

**PTO Minutes**  
**Tuesday, April 14, 2020**  
**Via: Zoom**

**Meeting Call to order at 6:40**

Welcome by President Stacey O'Keefe

Officers Present: Laura Ashston - Vice President, Kristin Harnish – Treasurer, Kelly Forsyth – Secretary

Staff Members Present: Biz Ruskowski – Principal, Heather Asiala, Jill Jenkins, Carrie Bui, Missy Waskiewicz, Sarah Marek, Lindsay Annelin, Deb Feaster

**Review of minutes**

Approval of January and February minutes:

Motion to approve January minutes- Stacey O'Keefe

Seconded – Biz Ruskowski

Motion to approve February minutes- Stacey O'Keefe

Seconded – Heather Asiala

**President's Report**

PTO Board Positions to be filled:

President: Stacey O'Keefe's term is ending and Laura Ashton moving up from Vice President position

Vice President: to be filled

Treasurer: to be filled by a co-chair to run concurrently with Kristen Harnish

Secretary: to be filled

Positions will be voted on during May meeting and old board and new board will meet together in June. New board will take over the first meeting of the 2020-2021 school year.

Those interested can submit names no later than May 4<sup>th</sup> by email at [easternelementarypto@gmail.com](mailto:easternelementarypto@gmail.com) or the Eastern Elementary PTO Facebook Page.

Kristin Harnish Motioned to vote Laura Ashton into President position

Carrie Bui seconded

### **Treasurer's Report**

Checking Account: \$26, 761.39

Savings Account: \$10, 555.05

Total Cash in the Bank: \$37316.44

Total Income for March: \$2, 777.37 (includes auction tickets and sponsors )

(\$ 540 to deposit for auction sponsorships, one auction purchase and one auction reimbursement)

Expenses: \$5, 806.29 (includes non-refundable auction items: catering \$4, 607.69 and \$500 from Costco)

\*Looking to be sure to have Carnival and Auction before expiration of liability insurance.

### **Principal's Report**

**Thursday March 12 - 11:00 p.m.** Governor closes Michigan schools at close of day **Friday March 13.**

**March 16-20** (School offerings by grade level at TCAPS 24/7)

**March 23-26** (School offerings by grade level at TCAPS 24/7)

\*enrichment activities offered by TCAPS through TCAPS 24/7

**March 27-April 5 (Spring Break)** Governor suspends instruction for remainder of year on Thursday April 2<sup>nd</sup> during TCAPS Spring Break

**April 2** - Principals and district leaders begin process of writing [Traverse City Area Public Schools Continuity of Education Plan](#)

**April 6-10 District awaits ISD and State approval of Continuity Plan -**

- ISD approved first draft of TCAPS plan
- District and building leaders discussed new normal
- Teachers enter building according to safe procedures - by alphabet, with masks/gloves to pack student curriculum materials for each child in bags. This did not include personal items from lockers, etc. A plan for distribution of these items is being addressed by district and health department. Families will be notified as soon as possible with details of a pick-up plan.

**April 13-17 Teacher Professional Development** - no formal student lessons this week - Teachers will be reaching out to families to check internet availability

- School Staff will be communicating with families about technology needs
- Parents should fill out the link to request a laptop [waitlist request form](#)
- The TCAPS Continuity of Education Plan is a “No Harm” plan. Focus is on engagement rather than performance.

**April 20 - 24 Teachers will begin essential element lessons**

- April 20<sup>th</sup> begins the “New Normal” – focus engagement, social-emotional health, connection, support, guidance. We do not want to overwhelm families. Engagement can take place in LOTS of different ways and it will look different in different grades and in different classrooms... it will not look like a full day of school spent looking at the computer.

- All district staff is working hard to learn platforms and methods of delivery as well as to reach ALL families including those who have been difficult to reach thus far.
- Families can expect district communication weekly, school communication weekly and teacher communication weekly.

Please keep up to date on the district timelines and plans at the following links:

<https://www.tcaps.net/parents/>

<https://www.tcaps.net/parents/health-information/covid-19-information/>

### **Committee Reports**

#### **AUCTION:**

Expected to take place again next Spring during a typical time frame.

We had very little we weren't able to recoup: Catering was non-refundable but company assured us that if we used them again next year, they would really work with us on cost. Some liquor and decorations were not able to be returned and will be kept for next year.

Class Art Projects discussed: is it appropriate to auction? Ideas and comments as to how to sell or distribute are welcome. Biz advised that district has asked that schools not do fundraising. More discussion will follow.

#### **TALENT SHOW:**

Stacey Steeno & Stacey Feeley are chairs for talent show. Idea offered to do an online talent show. Suggested that online version would not present the same value that time to practice and present would develop. An idea was offered that students could video tape themselves and

a video could be created of those that would like. Biz stated that, as a district, all school activities have been cancelled and suggested that discussion continue with a focus group.

### **Old Business**

#### **SPIRIT WEAR:**

Currently on hold as Jen Tees is closed. It will be distributed as soon as possible.

#### **5<sup>TH</sup> GRADE GRADUATION:**

Ideas: do a 5<sup>th</sup> grade party at the end of the summer or do lawn signs

Heather Asiala offered that many of the students from Mrs. Savoy's class were really looking forward to "something" for the end of the year. Interest in Awards was high.

Biz recommends a committee to think about ideas that would follow State guidelines.

Ideas can be sent to [easternelementarypto@gmail.com](mailto:easternelementarypto@gmail.com) or Facebook Page

#### **STAFF RETIREMENTS:**

Tricia Schneider and Gina Savoy

Ideas offered to get gift cards and maybe honor at the beginning of next school year.

**STAR WRITERS:** cancelled

### **New Business**

none

### **Next Meeting:**

May 12, 2020

**Adjournment at 7:45**