

## **Pine Hill CSA Meeting**

### **Zoom Meeting**

**September 10, 2020**

Present: Tara Hourihan, Royale Abrams, Elizabeth Speyer, Chinar Dara, Katie Garvey, Lynn Frigiani, Irene Saranteas Bassalee, Meg Siegal, Nikki Miller, Hannah Ireland, Ranjini Dowley, Rachel Cohen, Molly Cullum, Crista Mahoney, Julie Vitale, Dr. Barbara Brown

Absent:

Kaitlin Dunham, Rory McGrath, Aimee Cronin, Kristen Susco

### **Call To Order**

Meeting began at 3:05pm.

### **President's Report** - Tara Hourihan and Royale Abrams

Meeting attendees introduced themselves.

### **Back-To-School Luncheon**

Royale organized and hosted the back-to-school luncheon for the teachers and staff. Outdoor event this year to maintain social distancing, so faculty and staff brought lawn chairs. Everyone was grateful for the opportunity to keep the tradition going. Thank you CSA!

### **Teacher Stipends**

Usually handed out at the luncheon or early in the year, but we are a week behind this year. Stipend amounts are \$150 or \$250 depending on staff level and total amount is listed in the budget.

### **Calendar of Events**

**Virtual Pine Hill 5K:** Tara encouraged all CSA Board Members to sign up. We need to market as much as we can with the different format this year, so asking board members to help get the word out, talk with friends, etc. Current marketing includes facebook page, newsletter, sign outside the school. A link will be added to the website. People have already signed up. We are still looking for sponsorship, any amount helps. No goods donated this year, so asking for monetary sponsorship from usual partners. Meg Siegal will follow up on what sponsors get when they donate (name on t-shirts?). T-shirts will be ordered after the race to accommodate everyone who participates.

**Fundraising Events:** We have to get creative with fundraising this year. Someone from Cherrydale reached out, but probably put off this year. Leah Yerre offered to partner with us for a Virtual Book Fair through Aesop's Fable. We will continue with raffle baskets.

**Virtual Auction:** A live auction is too risky, so we will plan for a virtual auction and hopefully be able to plan an event at the school last minute if we need to. Chickering completely cancelled their auction event in spring 2019 but asked for ticket sales to be considered donations.

## **Vice President's Report** - No Report

## **Principal's Update** - Dr. Barbara Brown

On behalf of faculty and staff, thank you for the luncheon! It felt like the old Pine Hill.

**School Opening:** Faculty and staff have been inundated with health and safety protocols for school opening, about to do tech this week. Technology will be available for pickup on Monday for grades 3-8 who get laptops. Ipads are ordered.

**New Hires:** Large number of new faculty hired this year (as many in this one year as cumulatively hired in Dr. Brown's first 8 years, because of retirements, maternity leave, an added section, staffing remote schoolhouse, and Dr. Frieman retired mid-August). Some were planned, some a surprise, but Dr. Brown feels very positive about all the new hires, and said the changes create excited energy with faculty and staff.

**Family Directory/Data:** Pine Hill welcomed about 40 new students, so in the process of sharing class lists and data.

**Sawin Fund:** The Sawin Fund gives out \$10,000 for scholarships to the public school in the town (Pine Hill now), to supplement enrichments, etc. This is their 150th Anniversary, and they want to do something substantial for the school. Dr. Brown is looking at the outdoor classroom as a possible recipient. She will connect with Julie on this.

**Community Connection:** In these uncertain times, we want to make sure the heart and soul of Pine Hill is as vibrant as ever. Looking for ways to help people feel connected - virtual game shows, talent shows, etc. The faculty and staff value enrichment, but how can we bring people in virtually. Looking for cost-effective and remote, as there are no people allowed in the building.

## **Committee Updates**

### **Treasurer** - Dr. Chinar Dara

**Budget Update:** The CSA budget is still work in progress right now, as so many things have shifted for this year. Chinar is working with Heather Shanahan (previous treasurer) to establish estimates.

We are low on revenue and may need to dip into savings, so she is looking at how we can optimize our budget to avoid doing this too much. This means Board Members need to get creative with fundraising efforts. Some funds will be kept in the fundraising budget line so we have some flexibility.

Board members should look at line item numbers, and if you foresee upcoming expenses or changes to budget line, speak with Chinar. Chinar will send out a final budget in 2-3 weeks for approval at the next meeting.

**Standard Expense Form:** Chinar has also created a standardized form via google forms to report expenses. The receipt can be uploaded directly into the form, and note area for any additional information.

