NEEDHAM PTO MEETING MINUTES

NOVEMBER, 2017

1. ATTENDANCE
2. APPROVAL OF MINUTES – Minutes were approved
3. BUDGET/FINANCIAL REPORT
	1. Forrest gave an overview of what we have spent and what we have earned – see the P & L sheet for details
4. OLD BUSINESS
	1. Room Parents Update – due to privacy rules, the PTO still doesn’t have access to parents contact information.
		1. Idea from Kimi: Can teachers send out a request for information to parents? Teachers could ask patents to fill out a form and submit – if they are willing to share their information. The form would explain that the information would be used to ask for help in getting classroom activities and projects done. Parents will be asked for permission to be contacted if they are interested in participating. Can use Google translate to get the form completed in Spanish. Mindi will work with Ginny to get this done.
	2. School Spirit T-Shirts Update – Gift Card donated by a friend and business associate of Crystals for $500. Half Price Ts will give has given a good price quote. We can use paypal to pay for the shirts if we sell them online. PTO has $400, plus the $500 donation gives us a budget of $900. There was discussion on being able to order the T-shirts online or fill out order forms on line. Denise also suggested T-spring.com – may be worth looking at but they are made to order. If we get a bunch of orders up front it makes the cost exponentially cheaper. Nora and Mindi working on this.
	3. City Market Value Card Sign up – went out in Friday folder – will be in Newsletter as well. Will Finn will clarify if people need to sign up for this every year. Jen Z also looked into getting Needham up and running on Amazon smile so shoppers can pick Needham as their charity. She reported that we need to wait several months after getting out NP status clarified before she can get this finalized. She will keep checking the status.
		1. Erinn also shared that City Market said that they will donate a $20 giftcard for basically any reason we just need to ask and fill out a form.
	4. Raffle Update – Drawing Monday 13th – 0800 at pledge – Will sell tickets at Bingo for Books. Erinn will give tickets to Jenny or Lori.
		1. Nora will get an email blast sent out reminding people to purchase tickets
		2. PTO members will sell more tickets at Bingo for Books.
	5. Applebee’s Dine to Donate – Still waiting to get the final amount that was raised.
	6. Bingo for Books Nov 10th – Jen Z will follow up about selling the discount cards. PTO will be selling hot dogs.
	7. Parents Night Out Debrief – Made about 6000 dollars – Still working through who owes what – some bidders still need to be tracked down.
	8. Father’s Daughter’s Benefit for the month of November. Crystal will have the coupon vouchers behind the counter and then next newsletter will announce it again as well.
5. NEW BUSINESS
	1. Financial Needs – Mini Grants? How will the PTO funds be spent?
		1. What do we want to fund? What are the technology needs? Legacy fund? Historically, PTO pays for 2nd grade to go on the train, 3rd Grade goes to Mesa Verde – or the Old Mine in Silverton. 4th grade, does a Nasa simulation and 5th grade has an end of year celebration.
		2. Kimi said that she would bring staff requests to the PTO. Teachers can give their requests and information to kimi but to help with time and planning, it will be helpful to make sure that the request is on the agenda
		3. Kimi will talk to jenny & Lori about steamlining this request process – and will work on getting an idea of how much will be needed.
	2. Kristal – Green Up Our Schools – Kristal was not in attendance, maybe she can present this next time?
	3. Jen – brought up the idea of a gaga ball pit. There was discussion on the pros and cons of this idea. It was decided that research is needed to examine pluses and minuses of this idea– maybe for 4th and 5th grades only.
	4. Student Council – Dec 14th – movie night in the MPR - Charlie brown and Frosty the Snowman. Wear your PJ’s! This event is run by student council and is hoping to tag team with the PTO. Other events that they are planning and may be looking for PTO support and partnership on are:
		1. Winter dance on Feb 15th in the Gym.
		2. Read a thon – no date set yet – usually in February
		3. If they need $ for these events, they can ask Nora & Forrest -
	5. Read a thon on the agenda for next month
6. PRINCIPAL’S REPORT
	1. Thank you for Parents night – what an amazing event!
	2. Awards for achievement – these will continue throughout the year
	3. Bike racks – the district director for facilities is visiting Needham to look at places for getting new bike racks installed. The plan may include both and updating the ones we have as well as adding new ones to increase capacity.
