

BURTON STREET PTA BOARD MEETING

October 26, 2022 Zoom 7 pm

<https://us04web.zoom.us/j/74347733260?pwd=VTRaeVdnOGVzUWJ6ZFhDdFRUMFVuUT09>

Meeting ID: 743 4773 3260

Passcode: PTA2021

Start: 7:01 pm

Attendees: Nikki Skeelee, Nicole Maggio, Becky Choquette, Michelle Belden, Kate Sinsabaugh

Agenda:

Business Items: 10 min

- 2021/22 Budget Update & AFRs for 2021/22 – Becky – \$542 in checks sent out Fri 10/22 for Opt Out prints, Transportation Appreciation reimbursement, & 2 AFRs. 2 AFRs remain to pay (Dear to My Heart and Museum Project) which will be completed in first 4 months of 2022.
- Account balance – Becky – \$23,292.63
- Playground - Has to be bid out to 3 companies so funds (\$30K) are to be returned to us and we will pay for the items directly instead. This is a process that Tom Finnerty should be able to expedite once we figure out the correct process for accepting the money back. It needs to be a transfer of funds (to the PTA) instead of a donation (from the school). We initially wanted to purchase \$30K worth of equipment, but were told to present a check instead.
- There are 3 positions available next year - VP, Treasurer, and Officer at Large. Becky is streamlining the treasurer position to make it easier for the next person. She is moving away from cash as much as possible to reduce visits to the bank (deposits) and not have to rely on getting to the school (pick up payment & forms). We need to look into Venmo Business & relying on QR codes more for direct payment ease.
- Membership Update – Kate –136 members (49 are district employees, 45 of 49 are w/in Burton St). Kate needs to create an excel sheet of volunteer's volunteer interests that they indicated on the member form
 - Past membership numbers '20/21: 91, '19/20: 63, '18/19: 116, '17/18: 67
- Popcorn machine maintenance - have Casey look into companies to clean the machine in the summer so that parts are functioning as they should and the machine is thoroughly cleaned before the following year. Cord also needs replacing during this maintenance.
- Carnival and 4th Grade Moving Up are hoping to move forward as we have in a normal year. Those will both be big budget items at the end of the year.

Committee/Activity Wrap Up: 20 min

- Bus driver appreciation - DD donated 6 dz donuts & 6 coffee boxes. Purchased Caz Bagels (\$287.02 of \$300 budget). A well received event!
- Opt Out - at about \$1500 right now. Last year funds were coming in through the spring so this isn't over.
- First Popcorn+ Day - went well after machine got up and running. Not many students took advantage of the non-popcorn options that were available for purchase. We have plenty of the extras available and shouldn't have to buy for a while
- Fall Pictures - fall photos are coming in now. If you purchased digital photos, you should be receiving digital links soon if not already. Physical photos should be received in the next 2 weeks. Ahead of time we knew 23 teachers would donate their packages so families in need could receive

photos. After retake day we will approach the families in need who haven't purchased and see if they would like photos after all.

- Fall Book Fair - Going to stick with Scholastic for the spring, Folletts has cancelled their book fairs. Michelle Belden will help with book fair as this is Robin's last year. There were a lot of receipts run on the machines. Can we reduce it to one receipt per register at the end of the fair? Michelle will ask Robin the purpose of running receipts daily. Fair runs May 9 - 16th with May 12th parent's night. Hope to coincide with Fine Arts night or another spring event that brings families to the school.
- Spirit Wear sale - our sale closes Oct 31st at midnight. There's orders coming from outside of Burton St and we'll have a pick up night for those who didn't want to have mailed home. Consider using a different Spirit Wear service for next year.
- Square 1 Art - box of samples have been picked up by Amy Austin and it's starting to roll

Upcoming Events – Committee Updates: 15 min

- Winter Market – Kelly – 12/2-12/8 – Kelly is rolling with this and gathering lots of supplies. If Kelly is in need of any budget assistance from the PTA, she can let the board know of additional needs.
- Raise Craze – Nikki – slated for April 19th - May 13th - what's the close out process like for Raise Craze? Do they just send us a check at the end? BEcky is concerned with overlapping book fair and Raise Craze closeouts. This event should be viewed as a pay-it-forward event and not paying someone to do a good deed. A donor is kind enough to offer \$1/5/10 and the student in turn does an act of kindness to pay it forward to brighten someone's day (cards for the elderly, picking up trash in the neighborhood, yardwork?).

Discussion Items: 10 min

We will need to make sure PTA members are vaccinated prior to volunteering. We anticipate creating a Google Form for this so people can answer a couple of questions. We'll need a copy of their vaccine card or it's possible to use the NYS Excelsior pass. There's a business end to the Excelsior pass to indicate if the card is valid. We'll look into it.

Student directory - Is there a secure enough site to have this as an opt in offering? We feel this is a very resource-intensive offering. There are other ways to obtain parent info such as asking your child's teacher to pass your email onto the parent of another student. If the school wanted to offer this, we would see if there's a way to support it, but as a PTA we feel there are other means to find parent's contact information.

Custodians Day is Oct 2. Do we want to give them their own day of celebration and not lump it into teacher appreciation? We do include them in teacher appreciation and make sure they receive snacks, gift bags, etc. At this time we don't think we need to do a separate day.

Teacher lounge needs - Amazon Wish list has worked great and 24 or so items were purchased to supply the teachers with daily coffee and snacks.

Teachers requesting classroom snack help - So far just 1 teacher has mentioned that they would benefit from assistance with the snacks they are giving away. Christy Allen (Katie McGinnis' PTA sub) will see what this teacher in need of and report back.

Should our newsletter combine with the Burton St Buzz? We all agree that the redundancy is alright in that we share info in our newsletter a little differently and that parents might read one email more intensely than the other.

Any topics requesting discussion at the next general PTA meeting need to be submitted to be on the agenda no later than one week before the meeting so there's enough time to discuss it. Any items that will be discussed need to be on the agenda or they will be tabled until the next general meeting. We are making a conscious effort to keep meetings to one hour as we recognize we so often exceed 60 minutes.

Meeting adjourned - 8:54

Stay up-to-Date:

- Our monthly Newsletter will be sent by Mrs Richer & we'll email meeting info to PTA members (agenda, meeting minutes)
- <https://www.facebook.com/groups/674365839617952/>
- <https://burtonstreetpta.weebly.com/>

Help us without spending extra:

- Amazon Smile – Set up instructions to make us your charity of choice
- <https://burtonstreetpta.weebly.com/amazon-smile.html>
- Return your cans at **Caz Cans** on Rte 20 & donate to Burton St PTA

2021/22 Meetings Sept 13, 2021 Nov 22, 2021 Jan 18, 2022 March 14, 2022 May 23, 2022