

## JOHN E BURKE SCHOOL VIRTUAL PTO MEETING MINUTES

October 1, 2020

### Meeting called to order @ 6:02pm by Michelle Stefanilo

Attendees: Lacey Becotte, Rose Capone, Katie Devita, Katie Diagostino, Krista Doughty, Betty Efstathopoulos, Angela Falzarano, Marissa Fast, Camryn Flynn, Nikki Kachinski, Diana L (iPhone), Lauren Mastrocola, Serena Molk, Emily Moore, Colleen Morelli, Alana Pietrosanto, Jessie Roberge, Meghan Sencabaugh, Robyn Skerry, Michelle Sorento, Michelle Stefanilo, Annette Sylvester, Maria Varoudakis, Sharon Waite,

- I. Welcome
  - a. Michelle introduced 2020-21 Executive Board members: President - Michelle Stefanilo, V.P. - Marissa Fast, Treasurer - Lauren Mastrocola, Secretary - Robyn Skerry
  - b. Meeting Agenda & budget given out (via email)
  - c. Previous meeting minutes (9/8) were approved by Maria Varoudakis
  - d. 2020-21 Bylaws revision approval by Lauren Mastrocola.
  - e. Thank you to those parents that donated their time and chalk to "chalk the walk" for the first day of school.
- II. Treasurer's Report -
  - a. Treasurer's report to be filed.
  - b. An audit committee needs to be formed for the 2019-20 school year balance sheet and income statement. If anyone is interested, please reach out to Lauren Mastrocola.
- III. Principal's Report
  - a. WE ARE SO HAPPY TO BE BACK TO SCHOOL!!!! Welcome back students with the current routines and procedures for this school year. There will be routes for walking in the halls, bathroom passes and other new protocol to follow to help reduce the transmission of COVID-19 in our school.
  - b. Thank you to PTO for the chalk the walk decorations and the to the volunteers over the summer who painted the paw prints on the school floor.
  - c. Thank you to the volunteers for morning drop off. This is a new policy for our school this year with rolling drop off in the front of school and we are trying to minimize the backup on Birch Street.
  - d. Specials (art, gym, music, library) will be on a 14-day rotation this school year. Students will have the same special for 14 consecutive days before moving onto the next special. We are doing this to minimize student and teacher exposure to one another.
  - e. Every Wednesday will be a fully remote day for all students and staff. Teachers will give a weekly overview and introduce the lessons for the week. Our weeks will go Wednesday to Wednesday.
  - f. Lunch is free for all students through the end of the school year.
  - g. Spirit week will be the week of 10/26.
  - h. Early release days this month are 10/21, school will be dismissed at 12pm and 10/28, school will be dismissed at 12:25pm. Both of these days will be fully remote days. During early release days FKO will be open all day. We will be having parent/teacher conferences on 10/28. All conferences will be virtual at this time.

- i.
- j. School pictures will be on 10/22 for cohort A & am kindergarten and 10/23 for cohort B, C and pm kindergarten. There will be no class photo at this time. The vendor for school photos will be O'Connor. Watch for an email to order photos online.
- k. All available chrome books have been distributed to students. There are not any available at this time.
- l. Kindergarten and 1<sup>st</sup> grade will be given tablets. They are due to the school by the end of September.
- m. October's vocabulary parade will be on 10/29 for Cohort A and morning kindergarten and 10/30 for Cohort B, C and pm kindergarten. Kindergarten and 1<sup>st</sup> grade will dress up as nouns, 2<sup>nd</sup> and 3<sup>rd</sup> as adjectives and 4<sup>th</sup> and 5<sup>th</sup> as verbs. Spectators will not be allowed at this event. PATV will be livestreaming and we will provide a link to families.
- n. Clorox wipes are needed. If any families have any, they would like to donate to the school it would be greatly appreciated.
- o. Recess and the playground are available to students. Students will be wearing their masks at recess. The playground / basketball court will be sectioned off by classroom for students to use. Each class will get a rotation to use the playground. The play structure will be power washed weekly by volunteers.
- p. School sick policy is very strict this year. If you have any illness please stay home. If you become sick during school, you will be placed in a quarantine space in the nurse's office until a parent or guardian can come pick you up. You will be required to provide the school with a negative COVID test or a note from your doctor in order to return to school.

