

**Tuesday, September 15, 2020**

## **PTO MINUTES**

The meeting was called to order by the PTO (**Co-President**) **Claire Chae** at 7:03 pm.

### **President's Report:** (Claire Chae)

June minutes approved via zoom (hands raised by Karen Peck and Beth Van Emburgh).

Attendees were welcomed to the first PTO virtual meeting of the school year. The PTO is dedicated to making it a fun and enjoyable year for the kids.

Introduction of the board:

- Co-Presidents – Claire Chae and Danielle Cervone
- 1<sup>st</sup> Vice President – Sarah Jacobsen
- 2<sup>nd</sup> Vice President – Lauren Kavanagh and Kelly Hartevelde
- Treasurer – Amy Minatelli
- Secretary – Megan King
- Economy Shop Coordinator – Beth Van Emburgh and Ann Walsh
- 3<sup>rd</sup> Vice President – Sue Needleman

Introduction of the 5<sup>th</sup> Grade reps: **Erica Jalil, Jessica Lynch, Ann Walsh, Heather Frisco, Tracy Golin.**

Thanks to Eric Simon (tech guru) who has assisted with the new PTO website.

Thanks to Nicole and Shab for managing the sale of spiritwear!

And thanks to the PARENTS for being so patient!

General Updates:

- Back to school night date change and will be in October (date is TBD).
- The PTO will have a new website which will be clearer and have a consolidated calendar of PTO and school events and is expected to be live in about a week.
- 5<sup>th</sup> grade reps devised an innovative way to keep “pizza lunch” as part of a fundraiser and will have additional fundraising activities they will share this fall.

### **5<sup>th</sup> Grade Rep Update** (Tracy Golin):

Pizza lunch will be offered as a voucher (since lunch will not be served in school) from Wyckoff Pizza.

- 3 Large Plain Pizzas - \$50

Pizza lunch will be offered as a voucher (since lunch will not be served in school) from Wyckoff Pizza.

- 3 Large Plain Pizzas - \$50
- 6 Large Plain Pizzas - \$100
- 14 Large Plain Pizzas - \$200

Online ordering will be available 9/17-9/30.

You must mention the voucher when ordering and toppings cannot be added. The distribution of vouchers is being worked out and the 5<sup>th</sup> grade reps will keep everyone updated.

- Harvest Fest committee is brainstorming ideas in addition to the fall fundraiser at Goffle Brook Farms.
- Green team welcomes **Jennifer Feliciano** as a committee leader. **Brooke, Erica and Jennifer** will be working to maintain and beautify outdoor learning spaces for the fall.
- Important Dates:
  - Wednesday, 9/16 - last day to order masks and pouches
  - Thursday, 9/17 - 5<sup>th</sup> grade pizza vouchers on sale
  - Thursday, 9/24 - 1<sup>st</sup> day of in person learning for grades 3-5 (K-2 remote)
  - Friday, 9/25 - 1<sup>st</sup> day of in person learning for grades K-2 (3-5 remote)

### **Treasurer's Summary:** (Amy Minatelli)

#### **August 2019 – July 2020 PTO Budget:**

Last year's budget was reviewed and despite not having the large fund raisers we still have a net income of \$13,524.33. (*Income activities 47,095.77 less expenses/enrichment activities \$33,571.44*)

*Checking Account: \$42,540.78, Savings Account: \$5,006.38*

College night will not be occurring, and we will be receiving our deposit back. We are hopeful the May friendship dinner and golf fundraiser will still occur.

Cash projections: 47,547.16 is currently in the bank accounts, less: outstanding liabilities which includes outstanding checks and 2020 alumni designated funds (\$3,300), wish list/excess revenue applied to the budget (\$9,235), savings cushion (5k), cash reserve (10k) leaves **cash available as \$20,012.16.**

The excess revenue from the 2018-19 and 2019-20 school years will fill in the gap for this year's budget.

We can fund a lot of the normal activities (i.e. teacher select, wish list items).

Business expenses went up slightly since we are paying for Zoom.

A poll was launched on the zoom meeting to approve the budget. The results were favorable, and the budget was approved and will be posted on the website.

