

JOHN E BURKE SCHOOL PTO MEETING MINUTES

October 28, 2019

Meeting called to order at 5:50 pm by Michelle Stefanilo.

Attendees

Julie Broughton, Nicole Collins, Paula Crosby, Katie DeVita, Krista Doughty, Erin Dunwell, Marissa Fast, Kerry Fitzpatrick, Christine Groom, Beth Horowitz, Victoria Malo, Lauren Mastrocola, Lynn Marcinkowski, Elyse Novak, Kendra O'Brien, Lindsey Patton, Alana Pietrosanto, Jessie Roberge, Meghan Sencabaugh, Robyn Skerry, Suzanne Slater, Michelle Stefanilo, Annette Sylvester, Stephanie Taverna, Courtney Trahant, Sylvia Ward

- I. Welcome
- II. Acceptance of minutes: 9/23/19 minutes approved by Victoria Malo and Suzanne Slater
- III. Spirit Wear update (Suzanne Slater)
 - a. New vendor: K12 Clothing (California)
 - b. About K12: Offers custom website selling Burke t-shirts, sweatshirts, backpacks, water bottles, beach towels, bags, etc.
 - c. Profit: \$5 per item sold. Checks sent monthly to PTO.
 - d. Cost: \$10 per year (out of profit) to monitor and keep website updated.
 - e. Other: No volunteers needed. Items ship directly to people. No ordering deadlines. Will inform families via backpack mail.
 - f. Motion to approve: Approved by Michelle Stefanilo/all attendees.
- IV. Audit update (Suzanne Slater)
 - a. Date: 11/7/19. Report at next meeting. If interested, let Suzanne know.
- V. Principal's Report (Mrs. Broughton)
 - a. Book Fair: Please make sure money is specifically labeled for Book Fair.
 - b. Vocabulary Parade: Rain or shine. Will be held in gym/cafe if indoors. Send little ones in costume.
 - c. Brett Daniels: Will deliver music technology lesson on 10/30/19.
 - d. Literacy Night: Low turnout so Tony Toledo and Sally Grimes agreed to return free of charge. Sally will come to a PTO meeting. Tony will come to an assembly.
 - e. Drive around: Don't let kids out in drive around line before volunteer area.
 - f. Early releases: 10/30/19 @ 12:25pm; 10/31/19 @12:00pm
 - g. Helping Hands: Will again host drive for Thanksgiving dinner items by grade.
 - h. Peabody Gives: Citywide toy drive is being held through 10/31/19.
 - i. Light Stroll: Mrs. Becotte will soon be posting a volunteer Signup Genius and starting the craft clubs.
 - j. Library: Work in progress. Will send out notice when we're ready. Mrs. Broughton will ask Mrs. Becotte if we need parents to help organize.

- VI. Teacher's Report (Mrs. Ward)
 - a. On behalf of staff, thank you for the raffle baskets.

- VII. Treasurer's Report (Lauren Mastrocola)
 - a. September 2019: More money went out due to lack of fundraisers.
 - b. Quick Books: Income and expenses lumped together.

- VIII. Event updates
 - a. Boo Bingo: Success. \$1300 profit.
 - b. Scholastic Book Fair: First day. Michelle will come in on 10/30 at 10:30am so kids who were absent can attend.
 - c. Vocabulary Parade: See above
 - d. Election Day Bake Sale: Will be held on 11/5. No school that day. Need volunteers—see Signup Genius. Kids can come and sit in cafe if needed. If we put baskets out, we will contact winners next day vs. promote again at the Light Stroll. Need to brainstorm which baskets will be displayed when.
 - e. Holiday Light Stroll and Vendor Event: Will be held on 12/7 from 5-8pm. Need a lot of volunteers. Next meeting will be on 11/14. Will check to see if lights work on 11/8 and will start stringing lights on 11/11 and then weekend – time will be TBD.
 - f. Holiday Shop: Led by Kelly Taylor. Set up will be on 12/10. Shopping days will be 12/11, 12/12, and 12/13. Need someone to shadow her to take over next year.
 - g. Sweetheart Dance: 3/27 from 6-8pm.
 - h. Talent Show: Still need a chairperson for this event.

- IX. Important upcoming dates
 - a. 10/30 - Early release
 - b. 10/31 – Vocabulary Parade and early release
 - c. 11/4 – Drop off baked goods for Election Day Bake Sale
 - d. 11/5 – NO SCHOOL, Bake Sale
 - e. 11/8 – School Store
 - f. 11/11 – String lights
 - g. 11/11 – NO SCHOOL
 - h. 11/14 – Light Stroll meeting at 6pm
 - i. 11/18 – PTO meeting at 6pm

- X. Open positions
 - a. PAB Rep: Still needed. Let Michelle know if interested.
 - b. Talent Show Chair: Still needed.
 - c. End of Year celebration: Need to decide if we want to do one this year.

- XI. Raffle baskets
 - a. Thank you to Room Parents and parents who contributed.
 - b. Voting: Mrs. Zaffini's basket won.

Meeting adjourned at 6:21pm.