

**Newton North High School PTSO
Board Meeting Minutes**

May 26, 2020 (4:00-5:15 pm)

Present:

Patty McCabe, Valerie Pontiff, Janna Lacatell, Johanne Campbell, April Stein, Karen Cutone, Livia Aber, Kim Buckton, Millicent Lawton, Ted Vahey, Linda Hanusaik, Henry Turner, Amy Winston, Dima Basha, Susannah Wardley

Absent: Beth Tierney, Alberta Chu

Meeting commenced at 4:05PM

Call to Order (Valerie) @4:05

Approval of the April 2020 minutes (Janna)

- Meeting minutes approved unanimously

Update on Senior Events supported by PTSO (Valerie & Patty)

- Graduate signs posted along Comm Ave. were paid for by the PTSO.
- Additional recognition of Seniors arranged to be posted on WN Cinema marquee and a Jammin 94.5 spot.
- On June 10th, around the time of the virtual graduation, church bells would also ring to recognize the graduates.
- Thanks to the class liaisons

YTD performance

Treasurer's Report (April & Livia)

- Revenue: Due to COVID-19 closure and stay at home orders, PTSO did not generate revenue from end of year events.
- Grants & Projects: PTSO has only paid out ½ to grants and projects that had been approved. In prior years, 10-20% of grants had not been paid out and the rule had been that the funds needed to be paid during the school year. \$7900 of \$14000 has been spent.
- April will evaluate how we may change how we budget our Grants and Projects funding. Recommendation is to allow for carry over of approved funds into the 20/21 school year with a use by date. Joel will also need to evaluate whether some of the approved projects were more time sensitive and cannot be carried over into the next school year.
- April will connect with Joel to cross reference the list of those who have / have not used funds and determine how to best reach out to the grant recipients.

Ad Hoc Funding Requests

- Additional \$900 requested for the Principal's discretionary funds to pay for the senior graduation lane event. This is adding to the initial \$5000 awarded at the beginning of the year. **Patty moved to approve, approved unanimously.**
- Banners and graduation banners were approximately \$5200. PTSO agreed to fund \$5000 and approved by email, with an additional vote to approve. In order to follow process, **Patty moved to approve, approved unanimously.**

Revisit Zoom account for PTSO for 2020/21

- Board discussed merits and need for a dedicated Zoom account for the PTSO to use, especially in anticipation of ongoing remote events through the 2020/2021 school year.
- Zoom account is approximately \$140/year – up to 100 participants.
- April will look into getting an account set up starting June 1, with a month by month plan. Will follow up with Patty to determine who will be responsible for managing the account.

Presentation of Budget for 2020/21 and Vote to approve

- April provided a summary of budget and noted adjustments made to income assumptions due to the unknowns due to the pandemic.
- College planning guide will be online only (assumption) so there is a placeholder for that line item.
- For the website in 2020/2021 – we may need to revisit budgeting for some items. This is a fairly low dollar amount, between \$250-500. We have not typically added a line item for technology, but it may be time that we do.
- Based on discussion, April recommended that we add a line item to the budget called "PTSO Technology" to include Zoom and the Website needs.

Presentation of Slate for PTSO 2020/21 (Valerie)

- Officers & Executive Board presented, motion for approval
- Motion to approve that April Stein may serve beyond the maximum term set forth in the bylaws

**Valerie moves to approve the Slate for PTSO 2020/2021 School Year and April Stein term extension.
Motion approved unanimously.**

PTSO Programming 2019/20 Review (Karen/Linda)

- Proof of concept for a virtual program was a success. Exploration of additional virtual programming would be good to keep in mind and expand programming options.
- Focused this year on resiliency and mindfulness; evaluating the programming focus for the 20/21 year.
- Encourage the programming team to get started early, especially to plan for the October event.

Newton Food Pantry (Valerie)

Ideas for next year (Board)

Retirement Tea (Patty)

- 8 retirees this year, with celebration on 6/8.
- PTSO will fund a small gift for each.

Principal Update (Henry)

- Day of Board Meeting was 1st day today getting students into the building and returning books / materials.
- Waiting to learn about fall planning and information from the State. State is seeking greater consistency across districts and will be issuing guidance.
- Do not anticipate having a fall back to school night but are trying to determine scheduling for an 8th grade day in August.
- The more the PTSO can be out sharing community and connection with families that may be struggling – the Student Assistance Fund will be a good focal point.

Summer PTSO Business (Patty)

- Work on the website
- Continue to fill open roles
- Conduct the PTSO directory, summer emails and messaging
- Planning for BTS nights and directory distribution
- Calendar planning for 2020/21
- Fundraising flyer – does anyone have suggestions? How do we balance asking for money from families with the potential increased needs of the school, students, and faculty? Patty would like to rewrite.

Thank you to outgoing Board Members (Patty and Valerie)

New Business (open)

End of Year Comments (Valerie)

Meeting end: 5:10PM

Respectfully submitted by Janna Lacatell