

**Burns Park PTO  
Board Meeting  
05/22/14**

**Officers Present:** Jen Denzin, Helen Levy, Ken Polsinelli, Lauren Kinsherf, Marie Todd, Dan Hamalainen, Jenny Freisthler, Sylvia Marino, Courtney McCreadie, Jennifer Monk-Riesing

**Staff Present:** Chuck Hatt

**Others Present:** Rabindar Subbian, Jill Schloff, Bridget Held

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

1. **Welcome and Approval of April Minutes**

- The minutes from the April meeting were approved.

2. **Principal's Update** - Chuck Hatt

- School Safety
  - review of tornado procedures
  - review of traffic calming and safety
  - encourage active parent engagement with City planners
  - change student drop off to allow all students to enter through park
  
- School Superintendent Budget Update - 3 pronged approach
  - Raise Enrollment
    - 600 new students to AAPS district
  
  - Enhanced Programs
    - STEM school
    - IB School
    - SIT - differentiation versus inspiration; project-based learning and engagement; focus on mathematics with emphasis on every learner, continued improvement in literacy, responsive classroom (change motivation from PBIS to innate curiosity and intrinsic motivation)
  
  - Expense Reductions
    - Frozen Pay schedules
    - Increased Contributions to health insurance
    - Outsource support services (janitorial, grounds)

- Math Placement Test  
- 25 students participated in the placement test
  - School Climate Survey  
- new survey this spring with new survey tool that is more scientific
  - Class Placement Progress - richness of the feedback provides best tool for understanding; 300-400 pieces of feedback; best way to understand children and parents' view of their children; conveys how staff is perceived
  - Reading Response Letter - each 4th and 5th grader wrote a letter and Mr. Hatt responded to each; best method for getting feedback on literacy
  - Betsy Capelli - please express your gratitude for all of the hard work that Betsy has done with the Burns Park Press and even more so the Penguin Press
  - Solar System Project - very excited about progress on the solar system project; Sun by flagpole, Venus by Senior Center
3. **Budget Update** - Helen Levy (see attachment)  
- Review of operating budget, everything on budget
  4. **Playground Campaign Update** - Jennifer Monk-Reising  
- Raised \$70,000 (50% of goal)  
- Outdoor classroom - donated at 100%  
- Install fundraising "Penguin" in place of clock for awareness  
- 5th graders contributing class gift  
- June 8th - Pizza House collaboration  
- Ice Cream social - t-shirts and water bottles
  5. **Budget Process Review** - Jenny Freisthler (see attachment)  
Review of budget creation process  
Discussion of budget distribution; committee chair requests  
  
Review of budget revision process -  
  
Motion to approve process - Jenny Freisthler, 2nd - Dan Hamalainen, unanimously approved
  6. **Summer Workbooks** - Lauren Kinsherf  
Amanda Mercer committee chair  
42% return rate  
Motion to approve continuing program for this summer - approved

6. **School Improvement Update** - see Principal's report
7. **Literacy/Leveled Book Room Update** - Sylvia Marino
  - 3rd grade teachers - have their books and in the school (100%)
  - 4th grade teachers - have their books and in the school (95%)
  - 1st and 2nd grade - replenishment of existing series (\$700); ordered new series with SIT funds (\$2,100 of \$2,500)
  - 5th grade - requested \$750
  - Kindergarten - still waiting on requests, using books purchased by Colette

Motion to provide \$742 in remaining Golden Apple grant funds - motion Helen Levy, 2nd Courtney McCreadie, unanimously approved.

Add as permanent line item to budget

7. **Vote in new Executive Board**
  - President: Rabindar Subbian
  - Presidents Elect: Lauren Kinsherf & Sylvia Marino
  - Treasurers: Helen Levy & Shawn Ye
  - Secretaries: Laura Whitridge & Ken Polsinelli
  - Volunteer Coordinators: Lauren Kinsherf & Sylvia Marino
  - Fundraising Coordinators: Jennifer Monk-Reising & Marie Todd
  - President - Past: Jen Denzin
  - At-Large: Corry Berkooz, Molly Crankshaw, Dan Hamalainen, Courtney McCreadie, John Pottow
  - School Representative: Chuck Hatt to discuss with staff

Motion to adopt Executive Board as presented - Sylvia Marino, 2nd - Jenny Freisthler, unanimously approved

8. **Involving Parents of New Students (transfer/school of choice, etc.)** - Rabindar Subbian

- Activities that we can do to engage new parents early?
- Consider "Nudge" for new parents to join PTO (opt out vs. opt in)
- Discussion of School Messenger
- Add action items as agenda item for next meeting

9. **Discussion of Retiring Staff** - Jen Denzin

Timing of recognition; brick for each retiree

Meeting adjourned at 8:37 pm

Respectfully submitted,

---

Kenneth P. Polsinelli  
Co-Secretary