

**Burns Park PTO  
DRAFT Meeting Minutes  
Board Meeting  
3/20/14**

**Officers Present:** Jen Denzin, Helen Levy, Marie Todd, Jenny Freisthler, Corry Berkooz, Laura Whitridge, Courtney McCreddie, Dan Hamalainen, Sylvia Marino

**Staff Present:** None

**Others Present:** Marcy Epstein

The meeting was called to order at 7:01 by Jen Denzin.

**1. Approval of the Minutes**

- The minutes from the January meeting were approved

**2. Budget Update** – Provided by Helen Levy

- Raised \$37k out of target of \$47k
- Spent \$20k of target budgeted \$47k
- Minor areas where running over (Disability Workshop, bought tables for Special Interest Fair which will save money in future years)
- Reading Club has only turned in \$90 of receipts for \$5,000 budget – Jen to check if they have additional expenses to submit and Helen to follow up on how the overall transportation costs are submitted including Reading Club
- Still waiting on the list of field trips to determine if the budget is correct. Jen to follow up with Kathy Kyle

**3. Playground Campaign Update** – Provided by Marie Todd

- Prospectus going to the printer this week
- Playground committee meeting next week (on the 25<sup>th</sup>) about the campaign
- Samples of donation bricks are coming
- Pizza House kick off is not going to work based on timing – they have different requirements during graduation season. Still plan to have materials ready for the week of April 17<sup>th</sup> to put in backpack mail.
- Plan to have tables at other events such as Ice Cream Social and possibly do something with Pizza House later on

**4. Other Fundraising Updates**

- Ice Cream Social informational meeting 4/24
- Board approved ordering additional Burns Park T-Shirts to supplement sizes that are sold out. Will order a quantity that provides a good price
- Burns Park Run - \$4,750 commitment in sponsorships to date (increase from last year)

- Kathy Brzoznowski is providing race sponsorship coordination which has helped increase sponsorships
- Ray's Red Hot is interested in bringing mobile food cart to BP for events donating 10% of profits to PTO– would not work for Ice Cream Social since Pizza House donates all of the Pizza. Possibility for last day of school or the Fall Picnic

#### **5. 2014 Goals Update**

- No movement to date on updating the book room. Need someone to sponsor the initiative both to generate funds and organize the work. Estimate need \$3,000 - \$6,000 to update the room.
- Water Bottle Filling Stations – Mrs. Kreger and Mrs Ambrosino planning to run a coin drive run by the students to try and raise dollars for water bottle stations. One water bottle filling station costs approximately \$650

#### **6. 2014-2015 PTO Board**

- Still looking to fill the President position
- Current Treasurers will stay with addition of Dan to handle capital campaign work (Jenny end role as past treasurer)
- Laura to stay as secretary. Will need to check with Ken if he would like to continue as Secretary
- Lauren and Sylvia to stay as Volunteer Leads
- Jenny and Marie to stay as Fundraising Leads

#### **7. Discussion of how to celebrate retiring teachers**

#### **8. Other Topics**

- Discussion of where stand with fans not working in gym and leaking roof and slippery state of the floor. Jen to determine how to give people information to communicate with the district about this issue
- Jen to check on where work stands to improve indoor recess
- Next meeting will be April 17th

The meeting was adjourned at 7:51pm

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Laura Whitridge, Co-Secretary

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Date of Approval