

## **Newburyport PTO Board Meeting Minutes**

Held virtually via Zoom

2/9/2021

7:00pm

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Board Members Present: Andrea Eigerman, President; Trish Boateng, Vice President; Pam San Antonio, Treasurer; Shannon Cormier, Assistant Treasurer; Christine Cioffi, Secretary; Joanna Fernandes, Cultural Enrichment Co-Chair; Melissa Bouse, Communications Chair; Katie Suchecki, Nock VP; Amy LeBlanc, Pre-K/K VP; Christy Teel, Grades 1-3 VP; Melanie Beaulier, Molin VP; Pam Jamison, Bresnahan Teacher Rep; Anne Enaire, Molin Teacher Rep

**Meeting called to order at 7:00pm by Andrea Eigerman, President.**

**I. President/Vice-President Report and Business (Andrea and Trish Boateng)**

- A. Andrea suggested forming a sub-committee to discuss proposed Bylaw changes. Andrea has been asked to include information regarding the process to choose fundraisers and the process for setting the annual budget. The Board was in favor of forming a sub-committee to revise the Bylaws. Andrew asked for volunteers. The sub-committee will be Andrea, Trish, Joanna Fernandes, and Pam San Antonio.
- B. Trish and Pam San Antonio briefed the Board on the School Committee's new fundraising rules. The Board discussed whether the PTO's gifts would fall under these new requirements.

**II. Treasurer's Report (Pam San Antonio, Shannon Cormier)**

- A. Pam reviewed the Profit and Loss Statement with the Board. No concerns were surfaced.
- B. The tax documents are ready to mail. Pam signed them today.
- C. The PTO received a funding request from the 4<sup>th</sup> and 5<sup>th</sup> grade Remote Academy science teacher. The request is for \$50 to fund a project for two students so that all of the students can participate in the project.  
  
**VOTE:** The Board voted in favor of approving a \$50 request that will be for the benefit of two Remote Academy students. The receiver of the funds will be the Gulf of Maine Institute.
- D. Shannon explained the proposal to recognize the janitorial and front-office staff for all of their extraordinary efforts to keep the students safe throughout the Pandemic. The PTO has just over \$400 in gift cards to donate to this effort. Each gift card will be accompanied with a hand-written thank you note, which will be written by Andrea and Shannon.

**VOTE:** The Board voted in favor of awarding each of the janitorial staff (11) and front-office staff (10) members a \$20.00 gift card.

**III. Bresnahan Parent and Teacher Reps (Amy LeBlanc, Christy Teel, Alli Teneriello, Pam Jamison)**

- A. Amy updated the Board on the 100-Day Celebration. The one-hundredth day of school will be March 1. Some additional crowns had to be ordered. The t-shirts have been ordered. Once they arrive, they will be quarantined until March 1. Mrs. Dougie will distribute them. There is a total of 106 students, which includes the Remote Academy.
- B. Christy needs to reconnect with Anne Doble on the recess supplies. In order to locally source some of the items, it has become cost-prohibitive.

**IV. Molin Parent and Teacher Reps (Adriana Kostan, Melanie Beaulier, Anne Enaire)**

- A. Melanie indicated that she and Adriana spoke with a representative of Henry Bear. Putty was suggested for this age group rather than Play-Doh. Hacky sacks and jump ropes were priced. The Board discussed choosing items that can be used long-term rather than consumables.

**V. Nock Parent Rep (Katie Suchecki)**

- A. Katie stated that the Candygram fundraiser was a big success. The delivery went smoothly and it is expected to bring in approximately \$2,000. Katie will circle-back with the School Committee to inform them of the total funds raised per their new requirement.
- B. An email was sent to the Principals to gauge their interest in virtual field trips. No commitment has been made yet.

**VI. Cultural Enrichment (Joanna Fernandes, Andrea)**

- A. Joanna discussed the efforts to try to spread the funds throughout all of the schools.

**VII. Other Business**

- A. Melissa Bouse informed the Board that she has added rules to the PTO's website for what can be posted, which is in line with best practices.
- B. Andrea began the discussion on revising the Funding Proposal Form. After a short discussion, the Board decided to form a sub-committee in order to get this completed. The sub-committee will be Andrea, Pam San Antonio, and Christine Cioffi.

**The February General Meeting has been canceled as it falls during February vacation. The next general meeting will be held in March via Zoom.**

**Meeting adjourned at 8:37pm.**