

PTO BOARD MEETING MINUTES  
VIRTUAL MEETING  
SEPTEMBER 8, 2020  
7:30pm

Attendees: Lacey Becotte, Paula Crosby, Betty Efstathopoulos, Marissa Fast, Beth Horwitz, Nikki Kachinski, Lauren Mastrocola, Alana Pietrosanto, Jessie Roberge, Meghan Sencabaugh, Robyn Skerry, Michelle Stefanilo, Annette Sylvester, Maria Varoudakis, Sylvia Ward

Meeting called to order @ 7:35 by Michelle Stefanilo

I. Welcome

- A. Michelle introduced the 2020-21 board members
- B. By-laws revision was emailed to board members prior to the meeting. Revised by-laws are to be approved at the 1st general meeting (was scheduled for 9/17 but will be rescheduled)

II. Treasurer's Report

- A. Exec. Board met to draft the FYE 21' Budget. A COVID-19 line in the amount of \$2,000 was added to the expense portion of the budget. Due to COVID-19 this year's budget and fundraising will look different.
- B. The FYE 21' budget was reviewed and approved by all in attendance
- C. Lauren Mastrocola and Michelle Stefanilo made a motion to utilize funds from the COVID-19 line to purchase plexi-glass dividers for all teachers at the Burke School and clear face masks for teachers and paras in grades K-2. We would need to purchase 17 dividers @ \$40-\$70 each and 80 clear face masks (1 per K teacher & para per month, totaling 8/mth x 10 months) @ \$2-\$4 each. (District was not able to provide these with PPE funds). Plexi-glass dividers will allow all teachers to give one on one instruction to students, K teachers the ability to complete K screening accurately as well as allow students to participate in informal one to one assessments and more. Clear face masks will allow k-2 teachers to continue to work on sounds and mouth position as part of reading development. Motion approved by Nikki Kachinski seconded by Meghan Sencabaugh.

III. Principal's Report

- A. Mrs. Becotte thanked the PTO for the Welcome Back Lunch and all of the help throughout the summer.
- B. Since the 2020-21 school year is going to be either hybrid or full remote model for all students to begin, the City of Peabody has purchased new tablets for Burke students in K and 1st Grade and

new chrome books for Burke students in 2nd through 5th grade. These are currently on backorder and are scheduled to arrive by the beginning of October.

#### IV. Teacher's Report

A. Mrs. Ward thanked PTO for the Welcome Back Lunch and said it was appreciated by all of the teachers at the Burke

#### V. Student Enrichment

A. Maria Varoudakis is our Student Enrichment Coordinator, however, we will not be able to have in person student enrichment this school year. Will look into remote options.

#### VI. Upcoming Events/Dates

##### A. BOOSTERTHON

1. Boosterthon will take place during school two days this year (10/26 & 10/27) to allow for students in Cohorts A, B & C the opportunity to participate in person with a remote model for students who are full remote. This year's theme is Dance Fit. There will not be parent volunteers or spectators allowed at the event due to COVID-19 guidelines. Boosterthon t-shirts will be provided for all teachers. More details for this event will be available at the next PTO meeting. Boosterthon coordinator is Erin Dunwell.

##### B. Burke PTO T-shirts

1. PTO will purchase t-shirts for all incoming K students as well as any student that is new to the Burke this year. There are 44 K students. Beth Horwitz is the T-shirt Coordinator and will be working with Mrs. Becotte on this.

##### C. Election Day Bake Sale

1. We will be raffling off classroom/grade raffle baskets on Election Day which is Tuesday, November 3rd. Due to COVID-19, we will not be able to sell baked goods. We will discuss more at the next PTO meeting. Alana Pietrosanto is the Hospitality Coordinator for this event.

##### D. Scholastic Book Fair

1. We will not be able to hold the book fair in school this year. There is a possibility of running a virtual book fair. Coordinators for this event are Kendra O'Brien and Nikki Kachinski.

##### E. Square 1 Art

1. This will be a virtual fundraiser where parents will take a picture of the child's artwork and upload onto Square 1 website where they will be able to purchase items with their child's artwork on it (pot holders, mugs, key chains, etc.). PTO gets a percentage of the sales from Square 1 Art. Planning to have in November.

##### F. Box Tops

1. Coordinators are Annette Sylvester and Betty Efstathopoulos

#### G. Amazon Smile

1. Earn money for our kids just by shopping!! When you shop through AmazonSmile and choose John E. Burke Elementary School PTO as your non-profit, Amazon will donate a percentage to the Burke PTO. More info on this coming in welcome packets.

#### H. Restaurant Nights

1. Due to COVID-19, we will not be able to hold our annual fundraising events. We are brainstorming alternate fundraisers. Restaurant Nights are popular as people always go out to eat. Participating restaurants will offer a percentage of sales on specified night to PTO.

#### I. Spirit Wear

1. Robyn Skerry will be the Spirit Wear Coordinator this year. She is working on finding a vendor.

### VII. PTO Meeting Dates

- A. Will be changing due to reschedule of the 1st general meeting. Michelle will inform everyone of the reschedule date. Will have all meeting dates at next PTO meeting.

#### B. Room Parents/Guardians

1. Jessie Roberge is the room parent coordinator this year. Room Parents will be selected at the next PTO Meeting
2. A form for RP/G participation will be sent home to families in welcome packets in the next week.
3. Discussed classroom themed raffle baskets be done per grade this year rather than per classroom.
4. Raffles will be due at end of October

### VIII. Misc. Discussion

#### A. Fundraisers

1. Mums
2. Wreaths/Kissing Balls for holidays
3. Scratch Ticket Fundraiser
4. Cash Calendar
5. Penny Wars

#### B. First Day of School

1. Looking for volunteers to “Chalk the Walk” for students to see on orientation days. We will be meeting Sunday 9/13 at 6pm

#### C. Pressure Wash Playground

1. Mrs. Becotte is looking to have the playground pressure washed for the 1st day of school as well as 1 x per week as the school year continues.

**Meeting adjourned at 8:45pm**