PTO Board Meeting

9/8/2021

8:00-10:00

Note Taker: Sonia Yung

**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
* Sonia Yung: Secretary
* Spencer Poole: Past Co-President

**Minutes:**

1. **Approve prior meeting minutes (Sonia)**
2. Prior mins from 8.11.21 **approved unanimously**

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# 1.Budget (Casey)

1. **Finalize Budget discussion before Oct 16th meeting**

* Budgeted Expenses $39,218
* Budgeted Income $38,950 majority of it is from Auction and wolf fund then other.
* Need to let the community know that the PTO is funding events.
* Not all expense items are listed below but reviewed the top expenses for each category.

**Events Expenses:**

* Color Day= $130.00
* TBD Events=$200
* Boo Fest=$500
* Movie License=$528
* Picnics= $600
* Cultural Events $800. Alyssa asked to increase amount
* World Cultural Fair=$1000
* 5th Grade Activities= $3000

**Education Expenses:**

* Stem Fair= $100
* Green Team= $200
* Book Room= $300
* Garden Classroom=$300
* UOD= $400
* Anti-Bullying=$500
* Library= $700
* FORJ= $1500
* CAPP= $2500
* CAS- $11,260
* CAS consist of 3 Programs each grade for a total of 18 programs
* 18 programs \* $570/programs = $1000 concert services = $11,260

**PTO Expenses:**

* Copy Expense= $500
* Insurance= $700
* Mutual Aid: $1000 estimate. Still need to agree on this amount. For now just using it as a placeholder but don't know the actual need of it now.
* Meeting with Mindy and Niki next week about the Mutual Aid needs.
* Still need to get a clear understanding and Discretionary fund is also used for Mutual Aid at this time. In the past, they raised money for food tables during COVID.
* Communication PTO operations= $1600
* Principal's Discretionary Fund= $3,100
* Teacher Supplies ( amazon GC) =$5000
  + Each Classroom teacher $175
  + Full Time 90% specialist $125
* Switching grades= $25
* New Teachers= $25
* Looking to increase to $5050 additional $50 from $5000
* **Voted motion made all in favor to approve teacher gift cards $5050**

**Teacher Appreciation Expenses:**

* Hospitality= $200
* Teacher Coffee:=$200
* Teacher Appreciation=$2400
* Do we want to bundle them to $2800 or have more categories?
* These are used interchangeably - objection to combine? Benefit of bundling the fund can be more fluid. Need to decide on this action.
* Retirement fund= still need to look into creating an expense for this

**Other Expenses:**

* Technology: $5625
* Playground: $25000 (already fundraised so they are not included in the $39,218)
* Timber replacement
* Picnic Tables
* Gag Ball Pit:
  + Do we need a line item for Gaga ball pit
  + Would need to have an additional fund raiser for that
  + Researching put types and cost on 10/6 budget vote
  + We can build your own and create a Burr community event.
  + Need to figure out how to raise money for Gaga Pit

**Income**

* Wolf Fund= $17,000
* Auction= $8000
* Combine Wolf Fund and General Donations?

**b.Clarify Expense/Reimbursement Procedures**

* Full policy on Drive <https://docs.google.com/document/d/1AuPZVsifBohJioGDP-sPndZ3o5sW6RtT/edit?usp=sharing&ouid=117989666012044013051&rtpof=true&sd=true>
* Email: [expense@burrpto.org](mailto:expense@burrpto.org) with:
  + State the total amount
  + State what it was used for – if possible, use the expense names/categories in this presentation.
  + Attach receipts (photos, screen shots, scans) as long as it’s legible and clear what the expense was
  + Provide payee information: Name, mailing address, phone number

**c. Budget Reconciliation Support**

* Reconciliation buddy needed
* Sarah volunteered to help Casey
* Amie and Pam recently learned Financial Best Practices at a general Newton PTOC.
* One recommendation is that a non-signer will receive and review the bank statements monthly to protect against embezzlement.
* In the first week of the month, we can reconcile the previous month’s transactions together via Zoom!
* Reconciling includes downloading the e-statements and .xlsx data from our accounts, saving them to the Shared Drive, matching the data to the recorded transactions, and reconciling/explaining/documenting any discrepancies.
* I’ve done this twice on my own – the first time took ~1 hour. The second took 15 minutes.
* The Budget Reconciliation Buddy will participate by being present, generally understanding the process, and calling any concerns out to the co-presidents.

