



BROOKSIDE ELEMENTARY SCHOOL PTO

Meeting Minutes

Thursday, April 27, 2023
6:00 – 6:30 pm. via Zoom



Executive Board Members Present: Nancy McDonald; Susan Moran; Cori Stott; Katie Muchiradondo;

Executive Board Members Absent: Sherine Hassey; Andrea Seamans; Tiffany Parola

Other School Staff Present: Annette Romano; Agnes Blatus

6:01 **Call to Order**

Ms. Muchirahondo called the meeting to order

6:02 **Principal's Report**

Mrs. Romano shared the principal's report:

- The **MCAS** tests continue next month.
- Everyone is excited for the **End of Year** events. These will be different for each grade level.
 - Ms. Stott asked about whether there would be 1st or 2nd grade field trips and Dawn H asked about Kindergarten field trips. Mrs. Romano shared that all field trips are organized by grade level teachers and that the end of year schedule is likely still in flux.
- Mrs. Fulton and Mrs. Romano are looking forward to conducting a **Principal-for-a-Day** raffle for students, with the winners acting as principal/vice principal on June 5th.
 - Ms. Stott asked for further details and what guardrails are in place to support students who may not be able to afford raffle tickets. Ms. Muchirahondo stated that parents typically donate tickets for other students to cover this need.

6:07 **Past Events**

Ms. Muchirahondo shared out a report on recent PTO events:

- **Kids' Choice** events were successful. There were fewer people than we anticipated, and many people rsvp'd but didn't pre-pay then didn't show up. The events didn't pay for themselves as they typically would, likely due to the last minute cancelation/rescheduling.
- **Dining for Dough** took place at Brothers' Pizza in early April. We received a \$125 donation from them for the event. It was simple, though feedback was that participants were frustrated that take-out wasn't considered part of the fundraiser. It is unclear whether or not a flyer went home about the event.

6:15 **Treasurer's Report**

Ms. McDonald reported on the month's financial activities.

- Total receipts for the month added up to \$8,968
 - \$1,624 in the PTO Operating Account from events
 - \$7,344 in the Principal's Account from bookfair receipts.
- Disbursements totaled \$7,190

- \$1,950 from the PTO Operating Account for events
- \$5,240 from the Principal's Account for the bookfair
- Total balance is \$27,958:
 - \$11,493 in the PTO Operating Account
 - \$7,403 in the Principal's Account
 - \$914 in the Sunshine Fund
 - \$8,149 in the Savings Account
- It was noted that custodial fees from the Kids Choice Cookies & Canvas event have not yet been paid.

Motion to accept the Treasurer's Report made by Caitlyn Tessier.

Motion seconded by Dawn H.

Treasurer's Report of 04/27/2023 accepted by unanimous consent

6:20 Upcoming Events

Ms. Muchirahondo described the upcoming events at Brookside supported by the PTO:

- **Walkathon** will happen on May 12th. Flyers went home and are available on the PTO website. Students will be called out to the track during their specials time. Event is focused on students having fun and getting exercise outside.
 - All students will be participating, regardless of their sponsorship levels.
 - Prizes will be awarded to the top 3 sponsorship classes and the top 3 fundraisers.
 - We have had a lot of volunteer interest, which is great.
- The **Art Show** will be held on May 24. The PTO will provide ice cream for the event.
- The all-school **Carnival** is scheduled for June 5th. Ms. Muchirahondo shared that this was previously a 5th Grade celebration that has been extended to the whole school.
 - Many volunteers will be needed throughout the day to support the various carnival activities.
 - Ms. McDonald asked if it was a conflict to have the Principal-for-a-Day coincide with the Carnival. Ms. Muchirahondo stated that it would not be a problem.
 - Ms. Stott asked whether the Carnival would be replacing Field Day. Mrs. Romano stated that **Field Day** is scheduled for June 9th, with a rain date of June 12th and that it will require a lot of volunteers. Ms. Muchirahondo stated that it would not be a problem to have both events in the same week.
- There are a number of **5th Grade Celebration** activities planned:
 - June 6th, tour of **Richardson Middle School**. Students will tie-dye tee shirts and enjoy an ice cream party following their tour.
 - The **5th Grade Yearbook** will be sent to the printer at the end of May for distribution before the end of the school year.
 - Mrs. Romano asked how a cover image is chosen. Ms. Muchirahondo informed her that the principal and vice principal make the final decision.
 - The **5th Grade Moving On Ceremony** is currently scheduled for 9:30 am on June 14th.
 - Mrs. Guange asked how many attendees each student can invite. Ms. Muchirahondo stated that it is typically limited to 4 attendees, 2 in the front and 2 in the back, and that it is typically held indoors.

A discussion was held regarding the process of getting volunteers cleared with CORI

forms and whether those forms are good for one year or three years. Mrs. Romano said that she would check on this and report back. Ms. Stott agreed to make a series of posts encouraging family volunteers to complete CORI forms before the end of the year.

6:52 **Adjournment**

Ms. Muchirahondo adjourned the meeting.