PTO
BROOKSIDE ELEMENTARY SCHOOL

Meeting Agenda: Tuesday, June 3, 2025, 7:00pm

Principals' Report

- Teacher Appreciation, Animal Assembly
- Spread out events throughout the year – end of year is feeling heavy
    - Fun Run – possibly to fall, though inside worked out great!
- 5th Grade Celebrations; Cap & Gown Photos with Michelle McCoe
- Fully staffed for next year
- Incoming K orientation + screener is next week; K assignments will be sent Friday via email

Co-President's Report

- WON Updates (Superintendent + district POS representatives)
    - June 30th BOE meeting will address Middle School Principal hire; several candidates being interviewed
    - Parent Orientation will be shifted to end of summer so Principal can be adjusted first
- Garden/Outdoor Classroom Update
    - Waiting on Superintendent approval; Then fundraising will take place + construction work will get underway
    - Eagle Scout will be a Senior graduating in 2026, so this project will be completed by Spring 2026
- PTO Board Recognition at 6/12 BOE Meeting

Upcoming Events

- 5th Grade Committee
    - Shortrounds Fundraiser this week, 6/5
    - Humdinger's End of Year Party, 6/16
        - 5th Grade Class Parents are welcome to join the party; Permission slip will be coming home
    - PVSC Pool Party 6/18
    - 4th & 5th Grade Concert 6/4
    - Lawn Signs (this Friday) + Fat Heads (week of graduation) + Yearbooks (after Humdingers back at school on 6/16 & do signing that afternoon)
    - Graduation & Clap Out 6/19

- Field Day, Friday 6/6 – trying to keep for Friday as rain should hopefully not start till 2pm
    - Volunteers will get their shirt when they check-in and get their sticker – please arrive by 9am
    - For safety & security, asking parents to watch & cheer from designated areas only
    - Student t-shirts will be handed out by Wed/Thurs in school
    - Pizza Order is now closed (Francos in Emerson + Broadway in Westwood)
        - Not a fundraiser – this is cost-only effort

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- Recaps & Thank Yous!
    - Fun Run – did better than expected *(~$17k take home)* – thank you for hearing the call to lean in on this! Not yet closed (as working thru "per lap" payments) – but closes June 6th; Winning Class gets pizza party the week of 6/16
    - + Teacher Appreciation
    - + Theatre Week (moving to first week of January 2026)
    - + Shopping Incentives / Fundraisers like B&M Market

- Brookside Bazaar: Save the Date for Nov. 15th, 2025 @ Westwood Community Center!
    - Our work starts now, so if you'd like to be a part of the 2025 team, please email brooksidebazaar@gmail.com; And PTO Board will also send out a sign-up for 2 committee chairs to start shadowing and learning the process as we get ready to transition after 4 years with the same Chairs

- Brookside Bash: Save the Date for March 5th, 2026 @ Seasons
    - We were able to negotiate required headcount to 175 (vs 200), which should help our profitability

- Upcoming Summer Votes / Sign-Ups:
    - 2025-26 Board Budget Meeting on June 30th – Budget Vote will happen online week of July 7th
    - Committee Chair Sign-Ups will follow online (July timeframe)
    - Class Parent Sign-Ups go out late August (after class assignments)

- 2026 One School / One Book (in partnership with Berkeley): *Mr. Popper's Penguins*
    - Every classroom will get a copy of the book (vs. every student) and the teachers will do activities leading up to a culmination on Feb. 4th – Jenkins Aquarium will be bringing penguins to the school!

- Welcome Erin – new Co-President to join the board in 2025/26!

VP Report

- End of Year Gifting & Class Parties
    - Sample Messaging - Requesting Contributions
- Thank you to all 2024-2025 Class Parents
- Welcome Bryanna – new VP to join the board in 2025/26!

Treasurer Report

- Closing 2024-25 Budget
- 2025-26 Budget to be finalized & shared following a 6/30 Board Meeting

In-Person Bylaws Vote: Co-Treasurer Position

- Unanimous YES – 7 votes
  *(*this did not include Executive Board voting)*

- Co-Treasurer candidates to submit by June 30th to brooksidepto@wwrsd.org; With voting to go out with Budget Vote week of July 7th

Open Forum

- Dedicated Social Chairs to oversee Social Media channels + PTO Website in 2025/26 (2-3 people)
    - Easier to upload the flyers / promotions / events + link for the Weekly Smore

- Beautification Committee:
    - "Color Our World" – students will be painting squares with Ms. Portelli in art room next Tuesday 6/10 and Wed 6/11 to contribute to Brookside mural, which will be in one of the stairwells
    - Lego Master Mural is currently being framed and will be in the school the week of 6/16 (*students had made this as part of a previous assembly)

- Reusable Kindergarten + 5th Grade Graduation decorations being researched so we have for year over year use & can store in PTO shed

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We have spent time over the last few years benchmarking other PTO/PSO organizations to assess best practices, optimal structure and processes. Currently we have a single Treasurer on our executive board. After review, we are putting to a vote the addition of a second treasurer to the Executive Board. Below is a description of the newly created position.

Position Title - Co-Treasurer

Responsibilities -
1. Checks and Balances- Dual oversight helps prevent errors, fraud or misuse of funds. Ensures accountability with two sets of eyes reviewing financial activities. Builds trust with parents and school staff.
2. Division of Labor- One Treasurer can focus on the day-to-day tasks (receipts, reimbursements, etc.). The second Treasurer can focus on reporting, budgeting, audits, working with the accountant and maintaining licenses. (Prior financial experiencer a plus). The Treasurer role can be demanding and is critical to every single fundraiser and event. Having a second Treasurer can help to divide the overall responsibilities.
3. Continuity and Backup- If one Treasurer is unavailable (illness, emergency, vacation, etc), the other can step in and provide seamless support. Ease of transition when one Treasurer's term is up so that have proper support in place.

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Voting - Co-Treasurer would have full voting rights. This would give us a 6th voting member, in the event of a tie in an executive board vote the Principal would be the tie-breaker.

Co-Treasurer Term - Term would be 2 years, alternating with each other. In the event that a Co-Treasurer does not fulfill their term of service, a replacement would be voted in to finish out that term. A new election would then be held to keep the positions on alternating terms.

Adding a second Treasurer is a proactive step that strengthens our PTO, improves transparency, and protects both our volunteers and the funds entrusted to us. We recommend updating our bylaws to allow for this position so we can begin the recruitment and appointment as soon as possible.

VOTE WILL BE HELD IN PERSON AT THE PTO MEETING ON JUNE 3RD, 2025. VOTING WILL BE CONDUCTED AT THE END OF THE MEETING SO THAT ANY AND ALL QUESTIONS MAY BE ANSWERED DURING THE MEETING.

Voting Rules -
1. Voting will be done in person, via anonymous ballot.
2. You must have paid PTO dues this year (July 1 2024 - June 30th 2025) to vote.
3. Only one vote per house hold. Parents living in separate may cast 2 votes as long as EACH parent has paid their PTO Dues.