**Burr PTO Board Meeting**

January 12, 2022

8-10pm

Note Taker: Sonia Yung (Secretary) & Sarah Barbow (ESC)

**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 December 8, 2021 meeting

# **2. Operations** *(Amie / Pam)*

* January Community Meeting - time 7:30-9:00 on Jan 26
	+ Fleishman and the School Board will be the Guests
		- Will do a short talk and then invite Q&A from the audience
	+ Other agenda items:
		- Volunteer opportunities (a slide)
		- Election for Co-President & Fundraising Chair will be at the May meeting
		- Budget vote: $1000 for water filling station

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# **3. Budget** *(Casey / Amie / Pam)*

* Taxes have been filed for last Fiscal Year
* AG / Public charity forms have been filed
* Budget overview / update:
	+ What is in the bank:
		- Plan is always have 1 budget year in reserves
		- This year’s budget is $43,393 (not including $31,000 for the playground)
		- Currently we have $58,003
			* We expect to spend $7500 for playground
			* We have $4500 earmarked for technology
		- *Total is $46,003 - which is what we want to have (a full budget year always in the bank)*
	+ Expense update:
		- Events mostly brought in more than they cost
		- We’ve spent more than we budgeted for Picnics & Communications/PTO Operations
		- Large (more than $1000) items that we plan to spend: Tech, CAPP, World Culture Fair, 5th Grade Activities, Teacher Appreciation, FORJ, (and many items under $1000)
			* Schools across Newton may be considering other ways to spend the money earmarked for technology (~$4500) because the district has invested so much in technology over the pandemic.
		- Without including the playground expenses we budgeted $43,393 and have spent $14,064
			* With the playground: budgeted $31,000 just for playground, spent $23,583
			* That leaves us with $7417 GAGA BALL PIT PROJECT!
	+ Revenue update:
		- Wolf Fund:
			* Raised $20,529
			* Left to go: $3471
		- Total (including Wolf Fund):
			* Raised $25,817
			* Left to go $19,583
		- Other updates:
			* Several fundraisers are yet to happen, and several may not happen because of covid… so it’s great we are doing so well on fundraising
			* Mindy is asking for an additional water fountain to be installed in school. The building fund expenses are frozen at this time. She asked for $1000 to supplement the cost. Has to be voted for in the Community meeting.
			* $2400 budget for Discretionary fund and has used $1600 of it.

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# **4. Fundraising** *(Pam / Amie)*

* **Wolf Fund ( Pam)**
* Push in the next 2 weeks before it closes out. Continue messaging.
* Give Butter acknowledgement but still send out individual notes
* Car magnets hopefully will be delivered to PTO in March and we will deliver some how .
* Any celebration for reaching our goal or going above goal?
* **Auction ( Amie )**
* Last couple weeks of March. March 25th, but can push back to April 1st.
* 1 Volunteer so far
* Amie planning meeting
* Live event think about as months apparach

# **5. Communications** *(Dave)*

* **Calendar update**
	+ Dave made contact with the IT rep at Burr so now the PTO calendar is available to teachers.
* **Buzz**
	+ Still working on the Buzz news redesign.
	+ Let Dave know what communication we want to close out the Wolf Fund and advertise the Auction
* **Membership Toolkit**
	+ Should we look at other options for other directories because membership tool kit is expensive? Some schools use it for emails and signups.
	+ PTOC to see if there is a way to get a class list.
	+ Membership toolkit renewal is up in July and we can look at it then for other vendors over the summer.
	+ Speak about it in April's meeting if we want to cancel it.

# **6. Community** *(Alyssa / Angie / Sonia)*

# **Lunar New Year**

* + Had 7 people on the first call. Then we had a break and the virus increased. Then second call nobody showed up to the meeting.Between the cold, virus, no performers.Thinking of combining it with an ice skating event with treats and taking home craft for back up plan.
* **Skating**
	+ Family to buy the tickets individually
* **May Fair**
	+ Deanna is helping and Alyssa will reach out to her about get it going

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

* **SEPAC**
	+ Over the winter break the person who oversees SEPAC in Newton resigned.
	+ Eliza will update parents on the change
	+ They have a board meeting on June 18th.
	+ ELPAC Angie is the liaison
* **FORJ**
	+ Meeting the other day. Parents from Bowen wanted to open a FORJ chapter in their school.
	+ Angie wants to talk to pirnicial Johal about 4th grade situation and how we address racial situations in the school.

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# **8. Educational Support** *(Sarah / Pam)*

* **Green Team**
	+ No green team or garden updates
* **CAS**
	+ Grade level coordinators are working on events.
	+ UOD 100% virtual this spring and grade level coordinators don't have to do anything and the city will do the programming .

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# **9. Miscellaneous Updates** *(Jenn / Alyssa / Dave)*

* **STEAM FAIR**
	+ Kickoff meeting target week after break week of the 28th and still have not determined the format.
	+ Who are the speakers for the March PTO community meeting? Dave looking into it
	+ At the Community meeting we need to vote to have $1000 approved to spend on the water fountain station.
	+ Promote and talk about volunteer open rolls and board rolls that are open and will be open like VP . Pam is leaving this year.
	+ The community meeting election in May reminds everyone.
	+ Co President, fundraising chair open positions

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

* Meeting adjourned at 10pm