



Pine Hill CSA Meeting 9/2/21

7:00 PM In-Person at PH Library & via Google Meet

Attendees in PH Library: Peter Rovick, Crista Mahoney, Rebecca Elsy-Ribeiro, Molly Cullum, Alison Malm, Kristi Schaefer, Yujie Zhang, Irene Saranteas Bassalee, Megha Kadiyala, Monika Acharya, Karen Silver, Brooke Yarborough, Julie Vitale, Christine Walsh, Kaitlin Dunham, Gita Rousseau, Dr. Brown, Wendy Eppich, Brecken Schneider, Jen Chapman, Ariana Delaney

Attendees via Google: Meg Siegel, Aimee Cronin, Chinar Dara

Call to Order: Peter Rovick at 7:04pm

President's Report – Peter Rovick & Monika Archaya

After welcoming all Board members & making introductory remarks, Peter & Monika stated that future CSA Board Meeting dates need to be moved from Tuesdays to alternating Thursday morning & evening meetings. Additionally, the virtual meeting option has been updated to Zoom instead of Google so meetings can be recorded as needed.

Action Item: None required

Event Calendar - The Board was asked to submit a list of all events to be held throughout the year organized by month along with the dates, if known. The Co-Presidents will work with the Communications Team to publish.

Action Item: As needed, submit events/dates to Co-Presidents via email.

Teacher Luncheon - Took place on Tuesday August 31st where teachers were presented with an assortment of food & individual stipend checks. Dr. Brown thanked the Board. **Action Item: None required**

Additional Items - Motion made by Peter & seconded by Megha to utilize the Bereavement budget line item & donate \$200 to the Szymanski family due to the sudden loss of their father. Board unanimously approved & motion passed. **Action Item: Treasurer to distribute bereavement funds to the GoFundMe page:**

<https://www.gofundme.com/f/help-for-the-szymanski-family>.

Motion made by Monika & seconded by Crista M. to approve the new Pine Hill CSA Volunteer t-shirts that Peter had created. Board unanimously approved. **Action Item: Peter to gather sizes needed from Board members & order t-shirts.**

Open Issues from June 2021 Meeting -

1. Add a 3rd Communications Team position - Board approval needed to review & amend the CSA By-Laws in order to expand the Board. Monika made a motion for a special meeting to be called for approval of amending the CSA By-Laws. Molly seconded. Board approved & motion passed. **Action Item: Monika & Peter to schedule a special meeting to review by-laws. Any modifications to the By-laws will be voted on at the following months' meeting.**

2. Community Outreach Position - Irene proposed this new position & will write-up the role's responsibilities & send it to the Co-Presidents to review. **Action Item: Irene will present details of this new position at the October CSA Board Meeting & the Board will vote.**

Vice President's Report – Wendy Eppich & Brecken Schneider

Ice Cream Social - event was postponed to 9/22/21 due to rain. Wendy & Brecken inquired about the process for ordering in bulk, etc. & were referred to the shared Google Drive where notes have been documented for previous events. **Action Item - None required**

Treasurer's Report - Chinar Dara

Chinar submitted the proposed 2021-2022 Budget for review which will also be submitted with these Minutes. Budget to be finalized at the latest, October 15th & will require Board approval. **Action Item - Board to review Budget & vote at October 2021 CSA Board Meeting**

Reimbursement process -Please fill out reimbursement form & upload receipt. Chinar will approve within 3 weeks via PayPal or check. **Action Item - Chinar to forward reimbursement form out to the Board.**

Recurring monthly payment of \$10 has been ongoing (platform used for Auction). Peter Rovick made a motion to discontinue this recurring payment ASAP. Molly Cullum seconded. Board unanimously approved. **Action Item - Chinar to discontinue recurring \$10 monthly payment.**

Per Chinar, Peter completed the d.b.a form at Town Hall & submitted to Middlesex Savings Bank. As a result, the bank now will accept checks made out to "Pine Hill CSA" (as well as Community School Association)

Principal's Report – Dr. Brown

New Hires - 5 new Teachers have joined which include new 4th & 5th grade teachers; an Adjustment Counselor; Math Coach Specialist & SEL Specialist who works with both students & teachers at Pine Hill & Chickering. Additional Educational Assistants have also been added to support our Special Education Teachers.

This summer, the town's Capital project funded the paving of Pine Hill Road making it now a new one-way street. Custodians installed a new water bubbler station & dismantled the computer lab so that a new Tech Integration Specialist will now work directly with classes & the Librarian to assist students with technology.

Equity Audit - Dover-Sherborn will have an Equity Audit conducted by NYU in order to take a closer look at equity, inclusion, diversity, hiring practices, curriculum, etc. in our school district.

All School Meetings will be streamed on YouTube & Open Houses for Pine Hill will be offered virtually as well.

Secretary Report - Ariana Delaney

All Meeting Minutes to be distributed to the Board a week prior to the Monthly meeting. Board Members are asked to review & send any amendments to the Co-Presidents & Secretary prior to the meeting. Revisions will be made (if needed) & the most up-to-date version will be voted on in the Meeting.

Communications - Meg Siegel, Crista Mahoney, Brooke Yarborough

Newsletter - if anyone would like to add information to the weekly bulletin, please send it to communications@pinehillschoolcsa.org & get it into them by the end of day Thursday.

Social Media - The Pine Hill CSA Facebook page will be disabled & our website, newsletter & NextDoor will now be the primary social media tools used.

Wix Account - We're still paying for this & have mailboxes but the site is no longer live. Meg will work offline with Chinar to review options.

Enrichment - Rafaella Agostino, Jennifer Chapman, Kaitlin Dunham

Currently reaching out to Teachers to start booking programs. The 2nd Grade currently has a program booked for October & due to Covid, the Auditorium will not be packed to capacity but instead, the program will be shown via Zoom to the classrooms.

Pine Hill 5K Race - Kristen Aberle & Karen Silver

Great progress has been made with acquiring corporate sponsors & we have \$5,800 in revenue from race sales & corporate sponsors (as of meeting date). Race will be held Sunday Sept. 19th at 8:30am. There will also be a \$5 Kids Dash before the 5K race for those six years of age & younger.

Events - Nicole Amato & Aimee Cronin

There were no updates to report.

New Families - Gita Rousseau & Yujie Zhang

A Welcome email was sent & a Welcome Basket will be introduced during the school year. Once Room Parents have been assigned, they'll help coordinate & pair up new families with existing families in town. This fall, there will be a happy hour scheduled & there will be a second one in the Spring.

Family Friends - Irene Saranteas Bassalee & Megha Kadiyala

There are 7 new Metco Students this year. Irene & Megha have reached out to Boston parents regarding sports & events & will pair them up with a partner family in Sherborn. An event will be held with dates & details to follow.

Volunteers - Molly Cullum

Compiling a list of classrooms & will need two parent volunteers in each. For events requiring volunteers, contact Molly & she'll work with room parents & the communications team to publicize. There's a 10% discount for purchasing the online Directory & advertising for the sale will begin shortly.

Pine Hill Garden / Veggieville - Julie Dreyfus & Katherine Head

Julie & Katherine will reach out to each grade level for garden-based curriculum enrichment. They also plan to schedule a fall and/or spring invasive plant removal in the Michael Lisnow Bird Garden, recruiting PH students, teachers, parents, community members, & HS students looking for community service hours.

8:38pm - Motion to adjourn made by Peter Rovick & seconded by Molly Cullum

Respectfully submitted,
Ariana Delaney

**Next CSA Meeting to be held on Thurs. Oct. 7th at 9am in Cafe or via Zoom <https://us02web.zoom.us/j/6716999822>*