

JOHN E. BURKE SCHOOL PTO MEETING MINUTES SEPTEMBER 20 2021

Meeting called to order @ 6:06pm by Marissa Fast

Attendees: Miranda Barker, Sam Benoit, Keri Bleiler, Danielle Bourgeois, Charmaine Catania, Mrs. Bonnie Chenette, Tara Diefenbach, Krista Doughty, Taryn Falconi, Marissa Fast, Melissa Giacobbe, Eileen Goel, Lizzie Hinchion, Nikki Kachinski, Mrs. Losanno, Tiara Mason, Sveta Mellace, Serena Molk, Colleen Morelli, Lindsay Patten, Laura Poplawski, Alana Pietrosanto, Janine Reidy, Meghan Sencabaugh, Robyn Skerry, Courtney Trahant,

- I. Welcome
 - a. Marissa introduced 2020-21 board members and discussed the PTO Board Roster
 - b. Previous Meeting Minutes (approved by Alana Pietrosanto & Nikki Kachinski), Agenda & budget given out
- II. Principal's Report
 - a. The teachers and staff would like to thank the PTO for the Welcome Back lunch, school start-up funds and Chalk the Walk.
 - b. Parent Orientation was successful.
 - c. We held our first Spirit Day on Friday, 9/17 and the theme was "Shine Bright"
 - d. MCAS scores will be released soon.
 - e. Reminder there are no dogs allowed on the school property due to safety and allergies. The only dogs allowed are service dogs.
 - f. Test and stay began today, 9/20 at school. If your child is identified as a close contact at school your child will have the opportunity, if given consent, to test at the school each morning for 7 days. If your child is negative your child can return to the classroom for the day. Your child is only able to access this program if you have provided consent for your child to do so. For more info, please see Dr. Vadala's email.
 - g. New devices will be given out to all students in kindergarten and 3rd grade. Parents must register and pay a fee for the equipment. All 3rd grade students should bring their current chrome books and chargers to school on 9/21 to receive the new device.
 - h. School pictures will take place for all grades on Thursday, 9/30. Order forms will be going home with students soon.
 - i. Vocabulary Parade will take place at the end of October. More info to come.
 - j. Teachers have expressed interest in Burke T-Shirts to match their classes.
 - k. Read-A-Thon will be starting on Monday, 10/11. This is a fundraiser for the whole school. The funds that are raised will be used to purchase promethean boards.
 - l. Previously ordered promethean boards will be delivered to the school by November. PTO purchased portion was \$12K.
- III. Treasurer's Report
 - a. Charmaine went over the 2021/22 budget in detail. She went over income and expenses in detail. The budget was approved by Nikki Kachinski & Maria Torres.
 - b. We need to transfer \$150 to the playground fund to keep it open (yearly requirement)
 - c. Charmaine made a motion to spend \$200 to have the PTO's current laptop repaired to run updates so Quickbooks can resume. This motion was approved by Alana Pietrosanto and Robyn Skerry. Courtney Trahant mentioned that her family has a computer repair business and are willing to repair it free of charge.

- IV. President's Report:
 - a. See below for listing of upcoming events dates and information
 - b. The Burke School PTO website will be updated with current bi-laws, budget for year and meeting minutes once they are approved.
- V. Upcoming Events
 - a. Professional Development Day will be on Weds. 10/20 and students will have an early dismissal @12pm. Lunch will be served.
 - b. Boo at the Burke will be on Friday, 10/22. Nikki Kachinski will be lead for this event. This will be a movie night featuring the movie, Hotel Transylvania. The cost for this event will be PTO will sell concessions and have treat bags for all the students in attendance. This will take place on the back basketball court. Families should bring their own lawn chairs/blankets.
 - c. Book Fair will take place from 10/26 to 10/28. Nikki Kachiniski and Melissa Giacobbe will be contacts for this event. Once we have the Book Fair schedule, we will post for parents to sign up to volunteer.
 - d. Parent Teacher conferences will be held on Weds. 10/27. This will be an early dismissal for all students @ 12:25 pm. Lunch will be served.
 - e. School Holiday Store: This year we will have the school holiday store November 17th to 19th. Delivery to the school will take place on 11/12. Robyn Skerry will be lead for Holiday Store. Mrs. Bonfanti will create a schedule for this event, and we will need volunteers.
 - f. Sweetheart Dance, Slam N Jam, Field Day and Talent Show to be discussed at another PTO meeting.
 - g. Boosterthon is scheduled for March 25. 2022.
- VI. PTO Meeting Dates:
 - a. The next meeting is Monday, Oct 18th. Grade themed raffle baskets are due at the meeting.
- VII. Room Parent Coordinator:
 - a. Maria Torres is RP Coordinator.
 - b. Discussion for classroom themed raffle baskets to be discussed and coordinated. Raffle items will be due at the next PTO meeting.
- VIII. Other Topics Discussed:
 - a. Amazon Smile
 - b. Box tops App
 - c. Baystate Textiles
 - d. Prince Pizza Fundraiser

Meeting adjourned at 6:50 pm