# 2.Operations(Amie, Grant, Pam)

1. **By-Laws/Quorum**

* Quorum will have the final version to vote on Oct 6th.
* Need half to make a decision . Grant suggested making it a little more than that for broader meetings 6 or 7 so it's not just the board. % for board decisions and 7 for broader decisions
* Casey can present a draft of the budget and we operate under that until Oct 10th until the full approval of the budget.
* Grant will adjust the bylaws to the above and we can approve on 10/6 meeting

1. **Upcoming Community Meeting topics/Guests**

* Budget and Bylaws need to vote on next community meeting
* Guest Speaker maybe Nikki Eastburnfor next community meeting

# 3. Communications (Dave)

**a. Process for Buzz**

* Dave would like just one line of communication to contribute to the buzz
* Buzz deadlines Friday at noon. Would like to change Sat at noon.Decided that its up to Dave and if he wants to change to Sat at noon thats fine.
* Editors 8pm on Sundays but wants to change to 9pm on Sundays. We now have 2 volunteers for editors.

**b.FB Channel. Process and discuss adding Insta?**

* When and how much we can put on FB?
* Dave does not need to be the only one to post on FB.
* Decided it ok if however has access to FB account can post important info.
* Can we have an instagram account ? We should . Angie said we need to think of hashtags .
* Look at membership toolkit membership.
* Can give bookmarks to every kid to remind families of membership toolkit, FB page, Volunteering.
* Clean up membership tool directory. If we see anything that is outdated let Amie know

**d.Website update.**

* Tons of things have been updated. Budget, CAS still outdated, Minutes. Send to Dave what needs to be updated

# 4.Community ( Alyssa, Amie, Sarah)

**a.Back to School picnic (any updates/ outstanding needs)**

* .Volunteer fair and Yogurt Beach setup next to each other.
* Still need pizza, hand out volunteer, cleanup and a volunteer tent.
* Maybe post to other PTOS if we can borrow PA system?

**b. Volunteer Handbook**

* Handbook has been completed and needs review by Friday.
* Review it then get back to [Sarah Barbrow](mailto:Sarah@burrpto.org)
* Sarah wants to send it room parents

https://docs.google.com/document/d/1ScAXBWQhUyUnTXteKq7a2ET4fH99l23m/edit

**c. BooFest/DiWali/Dia De Los Muertos**

* Reach out toBurr Alumni to help
* Reach out to Renee about Boo Fest ideas
* Diwali/ Dia De Los Muertos
* Had a call and agreed to have a joint event for Diwali/Dia Los Muertos
* Have Dance performers, food, Henna artist, Face painting.

**d. Principal appreciation day in Oct**

* Reach out to other schools to ask if they do something for principal appreciation day?
* Give flowers and signs change outside. Notes from kids.
* Work with Ginny to help

# 5.Fundraising (Pam)

**a.Wolf Fund Campaign Overview**

* Reviewed what was raised in SY 2020-2021
* Raised with employee match $16,500
* 59 families out of 266 39%
* Target $17,000 should think of a challenge goal.

$128 pers student

* Need to grow donor base
* Kick off soft launch in Oct
* Hard stop in Jan 2022
* Messaging community community but need to think through what other messages we want.
* Raise awareness
* Incentive for giving at a certain level? Swag ext
* 100% PTO board Participation for donations
* Fundraising platforms need to be looked at. Paypalgiving, gofundme.
* Need to have people view our progress
* Could the gaga ball pit be a Wolf Fund incentive?
* Envelope Wall with dollar amounts as an options
* Class participation rate and award given help get kids involved penny wars
* Relating dollar amounts to what its buys $5.00 SB coffee equals new books for classroom as example
* Thermometer near the school sign as Wold Fund progress

# 6. DEI ( Angie )

* 1. **Updates from FORJ, ELPAC, SEPAC and on any other recent/upcoming activities**
* Looking to see if other schools have a DEI role. Spoke to Eliza with FORJ and CEPAC and asked to make a presentation folder to be displayed at a back to school picnic.

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# 7. Educational Support (Sarah)

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

* Has a CAS chair and a budget
* Hurting for Volunteers, safe routes not a big deal or garden
* Green Team: Teachers lead it and we will help along the way.
* Missing Room Parent for Tice
* Fitch 2 maybes

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# 8.Miscellaneous Updates ( Jenn, Spencer, Sonia)

**a.Playground Progress**

* Benches :Uline $3000 includes $35 for shipping . 20 days shipping no charge for tax. Expanded metal. What is the warranty? We have to put it together. Jenn to touch base with logistics of delivery and see NPR and put them together. Pam prefers that PR installs them.
* Working on pricing for Gaga pit keep it on playground
* Timber update: Pat working with Stephanie looking to start on the 13th. Pat will section off the playgrounds so no kids play there.

**b. *Sound System Purchase***

* Sonia to get Bose discount and order online
* On backorder until Oct
* Microphone Original Price $149.00,Discount : $74.50
* Original Price $1799.00Discount : $899.50
* Voted motion made all in favor to approve expenditure for Pro 16 PA system and microphone

# 9. All other business/Adjourn ( Amie & Pam )

# Meeting adjourn at 10pm by Pam and Amie