

JOHN E BURKE SCHOOL PTO MEETING MINUTES

September 23, 2019

Meeting called to order:

Attendees:

Michelle Stefanilo, Katie DeVita, Marissa Fast, Lauren Mastrocola, Elyse Novak, Kendra O'Brien, Alana Pietrosanto, Jessie Roberge, Meghan Sencabaugh, Robyn Skerry, Suzanne Slater, Maria Varoudakis, Lacey Becotte, Nicole Collins, Victoria Malo, Katelyn Barnes, Dina Wardle, Courtney Trahant, Sylvia Ward, Nikki Kachinski, Joyce Williams, Krista Doughty, Lindsey Patten

- I. Welcome
 - a. Michelle introduced board members
 - b. Agenda & budget given out
- II. Acceptance of Minutes – Kendra O'Brien & Joyce Williams accepted 8/19/19 minutes
- III. Principal's Report
 - a. Mrs. Becotte thanked the PTO for the back to school lunch, supplies from the back to school bash and the volunteers who helped to move the library over the summer.
 - b. New staff members to the Burke School 2019/2020 school year were announced and welcomed.
 - c. We will be starting with library volunteers on/around Oct 7th. The volunteers' duties will include reading a story to the students and checking out books. Training will take place next week. We will have two volunteers in the library for reach time slot.
 - d. The Vocabulary parade will take place on 10/31 at 9:30a.m. K-1st will be dressed up as nouns, 2nd -3rd will be adjectives and 4th -5th will be verbs. Planning forms will be going home next week.
 - e. The Dept. of Education MCAS results will be released on 9/25. Individual students' results will be mailed home next week.
 - f. We will be having our first lock down drill on 10/8 for all teachers and students.
 - g. Fall and spring conference sign ups forms will be coming home in the next week or two for those teachers who didn't have the sign ups available at orientation.
 - h. Agenda books will be going home the first week of October for grades 3-5.
- IV. Teachers Report –
 - a. Thank you for the beginning of school year lunch, supply drive and extra start up funds. It was appreciated by all teachers at the Burke.
- V. Treasurer's Report –
 - a. The Burke School 2019-2020 budget was reviewed and approved by Maria Varoudakis and Jessie Roberge.

- b. The Burke PTO is forming a 2nd audit committee to complete the audit of pto books. 4 people are needed for this 2nd audit. A sign up sheet was placed on table for volunteers to sign up. Suzanne Slater will schedule this.

VI. Student Enrichment

- a. Maria V is our Enrichment Coordinator.
- b. Literacy night October 3rd for grades K-2 (Tony Toledo & Sally Grimes are headliners)
- c. 10/30 Music and technology program with Brett Daniels.
- d. Math night to take place later in the fall (Grades 3-5)

VII. Upcoming Events

- a. Vocabulary Parade – 10/31 @ 9:30 a.m.
- b. Boo Bingo – A draft flier to go home next week. Cost is \$8.00 per person and will include a craft/activity and BINGO.
- c. Book Fair – Delivery date to be 10/24, Set up date 10/25, Dates of fair 10/28 through 10/31. Volunteers will be needed.
- d. Light Stroll – 12/7 5PM to 8PM we will need a ton of volunteers for this event
- e. Holiday Gift Shop – Dates are TBD – Kelly Taylor is head of this event and will need a person to shadow her for next year.
- f. Slam & Jam – 1/24/20 (rain date 1/31/20)
- g. Square 1 Art – May 2020
- h. Spirit Sticks – Sale 3 times per year during lunchtime
- i. Spirit Wear – Need to determine when to sell and what to sell
- j. Talent Show – May 2020 Need a coordinator for this event
- k. Sweetheart Dance – Date is TBD
- l. Boosterthon Fun Run - Date is March 24, 2020

VIII. PTO Meeting Dates:

- a. The next meeting is October 28th @ 5:30 PM – raffle baskets will be collected and voted on. PTO to provide a pizza party or ice cream party to winning class basket.
- b. See handout for remaining meeting dates – always on Mondays

IX. Open Positions / Events:

- a. PAB
- b. Traffic Coordinator
- c. Talent Show Coordinator
- d. End of Year Celebration Coordinator

X. Room Parent Coordinator:

- a. Jessie Roberge is RP Coordinator.
- b. All room parents were chosen for the 2019-2020 school year.
- c. A quick meeting to be held after this PTO meeting to discuss duties

Meeting Adjourned at 6:40 PM.