

**Burns Park PTO
Board Meeting – Draft Minutes
September 17, 2014**

Officers Present: Lauren Kinsherb, Helen Levy, Jenn Monk-Reising, Rabindar Subbian, Marie Todd, Laura Whitridge, Ken Polsinelli, Sylvia Marino

Staff Present: Chuck Hatt

Others Present: Stephanie Martin, Matt Tschlog, Jennifer Freisthler, Andrew Schroeder, Jill Schloff, Courtney McCreadie,

The meeting was called to order at 7:34 PM by Rabindar Subbian.

1. President's Report

- a. Report from the PTOC on the potential annexation of Whitmore Lake schools
 - i. Many details still unclear as to how two districts would merge (such as teacher salaries, funding per pupil, grants available from state to support the annexation)
- b. Schools of Excellence Grants deadline is October 4th. Mr. Hatt will see if our school improvement activities could qualify for a grant
- c. Found volunteers for IT committee to help with back office improvements
- d. Creating an online database to make access to PTO documents easier

2. Required Business

- a. Rabindar noted that there is a quorum.
- b. Rabindar moved to approve the May 22nd general meeting minutes. Marie Todd second. The motion was carried unanimously
- c. Rabindar submitted the official Burns Park Committee chair list (attached)

3. Proposals

- a. Burns Park PTO needs to find an auditor. Dan Hamalainen performed this last year, but has now officially joined the PTO. Person does not need to be a professional auditor
- b. Some dissatisfaction with accountant used last year. Shawn reviewed potential accountants and is recommending we move business to Steforia Pedik & Associates. Have also selected NHC Financials as back up accountant. Helen moved that we hire Steforia, Pedik & Associates as new accountant, Rabindar second. Motion was passed unanimously

4. Budget Presentation

- a. Rabindar moved to present the draft budget, Helen Levy seconded. Motion passed
- b. Rabindar moved to discuss the budget, Marie seconded. Motion passed
 - i. Discussion of how 50 additional students & 120 new families will impact fundraising and general fund donations
 - ii. Directory cost increased due to a potential investment in software to automate the process
 - iii. Lunches in Love cost increase due to total program costs not always submitted in the past

- iv. There is currently \$67,000 in the bank. Must have to have at least ½ of our budget in the bank at the beginning of the year to pay expenses that occur prior to fundraising efforts. As a not-for-profit do not want much more than 100% of budget in the bank so slightly over at this point
- v. Recommendation to increase Burns Park Bucks goal back to \$2,500 due to changes in program and focus on educating families how to participate
- vi. Goal is to start the Reading Club earlier so driving budget increase
- vii. Request reading room budget to increase to \$3,900 due to new kindergarten requests
- viii. School Improvement Funds will be dispersed in similar manner to Golden Apple Grants to support activities that help achieve the school improvement goals (see principals remarks)
- ix. Vegetable garden increase in funds to build an Arbor
- c. Helen Levy suggested that Reading Room and School Improvement expenses be moved to one time expense as separate vote which will cause operating budget to balance
- d. Ken Polsinelli moved to approve the draft budget with the changes of \$2500 for Burns Park Bucks and reading room and school improvement funds moved to one-time expenses. Rabindar second – passed unanimously (Approved Budget w/ Explanations Attached)
- e. Rabindar motioned to fund reading room initiative at \$3,900 and school improvement fund at \$5,500 as one time expenses –, Jen Freisthler seconded, motion passed unanimously

5. Principal's Remarks

- a. Vision for School Year – Care, Lead and Inspire
- b. School Improvement Plan Goals
 - i. Responsive Classroom
 - ii. Rearticulate Spanish Curriculum K-5
 - iii. Improve Math Achievement through clear consistent targets, shared formative assessments, and additional instructional tools

6. Board Member Remarks

- a. Discussion of climate issue on 3rd floor of building and how to address

Meeting was adjourned at 9:15 PM.

Respectfully submitted,

Laura Whitridge
Co-Secretary

Attachments:
School Committee List
Approved Budget
Budget Explanations Document
Playground Budget Update
Bookroom Budget Update