



# BROOKSIDE ELEMENTARY SCHOOL PTO

## Meeting Minutes

Thursday, October 13, 2022

6:00 – 7:00 pm. via Zoom



**Executive Board Members Present:** Nancy McDonald; Susan Moran; Katie Muchirahondo; Tiffany Parola; Cori Stott

**Executive Board Members Absent:** Andrea Seamans; Sherine Hassey

**Other School Staff Present:** Lori Harries

6:00 **Call to Order**

Ms. Muchirahondo called the meeting to order

6:03 **Secretary's Report**

Ms. Stott provided a review of the [minutes from the September 22, 2022 meeting](#).

**Motion to accept the 9/22/2022 minutes** made by Katie Muchirahondo

Motion seconded by Dawn Hayes

*Minutes of September 22, 2022 accepted by unanimous consent*

6:05 **Principal's Report**

Ms. Muchirahondo read the Principal's Report provided by Mrs. Fulton.

- Reminder about the BOOtique, available for all students to "shop" for costumes.
- Picture retakes will be held on 10/25
- The 5th Grade Student Council has begun to lead a RULER Word of the Week

6:10 **Treasurers' Report**

Ms. McDonald provided an overview of the month's accounting.

- Operating cash began at \$6,585; closed at \$6,338
- Expenses have included bulletin board supplies, items for the Trunk or Treat event, and the annual Massachusetts Attorney General Public Charity Fee

**Motion to accept the Treasurer's Report** made by Lori Harries

Motion seconded by Dawn Hayes

*Treasurer's Report of 10/13/22 accepted by unanimous consent*

6:12 **Fundraiser Updates**

Mrs. Moran reported that the fall fundraiser was still in process. Brookside has received \$5,937 in online orders and paper orders are still being tallied. The school receives 40% of the proceeds. Pickup date will be November 9th.

6:15 **Upcoming Events**

Ms. Muchirahondo shared about upcoming events.

- Trunk or Treat has 38 trunks signed up. The PTO has begun using an online payment system, CheddarUp, to process payments.

- BearWear should be arriving within the next 1-2 weeks.

6:18 **Discussion**

Ms. McDonald noted that the PTO has had an extraordinary number of check bounces, which cost \$10 in fees each time. As volunteers, these check bounces also cost a lot of time in tracking down the payers. Ms. McDonald suggested that the PTO consider whether or not to continue to accept checks as payment.

Mrs. Harries asked whether the school could use CheddarUp for field trip payments. Ms. McDonald responded that there is confusion about whether or not the PTO can/should handle field trip funds. Ms. Muchirahondo asked that the discussion be tabled for a later time.

6:21 **Adjournment**

Ms. Muchirahondo adjourned the meeting.