

Burr PTO Board Meeting

Aug 18, 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 (Absent)
- Angie Kim: DEI Coordinator
- Sonia Yung: Secretary
- Kerry Lynch: Events
- Kayla Noblecilla: Events

Fall Calendar

- Summer:
 - Kindergarten Play Dates are great - wonderful feedback :) (because Burr is the best)
- *September:*
 - Open House -
 - Date: Thursday Sept 1st Open House 1:45-2:30pm
 - We could bring poster with QR code / info for signing up for volunteer roles
 - Kerry will make a poster with QR codes for volunteer sign ups, Burr Buzz, all the other things for Open House (2 copies)
 - Back to School Teachers' Lunch -
 - Date: TBD
 - Need the exact date from Mindy - will be before school starts
 - Note: budget \$ should come from the year ending 2022 so we need to *increase* the budget for this next year
 - We will increase the teacher appreciation budget anyway to cover 2 of these in the 2022-2023 school year; and then in the following years, include the teacher lunch in the school year that just finished
 - Point of Contact: Angie
 - Will need a new head count from Mindy
 - First day of school parents coffee
 - Sept 6th - for NEW parents (K and also new families) to meet Mindy
 - Would be outside because it's primary election day and the cafe will be in use
 - Back to School Picnic
 - Date: September 22nd and 5:30pm
 - Point of Contact: Sonia & Angie (and Amie)

- Casey can help with the paper sign ups
 - To do:
 - Reserve the field form, custodial
 - Advertise the event
 - Volunteer list to hand out pizza
 - Organize pizza order forms
 - We get a lot of paper slips & sign-up-genius \$
 - Can be tricky - Casey can help with the \$ side of things
 - Find out teacher pizzas & talk to Nikki
 - Contact Yogurt Beach, contact all the pizza vendors (and get multiple vendors for pizza)
 - Sonia will set up a meeting for Amie, Casey, Kayla, Kerry, Angie to meet with Alyssa once to learn how to do this
 - Allow FORJ, SEPAC, ELPAC table
 - School Picture Day
 - Date: Sept 23rd
 - Point of contact: Jenn R is organizing - will let us know what she needs
 - September Community Meeting to Vote on BUDGET
 - Date: Sept 28th at 7:30pm
 - This is the first community meeting of the year.
 - We have another community meeting - Dec/Jan (usually the Superintendent wants to come) and one in May/June - elections
 - Ideas:
 - Have a “what to expect this year - events / what to do / how to help / introduce FORJ, SEPAC, ELPAC / what is CAS/UOD ” followed by maybe back to school tips from mental health team
 - Then they can understand the budget
 - We could have a slide deck (with glossary!) that could end up on the website / buzz could link to it
- *October:*
 - Walk to School Day
 - Curriculum Night - date unclear! But PTO will have a space to talk.
 - Parent Socials
 - Point of Contact - Kerry! :)
 - Budgets: how will this work?
 - Auction funds could fund a parent event affiliated *with* the Auction
 - End of MARCH?
 - Could have grade level get togethers for parents - could recruit a volunteer from each grade to host something
 - BooFest
 - Date: TBD
 - Point of Contact - Sonia! :)
 - Kayla will help!
 - Day of the Dead / Diwali
 - Date: TBD
 - Point of Contact - FORJ & Angie/Kayla (is the PTO liaison with FORJ)

- folks)
 - Lucy / Ruchi
 - WolfFund
 - Point of Contact: Amie / Casey / Dave
 - End of October - start to gear this communications up
- *November:*
 - Election Day Bake Sale
 - Date: November 8, 2022
 - Point of Contact:
 - Let's recruit someone to run this
 - Lots of \$
 - Lots of food!
 - As long as we have volunteers - we will staff the table and make \$
 - Connect with Kerry for a Burr Bake Shop or Burr Bites - something reusable :) - "wolf down some treats for a good cause"
 - Have some talking points about what's this for (this funds CAS! UOD! The children!!!)
 - Scholastic Book Fair
 - Date: 11/28 week
 - Point of Contact: Sarah
 - Classroom books are tax exempt
 - Need to connect with Nikki about \$ for some kids
 - Set up & keeping it operating - LOT OF VOLUNTEERS & during school day
 - BIG LIFT for volunteers (need a lot)
 - Can we have early / late times for families - evening etc.
 - Can have teachers pick books in advance for folks to buy for them (they had wish lists)

PTO Business - Teachers Gift Cards

- Casey / Amie will work together to make this happen (get info from Mindy and divvy it up)

PTO Business - Volunteer Rosters/thank you's

- We tried to create a volunteer roster / excel file in the google drive to keep track of who volunteered for what so we can reach out specifically to folks as needed
- [Amie updated the Sign Up Genius!](#)

PTO Business - Monthly Agendas & Monthly Board Meetings

- Shared drive → Business → Agendas (also check out minutes)
 - You can add to the agendas any time up to the meeting.
- We pick a day of the week - 2nd Wednesday of the month from 8-10pm

PTO Business - Google Usage Training

- Sarah can do a training with everyone about the Drive folder & how we use it

PTO Business - Facebook Meta Training scheduling

- Everyone should have FB access & rights
- May schedule a “training” for scheduling tool - so we don’t schedule for stuff to show up too much at once

PTO Business - Slack Training

- We should do a slack training to walk through it - possibly better done in person?

PTO Business - Amie Recusal Letter

- [Letter is in the shared drive.](#)