

**Burns Park PTO
Board Meeting
10/17/13**

Officers Present: Jen Denzin, **Jennifer Monk-Reising**, Helen Levy, Ken Polsinelli, **Lauren Kinsherf**, Marie Todd, Dan Hamalainen, Jenny Freisthler, **Corry Berkooz**, Sylvia Marino, Courtney McCreadie, **John Pottow**, Matt Toschlog, Laura Whitridge, Shawn Ye

Staff Present: Chuck Hatt

Others Present: Auburn Sandstrom, Jill Schloff

The meeting was called to order at 7:00 by Jen Denzin.

1. Welcome

2. May/September Minutes w/Calendar

- Courtney moved to approve Sept
- Jenny second
- all approved

3. Principal's Update - Update by Mr. Hatt

Finished MEAP testing. All Fall assessments completed. Classroom teacher assessments completed. Excited about instructional blocks around literacy. Grade 3-5 have blocks in afternoon, using collaborative approach amongst classes to maximize learning. School nurse out for family issues. All teachers participating in Burns Park auction. Focus is on a season of mutual gift-giving between PTO and teachers. 5 parents (so far) volunteered to help launch student writing publication. Student magazine model - feature student writing curriculum and leverage curriculum. First edition planned before winter holidays. Superintendent Swift to lead forum on November 12th at Burns Park Elementary. November 19th, Principal Hatt will give presentation on Common Core State Standards. Need alternative lunch room activities during inclement weather and winter months. Ideas include parents assisting with indoor games, supervising the computer room, digital and analog games. Systemic challenge with high number of students and low number of adults to supervise. Discussion of organizing volunteers to support indoor activities particular with the uncertainty of weather and last minute timing. Peak times occur when 4th and 5th grade students overlap. Focusing students on eating lunch is a challenge. Consideration for sound dampening as a way to improve the environment. Also, combine 3rd/5th grade together as the two classes seem to complement each other. Total coverage needed is 11:30 am - 1:00 pm. Need activities for 30 minute blocks.

Made recommendation to hire two teaching assistants to backfill existing open positions. Turned in first numbers for staff overages. 3 teachers over contractual limits and submitted requests for teaching assistants. Halloween parade begins at 2:30 pm. Ms. Steward will be hosting students that do not celebrate the holiday.

- 4. Budget Update - Update by Shawn**
- * Annual Fund contribution - \$6,720 YTD
 - * PTO Thrift Shop - \$588
 - * Burns Park Bucks - almost \$800
 - * Movie Night - \$700

Overall, budgeted revenue is \$46,000 and we have slightly over \$9,000

Overall, expenses budgeted at \$47,000 and we have spent \$11,000 mostly due to teachers spending allocated budget.

Fundraising Update - annual fund better than budget, discuss playground at November meeting, Dine Out for Burns Park - 100% teacher participation, large number of nice items donated for auction, please direct all donation mail or forms to Marie, Senior Center has been wonderfully collaborative and supportive, and is also donating space

Special Interest Fair - moved to Tuesday, March 18th to avoid conflict on Wednesday. May present proposal to purchase more tables at a future date.

- 5. Directory Update/Policy - Update by Jen**
- Agreed at previous meeting to change language in directory to address inappropriate uses. Language agreed upon is "You may only use the information in the directory for school-related purposes." Directory is being printed.

- 6. Sinking Fund Message - Update by Dan**
- * Yard Signs - need volunteers to place signs
 - * BP Press - what is appropriate language to place in BP Press
 - * Motion that PTO endorse Sinking Fund Millage and affirmative language
Helen Levy
Marie Todd
Approved

- 7. Other Items - none**

Meeting adjourned at 7:39 pm

