**Meeting Minutes for October 5, 2020**

**Meeting called to order at 6:34.**

* Pledge of Allegiance

**Announcements:**

Laura Mae Benestelli (PTO president) and Eleanor Wilson (PTO treasurer) were introduced.

**Secretary’s report:**

* Laura Benestelli screen-shared the meeting minutes from the September 21, 2020 meeting.
* Paused for all to review meeting minutes.
* Call for motion to approve minutes for September 21, 2020 meeting.   
  Motioned by Lauren Nort. Seconded by Liz Quinn. Minutes are approved by all.

**Treasurers Report**:

Treasurer’s Report:

The report link was shared in the chat and Laura Benestelli screen-shared it. Balance as of September 30th, 2020 is $61,840.72. Eleanor Wilson called for questions. There were none.

* + Motion to pay the bills by Tracy Dowler. Seconded by Lauren Nort. Motion to pay the bills was approved.
* Budget for the Year 2020-2021:
  + The report link was shared in the chat and Laura Benestelli screen-shared it. Eleanor Wilson noted that we are projected to operate at a loss this year. Though we do not know what will happen in the spring, for now, events are budgeted for. Eleanor Wilson asked for questions. There were none.
  + Motion to approve the 2020-2021 PTO budget was made Liz Quinn. Seconded by Stella Eperthener. Budget was approved.

**Principal’s report:**

* Mrs. Wessel reported for McAnnulty Elementary. School pictures went well. Also, students and staff are very excited for October and are very appreciative of the efforts of the PTO. The school and district have been discussing Halloween procedures. Due to Covid-19 precautions, Halloween will look different this year. Unfortunately, in-person parent participation will not be part of the plan. However, the school staff will work to make the holiday fun. Students will wear costumes and parade for each other, as well as participate in crafts, activities, and games. In order to fund those crafts, activities, and games, Mrs. Wessel requested $500. This is roughly $1/student. Details for the celebrations are still in the works, but it is looking like activities will be scheduled for hybrid group 1 and AM kindergarten, and then hybrid group 2 and PM kindergarten. Remote learners will also be included in the festivities. A vote on the request for this money will take place at the end of this October meeting. Mrs. Wessel asked for questions. There were none.
* Laura Benestelli also presented Mrs. Frohliger’s request for $25. This will provide a book and presentation to be used with 1st and 2nd grade students. This vote was tabled pending future details.
* Dr. Eckert reported for Whitehall Elementary. Dr. Eckert is pleased with both hybrid and remote learners for working so hard and falling into a routine. Dr. Eckert is also thankful for our teachers, especially today, which is World Teachers Day. The teachers have been working so hard and really making this unique school year run smoothly. Also, like McAnnulty, Halloween will run differently this year. Costumes, crafts, activities, and games will also be incorporated for both hybrid and remote learners. To fund these, Dr. Eckert requests $1,000 (there are about 844 students at WES). Details around the event are still evolving, and parent participation will take place virtually to ensure safety protocols are met. Parents should look to the weekly newsletters to learn more details about the event. Dr. Eckert asked for questions. There were none.
* Mrs. Wessel then asked if this meeting is a good time to request money for the winter holiday festivities. Laura Benestelli suggested that this vote take place at the November meeting.
* Mrs. Wessel announced that school lunches are now free for all. Families can order meals through the district website and McAnulty families can pick up the meals on Tuesdays from 9:15-10:15 AM. Whitehall families can pick up meals on Tuesdays from 12:45-1:45 PM. Liz Quinn asked a question about the protocol for families who cannot pick up meals at the designated time. Mrs. Wessel mentioned that she will talk to Mrs. Weber (food services director) to get a firm answer, but she is confident that arrangements can be made for families that need different pick up times. Dr. Eckert noted that Mrs. Weber is in fact working on this regarding potential deliveries to families that cannot pick up food in person.
* Laura Benestelli explained the procedure for the principals’ money requests for the Halloween festivities. Laura will call for a motion at the end of the meeting. The motion must be made and seconded and then voted on by all. The vote for the December holiday money will take place next month.

**Teachers Report:**

* Mrs. Elm reported for WES. She is happy to be back at WES and has nothing to report, even though this year has been so busy. Mrs. Artman also reported for WES and expressed her gratitude for the PTO. She also noted that there are no picture make-ups, and parents should reach out to Prints Charming for make-ups. Dr. Eckert noted that Prints Charming’s phone number can be found on the most recent WES Newsletter. Laura Benestelli mentioned that Rhaina, the yearbook chair for WES, will post directions on the ME & WE PTO Facebook page and the ME & WE PTO Weebly Website (<http://mewepto.weebly.com>) for any parents unable to take pictures through Prints Charming.
* No teacher’s report for MES.