## **Secretary - Crista Mahoney**

Please add your name when we are on Zoom to make it easier for us all to get to know one another, and to take attendance.

## **Communications - Elizabeth Speyer and Aimee Cronin**

Currently the CSA uses Constant Contact to send out our newsletters and Wix for our website. Communications co-chairs are working to switch to Squarespace for both the website and newsletters so they are only dealing with one platform.

Aimee is getting the facebook page up and running, and they are open to suggestions!

Please have content for the newsletter to them by the Thursday before. Communications is trying to keep the content to a minimum at this time to avoid overloading.

## **Enrichment - Lynn Frigiani and Kaitlin Dunham**

No one is allowed to come into the building, so this changes the budget. Enrichment will look at opportunities once the budget is set. The plan for the year is to use All School Meeting as a time for enrichment opportunities for the whole school.

Dr. Brown shared that two different grades used Broadmoor for remote enrichment in the spring, but it might not be cost-effective. Administration is most concerned that students have the maximum teacher contact versus enrichment opportunities when they are face-to-face. Lynn will follow up with more information about the cost of remote programs. There was discussion of it being a 30% discount from regular rates.

## **Events - Molly Cullum and Hannah Ireland**

Although Molly and Hannah have been through almost all of the events, they will have to get creative this year. They will focus on fundraising opportunities, but also community-building opportunities that engage people, not on the computer.

With the Luau already prepped from the spring, we can be ready to run it in the spring. Tara shared that Chickering did a virtual Bingo with students and it worked well to engage. Perhaps look into kids trivia.

### **New Families - Nikki Miller and Rory McGrath**

With all the changes so close to the beginning of the year, New Families is still waiting to get a finalized list, but the Welcome Letter is ready.

Pine Hill Family Match is looking for volunteers to welcome new families. The program will look different this year, but we need to make an extra effort to reach out to families to create community when it's so challenging to connect. Committee is open to new ideas!

### **Family Friends - Irene Saranteas Bassalee and Ranjini Dowley**

Irene and Ranjini met with Lauren Leahy and Angie Johnson (last year's Metco reps). They also met with their Chickering counterparts who had the idea of creating welcome bags for the Metco students. Pine Hill will be splitting the cost with Chickering, and possibly help deliver the bags to Boston. Irene and Ranjini will be looking at how to do virtual events with families. They have reached out to Boston families via email, and Sherborn families who have hosted in the past to try to get connections going again.

Dr. Brown informed us that all Boston students have been placed in Monday/Tuesday Cohort across the district to reduce bus time.

### **Volunteers - Katie Garvey**

Katie is still looking for room parents, a job that will likely be easier than usual without in-person classroom events. She doesn't yet know about other volunteer opportunities.

### **School Directory - Molly Cullum and Katie Garvey**

Molly and Katie are hoping to finally move to an online format this year. The Middle School has theirs online, so Molly will ask what platform they use. Aimee has another name for a platform if needed. Hoping to have this finished next week, and out to families by early October, maybe even late September if it's online.

### **Pine Hill Garden/Veggieville - Julie Dreyfus and Kristen Susco**

Everything is on hold with the DSEF grant as they let schools reevaluate what they need. Julie and Kristen did a small tweak and plan to resubmit. Dr. Brown suggested that they should resubmit, but because the phonathon didn't happen in the spring, funds are low and they are being very conservative. The Sawin Grant (mentioned above in Principal's Update) could be a better option.

Julie and Kristen have been collaborating with teachers and support staff on the outdoor classroom and learning lab. It is extremely relevant these days, so they asked them to think how it might be part of their curriculums and let them know. The name will change from "Veggieville" to "Pine Hill Garden" to reflect a shift away from just an edible garden. Closed garden beds will be relocated closer to classroom spaces to help with logistics. Unfortunately, mice have invaded the tool area. Everything will need to be disinfected, and there will be a move to not use any tools this year to save money and effort that it would take to disinfect.

Their proposal for a pumpkin patch was approved (\$1500) in the Kindergarten courtyard, however there is currently a tent in the location. Dr. Brown said the tent will be there through November, hopefully gone for the spring. Julie and Kristen are trying to determine who will build it and when it will be built. The Fall or Spring works, ideally with student and parent volunteers, but it will more likely be a small group of volunteers on a Saturday.

## **New Business** - Tara Hourihan

Any other comments or questions, please send to [president@pinehillsschoolcsa.org](mailto:president@pinehillsschoolcsa.org)

Next Meeting: October 1st

## **Adjournment**

Meeting ended at 4:09pm.

