Burr PTO Board Meeting

12/8/2021

8-10pm

Note Taker: Sonia Yung (Secretary)

**Attendees:**

* Pam Rajasekhar: Co President
* Amie Butler: Co President
* Sarah Barbrow: Education Support Coordinator
* Casey Kudesia: Treasurer
* Alyssa Haggerty: Community Coordinator
* Dave Lievens: Communications Coordinator
* Angie Kim: DEI Coordinator
* Jenn Reale: Past Co-President (absent)
* Sonia Yung: Secretary

**Minutes:**

# 1. Intro & Approval of Minutes *( Amie & Pam)*

1. *Document minutes approval for board records ( Sonia )*
* Prior minutes approved unanimously from 11.10.2021

# 2. Operations

1. *Getting events on PTO Calendar*
* Mindy wants to subscribe to the PTO calendar so that way we can rely on one calendar for Mindy's newsletter ect*.*
1. *Slack Pro Account Upgrade*
* Closing in on 10,000 messages which is a free account but can upgrade to pro version. 85% discount for non profits is $1.00 per month per user $120.00 a year.
* So far we used $439.00 of the $700 budget but does not include membership toolkit which is $450.00.
* Do we really need a membership toolkit? Will take a vote in the future to determine if we need to renew this resource and if it gets used
1. *SY22-24 Board Recruitment*
* Think about open positions in Jan and recruit in Spring
* End of January at community meeting talk about open board positions
* Elections in May
* Take office in June
* Option positions will be a Co President and find out if Pam is going to continue or roll off.

# 3. Budget *(Casey)*

1. *Budget reconciliation with* Sarah Barbrow *on Monday*
* Made budgets amount in kindergarten on soccer
* On target where we thought it would be at this time of the year
* Amazon prime account PTO ops expense.
* Amazon Smile payments $400 for the year they send out quarterly payments. The first quarter was $105.
* Just Next Door < Bertuccis and Picture day are still outstanding as to how much we made.
1. *5th grade budget*
* PTO sets an amount for the activities then the 5th grade decides what they want to do with it.
* Casey will send an email with past estimates of expenses for the 5th grade events.

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# 4. Fundraising *(Pam)*

1. *Wolf Fund Update*
* Close to 70%, great response to giving Tuesday
* Still need $8000 to goal
* Push a recurring donation at $5.00 a month level. The reason we are aiming for that number is $60.00 a year and have to be above $60.00 to give a token gift that is less than $11.00 per IRS guidelines. Burr car magnet as an incentive to donate to the wolf fund.
* Sustaining Gifts Push & Incentive through end of campaign
* Another folder drop

# 5. Communications *(Dave)*

1. *Buzz & Website Updates*
* Nothing new at this time

# 6. Community *(Alyssa)*

1. Just Next Door Dec 1st
2. Trivia Night Dec 10th
3. Ward 4 1/13 over the phone orders try to order the day before or dine in and they are only doing 10%.
4. Lunar New Year starts planning and we have a brainstorm meeting.
5. Skating Larz Anderson $400 an hour , Daily $320 but has to be during vacation weekdays.

#  7. Diversity, Equity, and Inclusion *(Angie)*

1. FORJ Book Club 12/9
2. SPEAC informal author gathering on 12/19 at Auburndale Cover
3. ELPAC on Dec 14th on how to use ASPEN and winter activities
4. Angie to communicate with the ELL director to talk about blue zone

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# 8. Educational Support *(Sarah)*

# *Updates from CAS, UOD, Green Team and on any other recent/upcoming activities*

* Newton School Foundations offers a grant to Newton public schools to support 3 areas no subject to equity cap. Grant cycle is happening now. Last year they wanted to create a liaison program.
* CAS has been quiet Wingmasters happened.
* Understanding our difference Deanna is the chair but things don't start until Jan.
* Safe Routes Allison Kelly is coordinator. The Newton Safe Routes team shared with the liaison of the snow removal map.
* Blue Zone team running smoothly right now thanks to volunteers and Allison Kellys help
* Green Team no updates
* Community Garden reaches out to Benny or one of 2 people that know how to garden.
1. *Book Fair recap*
* Best Book Fair as vendor
* Vendor made $1000 so we probably only made $130 12.5%.

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# 9. Miscellaneous Updates

1. *Playground Progress Update and benches (Alyssa )*
* Ginny needs a list of expenses that we need to approve trying to get COD to pay for swing and matting. Need matting for the picnic table to make it accessible. City will pay for insulation $1754 for matting 16 mats. Hopefully wood chips will be included.
1. *Gaga Ball*
* needs mats for it as well. Jenn has the go ahead to purchase. $7500 in budget for $6000 for the gaga ball pit. Needs 28 mats.
1. *PTOC update*
* Meeting was 12/7
* Lots of conversation about equity at the last meeting.
* NSF was there to explain grant information that Sarah spoke about
1. *Lost and Found*
* Mindy asked if there is a way if they take pictures of the items and send a link of lost items?
1. Community Meeting Jan 26th
* Guest Speakers ? Maybe special teachers
* Screen time discussion
* More of a connect with PTO members with breakout rooms.

# 10. All Other Business/ Adjourn *( Amie and Pam)*

*MEETING ADJOURNED AT 9:41PM*