

Barry PTA Meeting Minutes
Wednesday, September 16, 2020 @ 6:30 PM

Attendees:

- **Lisa Kaup** – Barry Primary Principal
- **Savannah Hempstead** – PTA President, Parent
- **Rebeca Caceres-Moss** – PTA Treasurer, Parent
- **Lisa Efig-Guida** – PTA Secretary, Parent
- Karen Downey – Parent
- Kimberly Hayden – Barry Primary Librarian
- Samantha Hodge – Parent
- Theresa Johnson – Parent
- Jessica Pecone – Parent
- Andrea Robinson - Parent
- Jennifer Rohwedder – Parent
- Danielle Toussaint - Parent

Call to Order - Savannah Hempstead called the meeting to order at 6:31 PM

1. **Welcome/Introductions**

Welcome and thank you to those who were able to join the PTA meeting! We hope to see everyone at future meetings and that you continue to stay involved. Please join the PTA and pass along the message.

2. **Principal's Report**

- a. The first 3 days of school have been going well. Everyone has been doing a wonderful job and there is excitement from both students and teachers. In-person learners are doing well with wearing masks and remote learners are doing well with the online platform. Parent drop-off/pick-up is getting better each day. Busing this year is also going much smoother. Last night was the first virtual open house ever and it went well!
- b. **Picture Day:** This Friday, September 18th is picture day. [Isaf - Merkur Studio](#) will be taking pictures in the cafeteria and orders are done online. Remote students are also taking part on Friday evening (last names A-F at 5:30 PM, G-L at 6 PM, 6:30 PM, and 7 PM following). Temperature checks will be taken upon arrival and safe social distancing measures will be in place.
- c. **Crayons & Books:** A big thank you to Amanda Sharpsteen (Mr. Sharpsteen was VP for the PTA last year) for putting together the GoFundMe page, [Colors of the World Crayons for Cortland Schools](#), to help purchase skin tone colored crayons for our students. With the extra funds received we were able to purchase a number of books centered around diversity, equity and inclusion for our Kindergarteners, 1st and 2nd graders. While this was happening an individual by the name of Terry Muhee from North New Hampshire sent us a donation check of \$1,000 to purchase diversity books for our library. This order has already been placed with the help of our Librarian, Kim Hayden.
- d. **Box Tops:** We have also received 2 checks from Box Tops during the summer (\$8.60 and \$7.00). Principal Kaup will send these checks to our treasurer to process.

3. **T-Shirts**

The PTA was able to purchase t-shirts for all our students at Barry Primary. A big thank you to Miller Street Mechanicals (the Treasurer's husband's business) for donating funds to provide t-shirts for all teachers and staff as well! Barry Primary students, teachers, and staff will now have a Cortland branded shirt for the school year.

4. 2020/21 PTA Budget

Events and programs haven't been finalized yet, but planning is underway. The PTA would like to provide as much as possible within the current restrictions and guidelines.

- a. **Harvest Day:** For the upcoming Harvest Day activities the PTA would like to provide a craft/project for in-person and virtual learners, so they are experiencing a similar activity. Harvest Day is scheduled for Friday, October 30th, so this will need to be a quick turnaround. Items would need to be in-hand the week of October 19th, in order to be distributed on Monday, October 26th (the Monday before Harvest Day). The next PTA meeting is scheduled for Wednesday, October 14th. Please email any of the officers, or BarryPTAPres@gmail.com with ideas.
- b. **Document Readers:** The Librarian, Kim Hayden, emailed an inquiry about using PTA funds to purchase 1 or more document readers for teachers. This would help with projecting large images in front of the classroom while kids can remain socially distanced. Kim had emailed two options to the PTA, a \$100 price point and \$200 price point item. The PTA discussed surveying the teachers to gauge interest. Kim Hayden will canvas the staff to inquire about interest. If a document camera is purchased it could be sanitized and shared among a few of the teachers. A purchase would need to be made quickly in order to get something in place and get the most use of the item.

Savannah Hempstead made a motion to purchase 3 document cameras at the smaller price point; Rebeca Caceres-Moss seconded the motion; the motion was unanimously approved.

