

JOHN E BURKE SCHOOL PTO MEETING MINUTES

November 18, 2019

Meeting called to order at 6:00pm by Michelle Stefanilo.

Attendees

Julie Broughton, Nicole Collins, Krista Doughty, Marissa Fast, Lauren Mastrocola, Lindsey Patten, Alana Pietrosanto, Robyn Skerry, Michelle Stefanilo

- I. Welcome
- II. Acceptance of minutes: 10/28/19 minutes approved by Nicole Collins and Marissa Fast.
- III. Principal's Report (Mrs. Broughton)
 - a. Veterans Community Lunch is Friday 11/22 at the Burke Cafeteria
 - b. Thanksgiving Food Drive ends Monday 11/25 with donation requests per the following:
Kindergarten - canned corn and green beans, 1st Grade - stuffing mix, 2nd Grade - turkey gravy, 4th Grade - potatoes (fresh or instant), 5th Grade - disposable turkey roasting pans
 - c. Holiday Helping Hands donations are due Friday 11/22 with notices of the families willing to adopt a child coming home on Monday 11/25
 - d. Early Release - Wednesday 11/27 @ 11:25am (Lunch will be served)
 - e. No School - Thursday 11/28 and Friday 11/29 - FALL BREAK
 - f. School Winter Concert - Thursday 12/19 with the following times, Kindergarten through 2nd grade @ 9:15am and 3rd grade through 5th grade @ 10:30am
 - g. The school music teacher has created a chorus at the Burke School. The students began meeting last week before school at 8am. This is for grades 3rd through 5th.
 - h. School Enrichment - Brett Daniels was welcomed back to the school and taught the students about song boards and composing techniques.
 - i. Craft Club is going well. Each grade has a specific craft they are creating, and they will be on display at the Burke Holiday Light Stroll.
 - j. Sign up for the Burke Holiday Light Stroll is available either paper copy or online.
- IV. Teacher's Report (There were no teachers present at the meeting) - Michelle spoke on their behalf:
 - a. Ms. Dawson and Mrs. Losanno sent the PTO thank you cards for their teacher start up funds.
 - b. Mrs. Gray sent a thank you note for her retirement check.
 - c. Note: Mrs. K has not cashed her check yet in the amount of \$250.00
- V. Treasurer's Report (Lauren Mastrocola)
 - a. The Burke School PTO Profit and Loss was reviewed.
 - b. PTO financials for 2017-2018 & 2018-2019 were audited by a 2nd audit committee on Nov 14th. Suzanne Slater submitted the Audit Report to Michelle Stefanilo, Lauren Mastrocola and Lacy Becotte. Audit Report will be reviewed by Executive Board and will be reported on at January PTO meeting.
- VI. Event Updates:

- a. Light Stroll: The Light Stroll Committee has met twice to go over vendors, crafts and stringing of lights. We have 933 people interested in attending on FB page with 2000+ views. We expect a large crowd this year. The sign-up genius for the light stroll has been posted. We may change the timeslots because they are 3 hours long and people want to spend time with their family and enjoy the event. We have a human globe rented for the photo opportunities. We will need to have someone trained in the Pop-in booths - she has 3 events booked for that day already.
- b. Holiday Shop: Led by Kelly Taylor. Set up will be on 12/11. Shopping days will be 12/12 and 12/13. Need someone to shadow her to take over next year.
- c. Burke School Son Vs. Mom Dodgeball: 1/24 from 6-8pm.
- d. Sweetheart Dance: 3/27 from 6-8pm. **Please note this is a new date!** Theme will be garden party theme
- e. Talent Show: Still need a chairperson for this event.
- f. 5th Grade Fundraiser - 2/1 This will be an adult only fundraiser with a musical bingo theme. More info to come home with students soon. Save the date!!!

VII. Important Upcoming Dates:

- a. 11/24 & 12/1 - Stringing Lights for Stroll from 2-4pm - Volunteers Needed
- b. 12/2 - Light Stroll Meeting @ 6pm
- c. 12/5 & 12/6 - Stringing Lights for Stroll from 3-6pm - Volunteers Needed
- d. 12/7 - Great Burke Light Stroll from 5-8pm - Volunteers Needed

VIII. Open Positions

- a. PAB
- b. Talent Show Coordinator - we can have a Talent Show Committee Group instead of having just one person be in charge. Elyse Novak is doing the music for the event, Courtney Trahant will be creating the programs and we can have a 5th grader MC the show.
- c. End of the year celebration - this event style is still TBD. We have a movie license do we want to do a movie outside in the play yard for this event.

Meeting adjourned at 6:46pm.