### **1st VP's Report:** (Sarah Jacobsen)

- PTO Registration is open and closes on 9/25, to have the directory out by October (always accessible online). Directions can be found on the new website. \$15 registration fee must be paid to be included in the hard copy of the directory and to be a class parent.

### **2nd VP's Report:** (Kelly Harteveld and Lauren Kavanaugh)

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### **2nd VP's Report:** (Kelly Harteveld and Lauren Kavanagh)

- First official fund raiser was launched for masks, pouches and lanyards. Expected delivery is 2-3 weeks. Thanks to Eric Simmons for setting up the website. If you are thinking of ordering, please consider pink masks so we can meet the minimum.
- Box Tops: A one-pager will be sent out in the e-blast to show how to earn money by scanning your receipt from Stop and Shop.
- The next Pizza Love fund raiser is 9/22.
- Back to school raffle will be done but we are still thinking of ideas, feel free to email suggestions.

### **Economy Shop:** (Beth Van Emburgh)

- Not a lot to report, the Economy shop remains closed until they can ensure schools will remain open or at the latest January.
- A lot of the volunteers are retired grandparents so there will be difficulty filling the shifts. A survey will go out to volunteers to determine if they are comfortable serving in the shop with a restricted number of shoppers.
- No consignment will be done, only donations. *No donations are be accepted at this time.*
- The board is looking at creatives ways to fundraise without opening the shop and are considering a fall town-wide garage sale, as well as a fundraiser with Toys for Tots Santa Stop at the shop.

### **Principal's Report:** (Mr. Famularo)

Mr. Famularo opened with saying it does not feel like the first PTO meeting of the school year. There is still a lot going on, but just different. He hopes parents and children had a good start to the new year and thinks the teachers have done a good job. They are working through several tech issues, mostly K-1. Everyday is a new day and new challenges and he is looking forward to the 24<sup>th</sup> in person.

A PowerPoint presentation was shown and will be posted/emailed, below is a summary:

### **Optional in person outdoor meeting (ice breaker/meet and greet)**

- 9/21
  - 3<sup>rd</sup> – 10-10:30
  - 2<sup>nd</sup> – 11-11:30
  - 4<sup>th</sup> – 12-12:30
- 9/22
  - 1<sup>st</sup> – 10-10:30
  - 5<sup>th</sup> – 11-11:30
  - K – 12-12:30
- Wednesday rain date

### **Sample schedule:**

9:25-9:55 - Sign-in and registration (A.I. N. 7)

**Sample schedule:**

8:35-8:55 – Staggered arrival (A-L, N-Z)

8:55-9:10 – Attendance, morning meeting

9:10 – 9:55 – ELA (writing)

9:55-10:40 – ELA (reading)

10:40-11:25 – Math

11:25-12:10 – Flex Time

12:10-12:55 - Science/SS

12:55-1:05 – Staggered Dismissal (A-L, N-Z)

1:05-1:50 – Student Lunch, Break

1:50-2:35 – Small group with teacher, band, related services, discovery, etc. or independent, asynchronous work

2:35-3:20 – Grade level Special Live (Grades 1-5)

Kindergarten will do asynchronous work

**Fully Remote Plan:**

- Grades K-2 District remote classes created for each grade level.
- Grades 3-5 students will remain a part of their originally assigned homeroom and will tune in daily to their in-person teacher through Google Meet.
- School Community and Connections
  - All remote students invited to school events such as schoolwide meetings.

**Transition back to school:**

Thursday, September 24-25 – First Days of In-Person Return for students whose families selected in-person option.

- Thursday, September 24: Grades 3-5 in-person and K-2 remote
- Friday, September 25: Grades K-2 in person and 3-5 remote

**Parent Expectations – Remote Learning**

To prevent disruptions to the learning environment, parents do not actively participate in sessions. Especially with synchronous learning, any content support needed should be coming from the teacher in the moment. Support a structured learning environment in your home, free of distractions.