	4. After discussion it was determined that there would not be a microwave available for student use.
	5. Lice shampoo is a welcome donation – please give to nurse Judy
	6. It is a school priority to get more books into every classrooms
	7. OG books
	8. PCBL – this new process is going very well and the needham teachers are getting excellent feedback for their hard work. More details will be shared at the next information night.
	9. The district is supplying 2 sets of chrome book tablets from district resources –– these are web based tablets, it will be about 50 books.
	10. Working on improving the sensory room
	11. The school is hiring an additional staff member, a teacher or behavioral specialist, to specifically work with kids with trauma.
7. COMMITTEE REPORTS
	1. Bike Rack – Monday Andy Barnes from the district is looking at– where bike racks can be placed. There are two phases of bike rack upgrades – phase one can address the immediate needs – replacing the existing bike racks. Can this be done by Needham PTO? Phase 2 can be funded by 9R – but will not happen until next summer but the district can pay for all costs of 5 to 7 more racks. Bev suggested that we test it out by implementing phase one now. Phase 1 cost is $1500 – will add a total of 20-30 bikes. The old racks would be moved to new places. Phase 1 can happen as soon as we order the racks. $500 kickstart donation by Bev. It comes out to about $100 per bike. Andy Barnes will be looking at all points of entry? It was expressed that the East side needs bike racks!! Low visibility sites are not good due to theft. Ashley G brought up the idea of asking some small businesses if they may be interested in donating? Email her with business names that may be interested. Another idea is to ask Amber Blake if there are funds available through the safe route to schools grant. Bev will ask about this.
	2. Communications - newsletter will be put together to go out next Friday – Denise will remind front office to put PTO information in every newsletter
	3. Be Local – final date is on Nov. 17th – all orders must be turned in. Saturday of thanksgiving break – Nov 25th is when the books are printed. Kimi wil have the books and they will need to be sorted – come over and help!! Also – need people for giving out books after school.
8. ANNOUNCEMENTS
	1. The Needham field has some safety issues. People walking through during school hours, running dogs, and big holes in the field are some of the concerns. Crystal can bring this up with some city council members. It is an open area, there are multiple points that are open to the public. Two resources for getting attention to this area are Sweetie Marbury and Principal Mckenna. Field Committee was formed: Crystal, Nora, Kimi, Shona.
	2. Nora shared that she went to the PTO presidents dinner with Dan Snowberger and shaid that we may be seeing front desk changes when it comes to taking $$. No other school has been instructed to change the money taking and storing like Needham has.
	3. Coffee in the morning for parents – Administration will continue to do it every so often and will send a text out the night before – COFFEE TODAY!? It was brought up that pledge is very different than it used to be – almost NO parents are participating. Kimi – has talked about this a lot. She shared that this started after 9/11 and it became an ongoing Friday gathering. A chance for the Needham community to be outside together and connect as a community. Staff have gone back and forth on what this means and what they want it to be. Should it be a big assembly vs. pledge? As Needham is implementing conscious discipline – part of this philosophy includes connection as a community. Maybe it can be an assembly that includes a song as everyone is gathering, some announcements, a way to kick off the week, share IB attitude we are working on. The school leadership is dealing with A lOT right now and – this piece has taken a back seat to more urgent issues, but the staff is discussing what the community wants pledge to look like? The point is to build community, connect in a meaningful way. The pledge will be on the agenda next month.
	4. Erinn Morgan brought up that the front door is often closed at 0755 before the bell rings. There needs to be someone at the door getting the kids in to the school. Kimi will talk to Ms. Mckenna.
9. CLOSING/NEXT MEETING
	1. December 13TH 5:30 PM