

Burns Park PTO September Meeting Minutes – DRAFT

Burns Park PTO September 2013 Meeting Minutes September 19, 2013

Executive Board Members Present: Jen Denzin, Jennifer Monk-Reising, Ken Polsinelli, Lauren Kinsharf, Marie Todd, Jenny Freisthler, John Pottow, Corry Berkooz, Sylvia Marino, Courtney McCreadie, Laura Whitridge

Staff Present: Chuck Hatt, Sandy Kreger

Others Present: Jill Schloff, Dan Hamalainen, Brian Hayden, Ismael Martinez, Norma Martinez, Melissa King, Rabindar Subbian

The meeting was called to order by Jen Denzin at 7:33pm

1. Introductions

2. Principals Update

- This year Burns Park was moved to the Reward School category by the state of Michigan. Burns Park will continue to focus on raising achievement across all students.
- Enrollment is high at Burns Park this year. Mr. Hatt is meeting with the Assistant Superintendent to discuss strategic ways to ensure adequate instruction support is available to students if enrollment continues to grow.
- The school is currently in the middle of NWEA testing. There have been some challenges with moving to the web based testing format that the faculty is working through.
- The MEAP test will be given in October. There is a plan in place to prepare the students for this test including an opportunity to take a sample test.
- Burns Park is moving forward with responsive classroom approach. Mr. Hatt is applying to the district for funding to provide training on this discipline approach to teachers as well as bus drivers and lunch room supervisors.

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3. Budget Update – presented by Jenny Freisthler

- The 2013/2014 budget has a \$3,760 increase in expected income based on increased goals for fundraising events.
 - 5 stores participating this year in the Burns Park Bucks program. Hillers has changed its program and we are not sure how that will impact what is raised from Hillers. We will watch this as the year progresses.
- A few minor changes were made from the 2012/13 budget:
 - The PTO Thrift shop donations were rolled into the annual fund and will fund specific activities that the PTO thrift shop has funded in the past.
 - There will be no income from football parking this year. This only occurs every other year when the Michigan State game is held at Michigan.
 - Move it Night has been moved to a recurring expense item (previously Golden Apple Grant).
 - Family Science Night was removed from the budget as it did not occur last year.
 - The goal is to fund 9 scholarships for 4th grade camp. \$586 was earned from ice cream social drink sales toward this program.
 - This 2013 summer learning program was partially supported by two donations from the PTO thrift shop. It was agreed that the PTO would budget the same amount (\$3,000) for the summer learning program for 2014.
- The determination was made that \$25,000 is needed in the PTO checking account at all times to cover highs and lows and that additional funds will be moved to the savings account.
- Ken Polsinelli moved to approve the 2013–2014 PTO Budget (seconded John Pottow). The budget was passed unanimously.
- Dan Hamalainen has volunteered to perform an audit of PTO finances and will also determine if an audit is needed every year or if the by-laws requirement to perform an audit each year should be amended.

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4. Volunteer Update – presented by Lauren Kinsherb & Sylvia Marino

- All classrooms have parent volunteers – still working on finding additional volunteers for one classroom.
- Lunches with Love still needs a chair. A new parent has been identified as a potential co-chair so we continue to be hopeful the program will occur this year.
- Melissa King provided an update on the tutoring program. Melissa is exploring grants that may be able to help support the program so that it can run all year at the current budget. Melissa and Mr. Hatt have met to discuss how the program will be structured using district computer program resources as well as high school student tutors who are willing to volunteer as part of their National Honor Society requirement.
- The online volunteer and directory information collection appears to be working. There was agreement to send out an email reminder to ensure all families who are interested in being in the directory know they must provide their information through the website.
- The PTO and Mr. Hatt will continue to explore the best way to communicate with the school community through School Messenger and/or PTO developed email lists.
- There are currently no teacher representatives on the PTO this year. Mr. Hatt will discuss potential PTO representation with the teachers.
- John Pottow moved (seconded by ?) that the PTO will submit a proposal of planned PTO events to the principal and agree upon a procedure for approval. The motion was passed unanimously.

5. Fundraising Update – presented by Jennifer Monk-Reising & Marie Todd

- Positive feedback has been received on the fundraising menu that was placed in the start of school packets.
- Have already received \$5,300 in donations to the annual fund. The goal for the annual fund is \$6,000.
- Planning is underway for Dine out for Burns Park Fall Fundraiser and Auction. The event will be announced in the BP press as well as in hard copy. The auction will run from 11/1 to 11/15 and will occur through fully automated software.

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5. Fundraising Update (Continued)

- Jennifer signed Burns Park up for the Give with Target program as an opportunity to earn funds for school supplies.
- Ken Polsinelli reported that The BP World Language Initiative will also be kicking off a fundraising campaign. The campaign has 100% participation from the board and a lead gift of \$5,000.

6. Playground Update – presented by Corry Berkooz

- A meeting has been scheduled for 9/25 at 8pm to provide playground options developed to date and gather more feedback.
- The plan is to launch the playground fundraising campaign in January.

7. Closing

- Sandy Kreger expressed gratitude from all the teachers for the support and dedication of the PTO.

The meeting was adjourned at 8:39pm

Laura Whitridge, Co-Secretary

Date of Approval