

LONGFELLOW INDEPENDENT PARENT TEACHER ORGANIZATION (PTO)
PTO Meeting – Agenda – Zoom Meeting (Remote)
Thursday, October 1, 7pm-8pm



Board Members

Emilie Gordon, President; Alison Lally, Vice President; Jen Lasek, Treasurer; (Open), Secretary

Call to Order

President's Report: Emilie Gordon

- Call to order

Secretary's Report: Emilie Gordon

- Present minutes from September meeting
- Motion and vote on September Meeting Minutes
 - Motion: Amanda Lavino, Second: Lauren Wampler
 - Motion Approved

Treasurer's Report: Jen Lasek

- **September Finance Update -**
 - Income - Membership \$972, School Supply Kits \$728
 - Expense - Teacher School Supplies \$700
 - Educational gifts to approve - Multiplication.com and Welcome banner (under new business)
 - Motion to Approve Report
 - Motion: Alison Lally, Second: Amanda Lavino
 - Motion Approved

Old Business:

- Renewed Tax Exemption - **Forms Mailed and Certificate Received.**
- Yearbook Chair - login information was provided this week. Designs can start ASAP.
 - Anyone interested in taking some "back to school pictures" on the 5th, 13th and 15th?

New Business/Open Forum

- Welcome Back Sign
 - **Motion to approve Purchase: Ellyn Burnett, Second: Jessie Mandel**
 - **Motion Approved**
- Halloween Party
 - Do teachers want parents to put together something virtually to do both morning and afternoon on Friday the 30th?
 - Would it be during the in-person portion of the day or something to be posted in the classroom for "at home"?
 - What would it entail?
 - Likely a parent reading a story aloud
 - Quick Craft - supplies can be provided and sent home with the student on the 29th.
 - Maybe a cute prompt to post a See Saw video about why you chose your costume or your favorite part about halloween, etc.
- Multiplication.com for 5th Grade - \$75 x2 classrooms for 6 month subscription. Will re-evaluate for next year if want full year subscription.
 - **Motion to approve Purchase: Ellyn Burnett, Second: Jessie Mandel**

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- **Motion Approved**
- Ed Puzzles - was renewed by teachers but we have said they can still submit reimbursement
 - **Motion to approve Purchase: Ellyn Burnett, Second: Jessie Mandel**
 - **Motion Approved**
- Book Fair
 - Will be virtual
 - Will have spirit week during the first week of the fair Oct 13-16th
 - **Tues - Sports Day**
 - **Wed - Fav Book Day**
 - **Thurs - Monochromatic Dressing**
 - **Fri - Spirit Wear**
 - Opportunity for game/raffle/etg.
 - **Google Form Reading Log**
 - **Google Form Guessing Game**

Vice President's Report: Alison Lally

Committee Report Updates		
After School Enrichment Programs - NA	Holiday Bake Shop - N/A 2020	Spirit Wear
All-School Lunch (March)	Holiday Pop Up (<i>Craft Fair</i>) - N/A 2020	Square One Art
Assembly - (On Hold unless Virtual Requested by Teachers)	Team KIND	Teacher Conf. Dinners/Apprec Week
Bingo Night - Need Chair and potential alternative ideas	Membership - Dues Open, trickling in	Winter/Spring Fundraiser
Birthday Book Club - Up and Running!	Movie Night - on hold	Yearbook - Need Chair for Design - School Pics changed to 10/23
Book Fair - will be virtual for fall (still do spirit week)	Music Shows: Ice Cream Social - on hold	
Box Tops - Download App!!	Restaurant (Eat & Earn) - Full Year Schedule done	
Family Fun Nights - ideas?	Room Parent Coordinator - Virtual Halloween Party? Outdoor lunchtime fitness walk?	
Fifth Grade Luncheon - Multiple groups brainstorming ideas.	School Supply Kits	

- **Book Fair - See above**
- **Box Top - Reviewed online grocery receipt process, Remember to submit 11/20 expirations**
- **Fifth Grade - Masks for 5th Graders**
- **Eat and Earn - Next on Lou Malnati's 10/26**
- **Halloween - See outline above. Mrs. Friedman confirming with teachers.**
- **Teacher Appreciation - set up donation item in store to send at end of month.**

Principal Report: Michelle Friedman

- **Drop off and Pick up Procedures for return to hybrid.**

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Upcoming Dates:

- October 5th - First Day of in Person Learning for Pre-K, K and 1st grade
- October 5th - Last Day of Spirit Wear Ordering
- October 5th - Portillos Eat and Earn 5pm - 8pm
- October 9th - Half Day School
- October 12th - No School
- October 13th - First Day of in Person Learning for 2/3
- October 13th - 26th - Virtual Scholastic Book Fair
- October 15th - First Day of in Person Learning for 4/5
- October 15th - Board of Education Meeting
- October 23rd - Longfellow Picture Day
- October 26th - Lou Malnati's Eat and Earn
- November 3rd - No School