

## **Burr PTO Board Meeting**

Oct 12, 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 ( absent)
- Sonia Yung: Secretary
- Kerry Lynch: Events (absent)
- Kayla Noblecilla: Events

### **Approve Sept 14th Minutes ( Sonia Yung )**

- Motion to approve Sept 14th 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*
- Taxes submitted soon and AIG form to be sent out with taxes.

### **Operations (Kayla and Amie)**

- *Discuss operational improvements that will create efficiencies and help our effectiveness as a board*
- 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
- Dave is fixing template and sending reviewing website updates
- Instagram is trying to get started today.
- Budget info is outdated on Website
- Kayla will be the POC going forward for all scheduled FB post and Instagram posts

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

- Discuss how can we bring the community back together through events,

- programming, and communications
- BooFest
  - Oct 22nd 4-6. Got a DJ working on getting volunteers, Trunk or Treat
- Diwali/Dia De Los Muertos 11/26
  - 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
- Cardio High
  - Casey to follow up with Cardio High Owner
- Wachusett mountain Coupon Code, Kayla will look into

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

- Discuss ongoing diversity, equity, and inclusion initiatives and activities as well as ensure DEI perspective applied to board decisions
- SEPAC board meeting 10/13
- FORJ was 10/11 and other FORJ are excited about Burr Diversity library
- FORJ will talk about Anti Racism curriculum Nov 16th or 17th
- EPAC first community held lots of families participated.

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

- Discuss the work of educational support teams/programs and updates on key activities
- Room Parents
  - All set but no emails yet and the city is telling us the legal council is not able to do what we asked for in regards to email list. Amie is trying to get this setup and find a solution for this. As for now teachers will send room parents emails.
  - 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
- 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. Have garden clean up day Oct 23rd.
- Book Fair: Robin Mcmanus POC and Erica from Scholastics Nov 28<sup>th</sup> week in the library with some digital. Book will get picked up and delivered 5 days before. Friday 3 5<sup>th</sup> grade classes so restock on Thursday. E wallet or cash. ( Nikki) Shop during library time and one day after school shopping. \$20 per kid for Nikki in the past. It comes out of the profits we make. 2016 \$10,000 with Scholastics.

### **Miscellaneous Updates**

- Address any outstanding issues activities
  - Ms. Barker is looking for musical bells. Do you think the PTO can provide? NSF to fund maybe \$33.00 apiece, \$800 total. Teacher appreciation week each class raise money towards the bells. Equity Rules apply and there is a cap. We would then need to vote and a community meeting is in January to vote on it. Amie feels we should wait until spring when we know more about how the budget is doing. Need to check with Mindy too.
  - 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