

## **Burr PTO Board Meeting**

September 14, 2022

8-10pm

Note Taker: Sonia Yung (Secretary)

### **Attendees:**

- Amie Butler: Co President
- Sarah Barbrow: Education Support Coordinator
- Casey Kudesia: Treasurer absent at PTOC meeting
- Dave Lievens: Communications Coordinator
- Angie Kim: DEI Coordinator
- Sonia Yung: Secretary
- Kerry Lynch: Events (absent)
- Kayla Noblecilla: Events

### **Approve August 18 Minutes ( Sonia Yung )**

- Motion to approve August 18th Minutes made by Amie
- Mins approved by the board.

### **Budget ( Casey Kudesia)**

- *Updates from the Treasurer on current budget and outlook on expenses/income for coming month, as well as update on any key budgeting activities*
- Finalize budget discussions before Sept 28 community meeting
  - Need to make any last minute changes if need be.
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- Clarify Expense/Reimbursement Procedures
  - We will annually explain to everyone.
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- Budget Reconciliation Support
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\$50,623 is our budgeted expense . Current budget is \$50,600. Negative \$23.00

More money with less load to the playground. More aligns to previous years

Reason we didn't spend a lot previous year is because CAS didn't spend a lot of money on the event last year. Under Budget for more than half for CAS. Another reason was we were more cautious of events after 'pizzagate'. Last year's budget was pretty close. It was easy to change numbers but we need to figure out the data on the income.

Income goals are a stretch with no fundraiser people. We are not doing movie bc we don't have the manpower. We have the license though. Combining year end events to reduce strain. We need to take them off the budget list if we don't use it. TBD events can be events like trivia night, book fair.

## Events & Concessions \$10,000

Many expenses are for no expense events. Non fundraising events.

Kayla would be in POC of Mayfair. Kerry would be potential fundraising event. Go with what we have been doing with funds now but we can change things as we go. We only have a set income so we don't want to set a push on budget. Possible \$300 would be taken out of expense. Then it would be taken out of income. Currently at 86 pizzas. 5th grade and cultural events has more funds.

## Education

CAS & teacher supplies are the big items. Equity CAP was set so that schools wouldn't over budget. You could roll over it for the next 3 years. It would be supply one classroom's item of stuff. Understanding our differences now includes 2nd grade. So possible increase may happen.

CAS budget for 3 programs and concert series. We have already paid for the concert series.

Teacher Gift Cards have received their gift cards.

Principal's Discretionary Fund was \$4100 decreased to \$3000

PTO Operations: Amazon & Zoom \$500

Teacher Appreciation increased from \$3000 to \$5000

Income: Everything has increased.

Wolf fun and online auction barely reached their mark.

Increased our Amazon Smile so encourage people to link their amazon.

Buddy Reconciliation Buddy: Sarah Barbrow has joined to help Casey for 21-22 school year. And will do for 22-23 school year.

Secretary os State Filing needs to be done by Nov 1, 2022

## Operations ( Sarah Barbrow ) ( Amie Butler )

- *Discuss operational improvements that will create efficiencies and help our effectiveness as a board*
- Google Usage
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- Volunteer Recruiting
  - Find potential volunteers to help out with events.
    - Movie Night, Dine Out Coordinator, many roles & opportunities could probably be reached out from k-2

## Communications (Dave Lievens)

- Discuss our PTO communication strategy and how best to execute it
- Process for Buzz
  - Marta is getting a friend to check out the template for the Buzz
  - Deadline for Buzz: Saturday 12pm email at Buzz@burrpto.org
  - Survey for Buzz community: to see if Buzz is helpful, what channels they use to get information.

- FB channel, process and how to post
  - Facebook post click on pins and pin it to channel in slack , or get through the back end on facebook.
  - To schedule a post and you see a planner. Click on the schedule post.
  - 1 per morning and 1 per afternoon for posting schedule
  - Anyone on Board can reply to messages.
  - Use a image when posting Canva
  - After we post on Burr PTO share with Burr parents
  - Instagram should we have one? Yes Dave will work with Kayla to make one!
- Review Burr PTO website and tell Dave Lievens if there are errors or things you need to change.

### **Community ( Sonia Yung ) ( Kayla ) ( Angie )**

- Discuss how can we bring the community back together through events, programming, and communications
- Back to School Picnic 9/22 5-7pm
  - Wally's and Pizza Market all set to attend
- BooFest
  - Oct 22nd 4-6. Got a DJ working on getting volunteers, Trunk or Treat
- Diwali/Dia De Los Muertos 11/6
  - Ruchi and Lucy are coordinating but still doing the permitting
- Principal Appreciation May 1 or Oct 29th
  - Ask if other PTO's celebrate it? Amie to ask at the next PTOC

### **Fundraising (Amie Butler)**

- Discuss ways we can maintain focus on fundraising and build momentum in the absence of a fundraising chairs
- Wolf Fund begin in Oct-Jan
  - Giving Tuesday worked out well last year with company matching.
- Dine out coordinator
  - Still recruiting need a coordinator
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### **Diversity, Equity, and Inclusion ( Angie )**

- Discuss ongoing diversity, equity, and inclusion initiatives and activities as well as ensure DEI perspective applied to board decisions
- *Updates from FORJ, ELPAC, SEPAC and on any other recent/upcoming activities*
  - Library setting a time for ribbon cutting
  - Eliza is still co-president of SEPAC.
  - Every school needs a SEPAC coordinator

- Do we want to list on the website our FORJ, ELPAC and SEPAC contacts?
  - Angie will revise and send to Dave

### **Educational Support ( Sarah Barbrow )**

- Discuss the work of educational support teams/programs and updates on key activities
- Updates from CAS, UOD, Green Team and on any other recent/upcoming activities
  - Ms. Field does not have a room parent yet
  - All room parents messages are on google drive for new PTO board
  - Sept email was sent but Sarah still don't have a class yet. Probably not until mid October
  - Have heard nothing newton school foundations
  - CAS, spoke to Deb her office is not allowing remote working so she wants a Co-Chair. Need to recruit coordinators.
  - UOD, Deanna is still the chair and she is going to recruit a parent who may be of interest and Deanna will show them how to coordinate UOD.
  - We may need to add it to the volunteer list.
  - Sarah to find out about the budget
  - Safe Routes, Laura Sanders is the lead . Walk to school day in October. Ms. Wong Tucker is going to have the 5th graders do a Blue Zone Video.
  - No updates on green team
  - Community garden, Benny is still the gardener Sarah will follow up with Benny about grounds before they freeze.

### **Miscellaneous Updates**

- Address any outstanding issues activities
  - Community Meeting prep 730-830
    - Amie Butler putting together slides
    - Intro of the board, introduce yourself
    - What to expect, what's coming, flag volunteer needs.
    - Sarah will help MC
    - Casey to do Budget
    - 8pm Mindy and Mental Health team discussion
    - Vote budget
  - tent purchase
    - Could spread cost over multiple events or budget for 250. Will shop around and decide if we need them.

### **All other business/Adjourn**

- Meeting adjourn by Amie at 10pm