- Reinforce with your child the importance of being present and on time to classes.
- Encourage your child to log in a few minutes prior to the start time of the lesson. This will allow classes to begin on time.
- The student enrolled in the class should be the only individual watching and participating in the virtual class.
- Parents should not engage with students during Google/Zoom Meetings.
- Parents may assist their child with technology.
- Do not video record, audio record, photograph, live stream, or transmit in any other way any part of a Google or Zoom Meeting. Do not post on any social media platform.
- If a parent has a question, please email your child's teacher.

**Misc.**

- Please make sure you complete all forms, including the Genesis COVID-19

### **Misc.**

- Please make sure you complete all forms, including the Genesis COVID-19 Form, prior to school beginning in-person.
- Supplies left in school in June can be picked up at in-person meetings next week.
- Back to School Night is being rescheduled to mid-October and will be conducted shortly. A confirmed date and additional details will be announced shortly.
- Virtual School Wide Meeting planned for this Friday @9:00AM.
- School Pictures have been rescheduled to the Spring.

### **Drop off Procedures:**

- Drop off will be staggered. Last names beginning with A-L will drop off at 8:35-8:45 and N-Z is 8:45-8:55.
- 2<sup>nd</sup>-5<sup>th</sup> grade will utilize the side lot (separate entrance with body temperature check)
- 1<sup>st</sup> grade will utilize the front circle. Older siblings of 1<sup>st</sup> graders may be dropped off together at the front circle.
- Kindergarten will use the upper black top
- All staff will be assisting but will not be micro-managed.
- Walkers can go into any entrance.
- Everyone is encouraged to walk to minimize traffic.

### **Dismissal Procedures:**

- Dismissal will be staggered:
  - 12:55 – A-L
  - 1:05 – N-Z
- Homeroom teachers will walk out with A-L.
- Parent should work out a plan with their older student to meet at a specific place and pick up their younger student first.
- K-1 will be on the upper blacktop. Parents must stay behind the fence.
- 4<sup>th</sup>-5<sup>th</sup> will be on the lower blacktop.
- 3<sup>rd</sup> – Side parking lot
- 2<sup>nd</sup> – Front entrance
- Parents are asked to leave once they have their children because grounds are closed (including the playground), and kids are still in school

### **Health and Safety Highlights**

- Social distancing will be maintained whenever possible. Class size of 16 or less.
- All students will have individual desks facing the same direction.
- Desk shields will be provided for each student.
- Face coverings are always required for students, staff and visitors.
- An extra custodian will be on site during the school day for sanitizing.

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- Hand sanitizer will be available in all classrooms, offices, hallways, and entrances.
- Decals and floor markings will be used to promote social distancing.
- Excess furniture removed from each classroom to promote social distancing.
- Bathrooms – children will be taught to limit bathroom use to 2 at a time by hanging tags outside to show when in use.
- MPR (multi-purpose room) is setup for staff to eat
- Body temperature scanners were ordered and expected to arrive by Thursday.
- Courtyard and outdoor spaces will be utilized for outdoor learning and activities.
- NJ DOH guidance is a resource and protocols must be adhered to.

**Question and Answer Session:**

Q1 - Kara Poilizzi – Where will YMCA aftercare be held?

A1 - Per Mr. Famularo – aftercare will be held in the gym and will be capped at 20 students. YMCA will sanitize and so will the custodian.

Q2 - Tracey Stead- Has a decision been made on chorus or early morning art?

A2 - Per Mr. Famularo – no decision, yet. We are starting with band at 1:50.

A lot of guidance and limitation on singing but we are just not there, yet. A note will be made, and he mentioned student council can be done virtually, and it was suggested to do book buddies virtually.

**Parting words from Mr. Famularo**, we feel we are in a good position, there will be glitches and I appreciate patience and feedback and am motivated to make it work for the kids.

**(Co-President) Claire Chae** thanked Mr. Famularo and ended the meeting.

Motion to adjourn the meeting by Beth Van Emburgh and Sarah Jacobson.

Meeting adjourned at 8:09 pm. Respectfully submitted by Secretary Megan King [megking83@yahoo.com](mailto:megking83@yahoo.com)