

## BURTON STREET PTA BOARD MEETING

September 19, 2022 Library 7 pm

**Attendees:** Kate Sinsabaugh, Nikki Skeelee, Nicole Maggio, Beth Alton, Amanda Traynor, Mike Sinsabaugh, Katie Krause, Adria Finch, Breanna Buckley, Erika Fusco, Jennifer Hamilton, Sara Smith, Gretchen Etringer, Annie Parry, Hollie Loson, Casey Masters, Carrie Fey, Kara May, Michelle Belden, Kira Brady, Amy Austin.

### Agenda:

PTA Presidents Welcome – Nikki Skeelee & Nicole Maggio – thank you for coming. We have a lot to cover and hope to keep it as close to an hour as possible. We went around the room to introduce and tell what grade we have kids in.

Principal Update – Kara May –

- LAKER expectations - LAKER acronym to highlight expectations. Worked with Mrs Getman in the MS on these expectations to build consistency. This is for both in the school and on the bus.
- Regarding assemblies - Kara's working out if we can open it to parents (fire code limitations). If it can't be opened up it will be livestreamed.
- Curriculum night - Kara will send out the timelines next week. Adults only evening to meet the teacher and see what the students day is like.
- Open House changes - Open House in Feb to give teachers a bit more time to plan.

Business Items: 10 min

- 2022/23 Budget Update & vote to approve budget – Beth Alton – Gretchen makes a motion to approve the budget. Beth seconds this. All approve, no one disapproves
- Account balance – Beth Alton – \$39,182.31, coming out of that will be the \$14,600.60 for the inclusion pathway.
- Membership Update – Kate Sinsabaugh – last year we ended at 144, currently at 63
- Vote on stools for P/T Dept – initially saw \$213 for four 12” stools, would like to buy 2 sets. \$183 set through Wayfair. Everyone is in favor of this stool purchase.
- Teacher Yoga after school – Nicole Maggio – Mrs Fey would like to bring an after school yoga program to the staff at Burton St. The PTA is needed to sponsor the event so that insurance is covered. All are in favor of sponsoring this event in order to have insurance coverage.
- Intro to committees – we have quite a few committees in need of leads including Yearbook (some communication/work in late fall/early winter, ramps up in Feb), We Love Our Teachers (Valentines lunch), Talent Show, Teacher Appreciation (happens in May), Family/Movie Nights, 4th grade Moving Up Committee, Carnival (needs 2 more). Nicole has a sign up board for events that need help. Sign up after the meeting. Discussion about the opportunity to increase budgets if it's needed. We'd like to have the 4th grade moving up committee hold their own fundraising to help fund possible over-budgets for their event.
- Mike has offered to help coordinate a manual of our typical events the PTA runs so new possible chairs of events can check it out and know what's expected.

Committee/Activity Wrap Up: 10 min

- Class of Shirt sale – Kate Sinsabaugh – 45 or so shirts sold. We make a \$2 profit from each.
- First popcorn day – Amanda Traynor – successful 1st round of free popcorn+ days. Need to order more bags.

