats for the teachers this past Friday and Monday and gift bags for the teachers in the NEES theme colors
 - Katie Lane is organizing *Magic Mondays* for teachers 9/13 starting and running for 6 weeks – “So happy you are coming back in on Mondays and happy to have you as teachers”
- After School Clubs:
 - It is suggested that we should continue with after school clubs and sports, the interior is spaced and safely distanced so they can be accommodated this year
 - Dr. Gately will raise the request for hosting clubs to the teachers and see who is willing to sponsor this year

COMMITTEE UPDATES

Digital Communications & Website – Judy Reiter:

- The focus this year is to direct parents to the PTO website and encourage it as the main location for information and volunteer sign-up
 - We would like parents to be able to sign-up and see volunteer opportunities in one place
- A request was made to share information with Judy about upcoming events or programs so that she can post on the weekend, ideally at least 1 – 2 weeks

Volunteer & Recruiting – Lauren Tiede, Elizabeth Tropkovitch

- Homeroom coordinators are filled with the exception of 5 classrooms
 - Membership Toolkit/Directory is free this year, but there was an issue last year with people not receiving the communication through the platform from homeroom coordinators
 - The PTO will be pushing the directory sign-up as the main focus of communication for NEES
 - Continue to promote, especially with new families to come in, as the year goes on to ensure everyone is engaging and getting the communication
 - Directory information will be circulated separately this year so that it will be standalone and hopefully catch the eye of more parents this year
 - New Families & Changes in Classroom through the year – we need to make sure they have the flyer and we emphasize, Dr. Gately will note with Anya so she can ensure new families are aware
 - Confirmation that PTO is getting rid of grade coordinators and absorb that those responsibilities into the Lead Teacher’s Homeroom Parent Coordinator to cut down on communications
 - Lauren will reach out to the HRCs to ensure that they are okay with that change
- New Parent Mixer
 - Wanting to confirm if we are doing social events outside of the school, the school is not comfortable endorsing it but an option to hold outdoors may still work for the PTO
 - Are we able to locate an outdoor option that would make it safe and possible to connect with new families

- Further consideration needed by PTO on an outdoor option and if this is something we would like to coordinate this year given COVID concerns
- Volunteer Pushes
 - Library volunteers announced soon
 - Looking for health screening volunteers next

Fundraising – Kristin Morgan

- Finalizing the school store details
- School supply kits
 - We will be renewing orders for next year
 - 20 boxes currently left for this year that should be picked up in the next week
- Book Fair
 - Kristin will be reaching out to Monica to help with the book fair
- Trunk or Treat
 - Outside activity and coming up quickly, but need to confirm that we can do it
 - Confirmed that we will likely be able to do it if transmission issues don't change significantly between now and the end of October, but currently the school is scheduled to have the Halloween parade outside
 - Potentially shifting to bags they can grab and rather than putting individual candy into their bags
- New Eagle Nights Out
 - Soliciting ideas for restaurants to do takeout at restaurants

Cultural Arts – Sandi Mahar

- *Upcoming* - Teepee Rising Event for 3rd Graders
 - Normally have one parent volunteer for each section
 - Would be nice to find a way to coordinate the 4th graders experiencing it since they missed it last year
- Looking for opportunities and determining what can be in person outside that is upcoming:
 - Beekeeper (3rd grade)
 - Dinosaur (2nd grade) – have used Drexel University before, there in-person event was cheaper than their virtual so trying to negotiate options
- Available hosting locations this year:
 - There is the potential to use the cafeteria with enough time for coordination with moving ACP - there are accommodation options
 - Indoor limit the number of adults to 2 volunteers given space considerations
 - No cap on outside volunteers
 - Large group room has 30 desks currently, so that limits the space in that room to move of a classroom size limitation
- Fall Assembly – with it being outside this year, likely need to pass on incorporating any Cultural Arts programming
- Diversity and Inclusion
 - Team is working with closely Dr. Gately
 - Moving the cultural arts diversity items into a diversity and inclusion committee, shifting on website and Deb Deon is coming from Devon's Diversity Committee
 - Working with the lending library on book coordination

Meeting Concludes.

Next Meeting: October 6, 2021