

BURNS PARK PTO
General Meeting – Draft Minutes
May 20, 2015

Executive Board Members Present: Dan Hamalainen, Lauren Kinsherf, Sylvia Marino, Courtney McCreadie, Jen Monk-Reising, Ken Polsinelli, Marie Todd, Laura Whitridge

Staff Present: Chuck Hatt

Others Present: Gwen Harrigan, Brian Hayden, Amy Huang, Jane Montas, JoLynn Montgomery, Jill Schloff, Andrew Schroeder, Alan Wachendorfer

Meeting called to order at 7:04 pm

1. President's Report

- a. Upcoming Events – May 29th Volunteer Breakfast 8:15am, Ice Cream Social May 29th 5:30-8:00pm, Field Day June 4th (Rain Day is following Monday), Playground Ribbon Cutting 6/12 at the end of school
- b. Approval of the Minutes – Sylvia moved to approve the minutes as submitted, Ken seconded, motion passed unanimously
- c. Nomination of the 2015-2016 PTO Slate. Discussion of the Slate. Decision to add John Pottow as Past President. Sylvia moved to approve the slate with John added as past President, Dan seconded. Slate passed
 - i. President: Lauren Kinsherf and Sylvia Marino
 - ii. President-Elect: Marie Todd
 - iii. Treasurers: Dan Hamalainen and Shawn Ye
 - iv. Secretaries: Amy Huang and Laura Whitridge
 - v. Fundraising: Coordinators: Jennifer Monk-Reising and Marie Todd
 - vi. Volunteer Coordinator: JoLynn Montgomery
 - vii. At-Large: Molly Crankshaw, Helen Levy, Gwen Harrigan, Brian Hayden, Jane Hollingsworth, Colleen Kollman, Jane Montas. Jill Schloff
 - viii. John Pottow – Past President
- d. Golden Apple Grants.
 - i. Board approved a Golden Applet Grant for summer books for students in the Reading Intervention Program via email since last meeting.
 - ii. Mary Rodrique requested a paper towel dispenser – discussion of how to handle items that are not aimed at enrichment. Decision that Golden Apple Grants are meant for enrichment activities. As part of planning process, will discuss options for helping when teachers can not get needs addressed through other channels

- iii. New Golden Apple Request from Mrs. Crankshaw's class to cover printing costs for a Field Guide on the Garden - \$28 per copy including lamination and binding. They would like to make 10 copies for \$280. Request that Field Guide be shared among the classes in a formal way. Sylvia moved to approve the grant, Dan seconded, motion approved.

2. Treasurer's Report – Dan Hamalainen

- a. Still a few outstanding items – finalizing Burns Park Run profit. Ice Cream social expenses have occurred, but revenue has not yet been received. Still have not paid out for all of 4th grade camp or 5th grade graduation.
- b. Audit Report by Brian Hayden – no issues with current audit. There is need to add additional financial controls to reduce the potential for fraud. Recommending at PTO meetings on a Monthly Basis compare actual expenses (check book) vs. what is in the bank account. Brian volunteered to help with this process next year. Will allow PTO able to identify any issues on Monthly Basis and reduce likelihood of fraud

3. Fundraising Report

- a. Golden Apple Grant for Golf Equipment is much appreciated. Kids are enjoying it and every kids who completes program will get a free round of golf at Georgetown
- b. Playground Ribbon Cutting will be last day of school 6/12.
- c. Discussion on whether to create the PTO fundraising brochure and if the New Parent Guide needs to be updated. Jen to talk to Sandy about whether she wants to up date the New Parent Guide, if not, Jenn would be willing to work on it as the piece goes hand in hand with the fundraising brochure
- d. Ice Cream Social is on track. Looking for more volunteers to run the stations. Will need help with cleaning up during and after the event. Will ask Mr. Jackson for his assistance and offer him an honorarium for his time.
- e. Burns Park Run netted approximately \$22,700. \$11,000 was raised in Sponsorships to cover the costs (up from \$8,000)

4. Volunteer Coordinator Update

- a. Have confirmed 3 new Race Directors for Burns Park Run
- b. Need Science Olympiad Chair
- c. Need representative for PTOC. Laura noted she will fill the role if someone is not found
- d. Looking for a co-chair for Volunteer Committee

5. Community Priority Survey Update

- a. Have received 131 responses so far – will be updating the board on the results when we have them summarized
- b. Committee is meeting with all the teachers by grade to understand their needs
- c. Once have results will also meet with Mr. Hatt to discuss alignment with School Improvement Plan and next steps

6. Principal Update

- a. School Improvement Plan Update
 - i. Math: still early to see results from efforts around math. K-2 had new math curriculum this year. Grade 3-5 will have new Math curriculum this coming year. Curriculum updates have aligned with what teachers identified as most important math goals by grade
 - ii. Responsive Classroom: Last year 15 staff went through Level 1 responsive classroom training. Looking at ways to provide an opportunity for all staff to go through the Level 1 training and give teachers who have gone through Level 1 to have advanced training
 - iii. Working on having more Project Based Learning in the classroom. Looking to develop more curriculum and templates to support K-2 project based learning
 - iv. Performing World Language Program Review. Going to perform a survey around the value of the program to the parent base
- b. Class Placement Conversations are going on right now. There will be about 450 students at Burns Park. Continuing to attract families from private schools. Pricilla Fisher will move from K to 1st Grade, as there will be 3 Ks and 4 1st grades. There will be a 4th/5th split taught by Mr. Cramer.
- c. Will have 75 Chrome Books and 32 iPads provided by the district next year. Every teacher has a goal of 8 to 10 workstations in their classroom
- d. Will be having an Assembly to celebrate the unveiling of the Wall of Wonder and continue to develop the annual focus on kindness at Burns Park
- e. Moving Science Olympiad to the building helped create diversity and increased participation. There will be an assembly celebrating participants
- f. Computer Assessments occurring right now. While process is not perfect, kids seem to be handling it well
- g. Thank you for passing the Bond – new furniture (desks) that will support collaborative learning, new blinds, new buses will be funded through the bond

7. Discussion Items

- a. Discussion of how to handle parents who would like to use BP PTO ALL list to publicize other events/ causes. Decision to formalize the policy that the BP PTO ALL email should only be used for PTO business and that the Presidents, President-Elect, Volunteer Coordinators, and Fundraising Coordinators are the only ones who can send out to the list
- b. Website access to be limited to President, President Elect, Secretary, BP Press Editor, and technology chair
- c. Discussion that Golden Apple Grants will be limited to enrichment needs

8. New Business

- a. The board decided to develop a new policy that equipment purchased by the PTO for events such as BP Run and ICS will not leave school grounds without permission of the PTO President. The equipment is going to be stored in a secure location in the auditorium and Mrs. Noble will be ensuring it is used for appropriate purposes
- b. Mr. Jackson is being asked to take on a role outside of Burns Park, but his preference is to stay as part of the BP community. Mr. Hatt will inform the PTO if there is a way for the PTO to provide support for his request
- c. Decision to fund a thank you to the office staff and Mr. Jackson for their hard work during the year. Jenn will put together the gifts out of the President's discretionary fund and will recognize them on the last day of school

The meeting was adjourned at 8:43 pm.

Respectfully submitted,

Laura S. Whitridge, Co-Secretary