## Upcoming Events – Committee Updates: 20 min

- 4th Grade Moving Up fundraiser(s) thought – Nikki Skeele – covered it earlier. 4th grade committee will decide on the event
- Fall Spirit Wear – Kate Sinsabaugh – not going to hold it. MS will have a sale
- Outgrown clothing swap - Idea is to have outgrown spirit wear given to PTA to set up a swap night where you can come in for something that fits. Amanda and Kate can work on this more.
- Bus Driver Appreciation – Nicole Maggio – passing it to the MS this year as the lead
- Picture Day – Nikki Skeele – Sept 28-29, Nov 3 retakes - Nikki is working with Maggie to finalize schedule. You must be a PTA member to volunteer. Sign Up Genius link <https://www.signupgenius.com/go/70a0d44afad23a4fb6-picture3>
- Inclusion Committee – Nicole Maggio – Kira Brady has agreed to lead this committee and has ideas to improve upon the events we have. She noticed Carnival was overwhelming to some students. Maybe a calmer, pre-Carnival time can be offered to those students. Inclusion committee would meet every other month. Would help guide us so that the events we run are more inclusive. Victoria Galbraith is our teacher liaison to make sure information is true and what is offered follows the right guidelines.
- Fall Book Fair – Katie McGinnis – Nov 14-18 - the fall book fair is to benefit the library. PTA will organize volunteer sign-ups.
- Read-a-thon – Sara Smith – Nov 21-27 - to happen over Thanksgiving break, start planning a month in advance, donation incentives are around minutes read and not amount raised. Waiting on Water Safari to see if we can have our Nov reading logged for their Spring reading incentive. Other ideas for incentives: Zoo, The Wild, trampoline parks.
- Winter Market – Kelly Hyatt/Beth Alton – Dec 5-12 - gift buying market for the Burton St students. Have bags & labels already made so it's easier to wrap. Will need volunteers during actual event as well as pre-event organization. Items always needed are older brother and grandfather. Volunteer opportunities for pre-event organization as well. Watch the Winter Market FB page. <https://www.facebook.com/groups/685707412485689>
- Spring events to be discussed later

Discussion Items: 10 min

Meeting adjourned - 8:17 pm

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### 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

**2022/23 Meetings** Sept 19, 2022   Nov 21, 2022   Jan 30, 2023   March 27, 2023   May 15, 2023

2022-2023	PROJECTED		
	Expenses	Income	NET

3rd Grade T-shirts	-\$400.00	\$400.00	\$0.00
4th Grade Moving Up Day (includes pennants and T-shirts)	-\$3,000.00	\$1,500.00	-\$1,500.00
Additional Funding Requests (AFR) -- see worksheet	-\$10,000.00	\$0.00	-\$10,000.00
Administrative	-\$350.00	\$0.00	-\$350.00
BJK Picture Day	-\$300.00	\$1,800.00	\$1,500.00
BJK Yearbooks	-\$4,000.00	\$0.00	-\$4,000.00
Building Capital Expenses	-\$150.00	\$0.00	-\$150.00
Burton St. Gardens	-\$200.00	\$0.00	-\$200.00
Donations (Amazon Smiles, Box Tops, Caz Cans?)	\$0.00	\$650.00	\$650.00
ELA Goodie Bags	-\$300.00	\$0.00	-\$300.00
Family Nights	-\$1,500.00	\$500.00	-\$1,000.00
Hospitality Committee	-\$500.00	\$0.00	-\$500.00
Inclusion Committee	-\$100.00	\$0.00	-\$100.00
Last Day of School Carnival	-\$5,000.00	\$5,000.00	\$0.00
Library Account	-\$296.35	\$296.35	\$0.00
Membership	-\$300.00	\$900.00	\$600.00
Ongoing Classroom Aid	-\$500.00	\$0.00	-\$500.00
Popcorn	-\$600.00	\$700.00	\$100.00
PTA Capital/Operational Expenses	-\$300.00	\$0.00	-\$300.00
Raise Craze	-\$3,000.00	\$20,000.00	\$17,000.00
Read-a-thon	-\$500.00	\$5,000.00	\$4,500.00
Scholastic Book Fair	-\$3,600.00	\$5,000.00	\$1,400.00
Science Fair	-\$500.00	\$0.00	-\$500.00
Spirit Wear	\$0.00	\$0.00	\$0.00
Square1- Artwork	-\$2,500.00	\$3,500.00	\$1,000.00
Students in Need	-\$100.00	\$0.00	-\$100.00
Teacher Appreciation Lunch	-\$1,500.00	\$0.00	-\$1,500.00
Transportation Appreciation Gifts	-\$300.00	\$0.00	-\$300.00
Winter Market	-\$4,000.00	\$7,000.00	\$3,000.00
Totals	-\$43,796.35	\$52,246.35	\$8,450.00

After School Enrichment	-\$2,500.00	\$3,000.00	\$500.00
Talent Show	-\$100.00	\$200.00	\$100.00