Karen Downey provided a do-it-yourself option for creating a document camera setup. The teacher could use their phone to project an image. Karen will send steps via email to Principal Kaup so this method can also be shared and utilized among teachers.

- c. **Parker Funds:** The PTA has been in contact with the PTO Treasurer from Parker. We have received a check for just over \$2,000 from the split that happened during the previous school year.

5. 2019/2020 Audit

Rebeca Caceres-Moss provided an update that the audit is being planned for this week to be completed by Kim Hayden and another individual not affiliated with the PTA. Rebeca also noted that we have received an email confirmation from the IRS that our 990N form has been accepted as of today, September 16, 2020. Andrea Robinson inquired about receiving the PTA budget for review. This will be shared and available to all PTA members in future meetings, the PTA didn't have contact information prior to the first meeting. The treasurer report with the budget will be shared, along with PTA meeting minutes.

6. Flyers:

- a. **Box Tops for Education:** The PTA would like to include a flyer for families with a reminder about how to digitally submit Box Tops. Individuals can scan their receipts and by doing so support their school of choice. The PTA discussed possible classroom competitions. Andrea Robinson and Theresa Johnson provided feedback on designating a school for box top submissions. For families with children in multiple grades/schools, the individual submitting the receipt can designate which school the funds should be allocated to upon downloading the app. It would be great to identify classroom sizes/understand how this would work if we want to do any classroom competitions. Karen Downey raised concerns about some families not participating in the program due to privacy concerns. For families that do participate, they are not asked to provide any student data when signing up for the program. Savannah shared there are new items included with the box top program. She will share a flyer via email to be distributed in future in-person/remote packets.
- b. **Tools for School:** The PTA would like to provide a flyer to families about the Tools for School program. Rebeca Caceres-Moss will find details about the program to be shared. There is typically a deadline for ordering supplies. An order should be placed as soon as possible with points already accumulated.

- c. **PTA Flyer:** Lisa Efung-Guida shared a flyer for review to be distributed to families in the coming weeks to promote PTA participation. This will be printed along with the PTA membership form and distributed to families via take-home folders or remote-work packets. The PTA membership dues remain at \$4.00 per person.

7. Other Business

- a. **PTA VP Position:** The PTA Vice President position is available if anyone is interested in nominating themselves or another individual for this position. The PTA President will send out a nomination form via email. Individuals may also email PTABarryPres@gmail.com with any questions or inquiries. Any nominations (provided the individual accepts the nomination) can be then placed on a ballot for voting.
- b. **Transition from PTA to PTO:** The PTA discussed the benefits and drawbacks of transitioning from a [PTA](#) (Parent-Teacher Association) to a PTO (Parent-Teacher Organization). One of the main concerns was losing the PTA insurance if switching to a PTO. This is typically needed for off-premise events, which may not be as necessary in our current state. However, the PTO could still purchase insurance on its' own. Andrea Robinson will look into what insurance the Parker School previously had and the cost. Another downside of transitioning would be the need to \$0.00 out the checkbook in order to transition. All funds raised would need to be used or donated prior to transitioning. The officers see the benefit in being uniform with the rest of the Cortland Enlarged City School District as a PTO, #WeAreCortland! Please send any feedback or concerns to PTABarryPres@gmail.com.
- c. **Student Teachers & Volunteers:** The PTA discussed the status of student-teacher protocols as well as volunteers with the school. Currently there is only 1 student-teacher at Barry Primary. The school is in close communication with the Health Department and CDC. Typically, there would be several student-teachers coming into the school with field-placement work, but this will not be happening this school year. The Cortland Enlarged City School District is also not allowing volunteers to be in school at this time. Volunteers who were previously registered as such received a formal letter with information about this being on-hold until further notice.

Adjournment - Savannah Hempstead adjourned the meeting at 7:14 PM

2020 – 2021 Barry Primary PTA Meetings (@ 6:30 PM)

Wednesday, October 14 | Wednesday, November 18 | Wednesday, January 13 | Wednesday, February 10 |
Wednesday, March 10 | Wednesday, April 14 | Wednesday, May 12

[Franklyn S. Barry PTA Facebook](#) | [CECSD Facebook](#) | [Barry Primary School Twitter](#) | [Cortland NY Schools Twitter](#)