

## BURTON STREET PTA BOARD MEETING

March 14, 2022 Library 7 pm & via Zoom

<https://zoom.us/j/98472142828?pwd=eGdwQWd1aDBCSVJHeHQ1QXFqY3Q4QT09>

If needed: Meeting ID: 984 7214 2828 Passcode: PTA

**Attendees:** Kate Sinsabaugh, Sara Smith, Mike Sinsabaugh, Annie Parry, Nikki Skeelee, Renee Fuller, Nicole Maggio, Amy Austin, Gretchen Etringer, Robin Weisbrod, Jen Bryz-Gornia, Jaci Korver, Michelle Belden, Katie McGinnis, Kara May

### Minutes:

PTA Presidents Welcome – Nikki Skeelee & Nicole Maggio – jumping right into the meeting to try to keep it at an hour

Principal Update – Kara May –

- Recess changes - back to normal
- Lunch room changes - lunches are back to normal
- 3rd & 4th grade testing: ELA March 30 & 31, Math April 27 & 28
- Capital Campaign vote March 30th

Business Items: 10 min

- 2021/22 Budget Update & AFRs for 2021/22 – Becky – big expense of Carnival & 4th Grade Moving up. 9 AFR submissions so far April 8th deadline \$3461.68. Becky working on 3rd grade shirts, 3 of 5 classes submitted. 2022-23 AFRs will be approved & purchased (if applicable) before Becky wraps in June. Katie is interested in an AFR for flexible seating for the STEAM room.
- Account balance – Becky – \$28746.91
- Membership Update – Kate – 143 (up 3 including 2 more teachers)
- Playground \$30k donation update – Nikki, Nicole – playground has been delivered. It was put through in June 2021 and the pieces arrived in January to the school. Nothing further needed from the PTA.
- Winter Market policies – since we've run this for 2 years now, we should get policies in place to make sure we have a budget for expenses & earnings. Suggestion of 2 budget lines - one for the "just after holidays sales" (which would be on the current year's budget) and one closer to the Winter Market (which would be on the following year's budget). We want to make the spending clear so that we know the limitations. Suggestion of:
  - reimbursement windows - Jan to June, then Sept - Dec.
  - Winter Market-specific debit card with a certain limit & show receipts
  - Suggestion of Winter Market treasurer to maintain the WM treasury part \*\*this idea was highly supported by those in attendance alleviating some of the demand put on the board treasurer during Winter Market\*\*
- Board members needed in 2022-23 – Vice President, Treasurer, Officer at Large are up for re-election. We've had a couple of people interested in a few spots. 2 year positions and we've made a lot of the processes digital over the past 3 years.

Committee/Activity Wrap Up: 10 min

- We Love Our Staff – Nicole – hosted a Valentine's Day lunch of soup, salad, bread, cookies donated by our volunteers and by In Good Company. Petra Hejnova had been the one to suggest a luncheon of sorts and stayed the whole time to make sure everything was well stocked and even did dishes afterwards. Thanks, Petra!!
- Read-a-thon – Sara Smith – Water Safari had a free water pass promotion. Earned \$7675.09, will net over \$7k after 99pledges small cut, participation numbers increased from 11,239 min in 2021

to 61,961 in 2022, 51 students in '21, 164 students in '22. 96 water safari tickets earned. No class had 100% participation. Sarah has some suggestions on how to streamline things a bit better for next year. There was lots of keep track of between paper & online forms, cash/check & online donations, and Google forms.

- Science Fair – Karen Kogut – 29 students with a pretty even spread across the grades

#### Upcoming Events – Committee Updates: 20 min

- Raise Craze – Nikki – April 19th - May 13th - if \$10k is raised, Kara will kiss a pig, \$15k and superintendent will be slimed. Nicole has asked for donations from local businesses to support incentives - things like neon day, my hero day. Kindness tree in school entrance with acts of kindness on leaves so students can watch the tree grow. Info starts going home a month prior, save the date 2 weeks before. Info packet to go home April 19th
- Square 1 Art – Amy Austin – orders forms have been sent home. Orders taken through the 24th. if we make it to \$3,300 we'll get 33% of the total. We're at \$1k right now which earns 20%. Product will come in April 19th.
- 3rd & 4th Grade Testing Treats – committee lead Jen Bryz-Gornia -
  - Testing dates March 30 & 31, April 27 & 28. Suggestion for next year: order 2 months or so in advance so that any defects can be corrected. Pens.com (use the past 2 years) has been good about correcting defects, but Jen also had a big window before tests to get printing errors corrected which helped.
  - Hard candy given with pencils as state testing treats. Candy treats are dye-free to help with focus.
  - \$300 budget is small for 4 days of testing and 205 students each day. Jen would suggest increasing the budget to account for the increase in annual costs (pencils increased quite a bit this year).
- Yearbook – Mike – Mike has worked with BJK and the Entourage company to get the yearbook lined up. To decrease page count (and therefore cost), there will be 2 classes per page. Katie is helping get the missing students & teachers photos. Turn around time is 16 days for printing. Kaley has a drone shot of the playground that could be used for the mosaic. 46 4th graders submitted artwork for the cover. We have the option for custom videos embedded with QR codes in the yearbook. Katie has a lot of videos of from teachers. Mike will look into this more and encouraged mask-free pictures now that masks are optional.
- Teacher Appreciation – Mike – May 2 - 6 - early in the planning. Email went around this weekend to people who were interested in helping. Ideas welcome.
- Spring Book Fair – Robin Weisbrod, Michelle Belden – May 9 - 13, family evening May 12. Robin has reached out to Maggie to get schedule in place & Maggie said to reach back after April break. Have it in room 1. Sign up Genius will get out in the next 2 weeks. Need to see if there could be a school event for the family night to bring in people.
- 4th Grade Moving Up - Colleen has set up stuff with Caz College, shirts are in progress, food is lined up. Attempting to have everything at the college to save on traveling. Otherwise 1st part will be at Burton St and the 2nd part at the college. Happening June 21st. Inform 4th grade parents of 4th Grade Moving Up well in advance - maybe a "Save the date" can be sent?
- Carnival – from our last meeting those interested on being on the committee are Michelle Belden, Sonia Machovec, Roberto M., Jen Schad & Nikki Skeele. Michelle has offered to lead it with help from Nikki. Inflatables lined up, Balloon Guys reserved, emails out to Byrne Dairy & Wegmans. Past Carnivals, we have cooked our own stuff or had a food truck come in and serve hot dogs which saved us from making the purchases (and having overstock). If there's food trucks, limit the options to save on long lines. We can have volunteers bring in desserts. June 23rd, 4 - 7 pm. Volunteers needed: food head, game head, admission table w/prizes, Robin knows someone who DJs and will get that to Nikki Alternative idea, HS has a DJ club. \$5/person, max of \$15/family. Keep costs affordable for the larger families.

Discussion Items: 10 min

- School student directory - Jen Bryz-Gornia is interested in having a student directory as a way for parents to reach out to each other for birthdays, play dates, etc. Michelle asked - who maintains it? Jen says it could be hard copy. Directory will alleviate back and forth with the teacher to obtain parent connections or there are digital options as well. FM uses the app PaperlessPTO. Katie thinks teachers would appreciate this as a more direct way to have teachers who don't know the contact information for other parents across classes. Jen will look into cost, how often it renews, how to get the word get out about joining.

Meeting adjourned - 8:29 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

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