**President’s Report:**

* Regarding Head Homeroom duties, Head Homeroom parents will be focused mainly on communication, primarily through email. If Covid conditions change for the spring, these duties may evolve. Many forms have come in for Head Homeroom Parent, but some classes do still need volunteers. Laura Benestelli will post this information online.
* Laura thanked all committee chair volunteers. Please check the Facebook page and/or the website to see a list of vacant committees. Please complete the form on the ME & WE PTO Weebly Website (<http://mewepto.weebly.com>) to express interest in chairing a committee.
* The committee folders will be available digitally. They have not been released to committee chairs yet because many folders are missing. Once the information is gathered, it will be released to current committee chairs.
* Audit Committee- Next month, at the November 2nd meeting, nominees will be taken for the audit committee. They will be voted upon at the December 7th meeting. You must volunteer or be nominated for this committee. If you are interested in being on the audit committee, but unable to volunteer at the November meeting, please email your nomination to Laura Benestelli at [LMBenestelli@gmail.com](mailto:LMBenestelli@gmail.com) before November 2nd.

**Committee Reports**

**Book Fair MES & WES:** Tracy Dowler is chairing MES and WES Bookfairs. Tracy is working on reaching out to teachers to assemble a classroom wish list. McAnnulty book fair will run October 19th to November 1st. Tracy predicts that sales will likely be lower this year since most sales are made on the trinkets sold at the in-person Bookfair. Parents may be less willing to pay for these items online. Also, Tracy is working on how to create incentives for sales and will discuss these details with the PTO officers and principals. Whitehall book fair will run December 1st to December 14th.

**Holiday Craft MES:** Tracy and Laura are discussing a distribution for remote students and bringing separated crafts in for kids in hybrid. Tracy is still working on craft ideas and hopeful that they can include pictures since the kids did enjoy crafting with their own picture last year. Many of the details are still being ironed out and she will work with PTO officers and Mrs. Wessel in the coming weeks.

**Holiday Craft WES:** Allison Pascarella is still searching for easy, paint-free crafts. She did find small containers to divide out the paint and take it home for the 5th grade. She will coordinate these ideas with Tracy. Allison is making sure that the crafts are cost-effective and will present ideas to the PTO officers and Dr. Eckert and Ms. Newberry shortly.

**Spirit Wear:** Laura Benestelli read Jessica Eckert ‘s report. The Spirit Wear store is still open if anyone want to get in a last-minute order! Currently we have 43 sales on the student store for a profit of $407.16 and 16 orders on the staff store for a profit of $137.18. We will organize a safe distribution with the schools when the orders come in which will probably be in about 4-6 weeks. https://me-we-student2020.itemorder.com/sale?fbclid=IwAR34YBjxpjKsv6d9D6Ofg1AVvyseMekx8k\_9Ti7zZ2Fx7srxURsmjszqqG0

**Ways and Means:** Allison Pascarella reported. Sarris candy will take place online. It can be shared with relatives, even those out-of-state. All candy will be delivered. The fundraiser will be pushed out in the next week or so.

**Yearbook WES**: Laura Benestelli read Rhaina Immekus’ report. Rhaina has created an email account just for Whitehall. [WhitehallElementaryYearbook2020@yahoo.com](mailto:WhitehallElementaryYearbook2020@yahoo.com) She posted on the PTO page requesting pictures from parents. She has also reached out to Bernie (her contact for Jostens) requesting access to the site. She will have the cover chosen in the next week.

**Yearbook MES:** Kristy Pierce will be the yearbook chair. This committee still needs a co-chair for this year.

**New business:**

* Laura Benestelli called for a motion for the Halloween funds requested by the principals. MES requested $500 and WES requested $1,000. Lauren Nort made the motion. Liz Quinn seconded. The vote passes with none opposed.

**Questions and Comments from Attendees:**

* Tracy Dowler asked for the budget for holiday craft. It is $700 for MES and $1,300 for WES.

**Adjournment:**

Motion to adjourn made by Tracy Dowler. Lauren Nort seconded. Meeting is adjourned 7:18 PM.

Next meeting is November 2nd, 2020.