#### IV. Fundraising –

- a. A new position has been added to this years PTO Board. We would like to welcome Angela Falzarano.
- b. New Fundraiser: Holiday Kissing Balls / Wreathes. The company we will be using is Wentworth Products. Delivery and pick up will be Mid-November to December.
- c. Restaurant Nights: We will be hosting our first restaurant night on November 4<sup>th</sup> @ Texas Roadhouse in Danvers. 10% of all food sales will go towards the Burke School PTO Fundraising. We will have a restaurant night once a month of every other month going forward.

#### V. Google Classroom Training Session

- a. We welcome Emily Moore, Director of Technology for the City of Peabody to our meeting. She discussed guidelines and instruction for families of google classroom. There will be a link to her training posted on Aspen for those that could not attend.
- b. Chromebooks for 2<sup>nd</sup> to 5<sup>th</sup> grade students are due to schools by the end of October.

#### VI. Upcoming Events

- a. Boosterthon will take place two days this school year so Cohort A, Cohort B and remote students that would like to can participate. The theme this year will be Just Dance. The dates for this event are 10/26 and 10/27 and will take place during school. There will be a donation link for students to sign up and request donation pledges for them to dance. The length of time for each grade will be 35 minutes. Our fundraising goal for this event is \$10,000. We are raising funds for technology,

enrichment and supplies for our teachers and students. On 10/15 Boosterthon members will be at our school and will have a kickoff event and will be at drop off in the mornings to help encourage the students to participate. There will not be any parent volunteers or spectators at this event due to COVID-19. Boosterthon T-shirts will be provided for all teachers. This is our biggest fundraiser for the year and are hoping to have 100% participation!

- b. Burke School T-Shirts – Burke PTO will be purchasing new T-shirts for all new incoming kindergarten students. Beth Horwitz will be working as our POC.
- c. Election Day Raffle Basket Sale – On 11/3 we will be selling raffle tickets for our grade/classroom baskets to be raffled off at this event. Hospitality coordinator for this event is Alana Pietrosanto. Raffle baskets due at next PTO meeting on 10/29.
- d. Scholastic Book Fair – This will be a virtual event this year. Dates to be determined if we decide to host.

VII. PTO Welcome Packet:

- a. Welcome packet from the PTO was sent home with all students this week.
- b. Box Tops – Box tops Coordinators are Annette Sylvester and Betty Efstathopoulos. Any prior year or left-over Box Tops should be turned into Betty ASAP.
- c. Amazon smile – Just by adding Amazon smile to your Amazon accounts and selecting the John E. Burke School you can help our school earn money.
- d. Spirit wear – Robyn Skerry will be our new School Spirit wear Coordinator. We are using a local vendor this year. Dates for Spirit wear sale will be late Oct/early Nov with product going home to families before holidays.

VIII. PTO Meeting Dates:

- a. The next meeting is 10/29 (raffle baskets will be due)
- b. General Meeting Dates: All PTO meetings will be on Thursdays @ 6pm via Zoom until further notice. 11/19, 12/10, 1/7, 2/4, 3/4, 4/1 (Nominations), 5/6(Elections)

IX. Room Parent Coordinator:

- a. Jessie Roberge is RP Coordinator.
- b. A form for Room Parents participation was distributed in September / early October and were selected for todays meeting. Each grade will be coordinating a grade based themed raffle basket to be raffled off on Election Day. Discussion for classroom themed raffle baskets to be discussed and coordinated. Raffle items will be due at the end of October. There was a separate Room Parent Coordinator meeting after the PTO Meeting.

**Meeting adjourned at 7:11pm**