

**BURNS PARK PTO  
General Meeting  
September 16, 2015**

Executive Board Members Present: Dan Hamalainen, Gwen Harrigan, Brian Hayden, Amy Huang, Helen Levy, Sylvia Marino, Jennifer Monk-Reising, JoLynn Montgomery, Jill Schloff, Marie Todd, Laura Whitridge

Staff Present: Chuck Hatt, Patrice Johnson

Others Present: Kara Cucio, Diana Ellis, Kimberly Kinder, Amy Mager, Robin Meeks, Tamanika, Terry Steward, Julie Sullivan

Meeting called to order at 7:05 pm by Sylvia Marino.

1. **Welcome:** Sylvia welcomed the PTO members and attendees.
2. **Upcoming PTO Events:**
  - a. Upcoming Events – September 18 Picture Day and Movie Night, September 21 Fall Festival, September 29 Curriculum Night, October 31 Silent Auction, November 13 Dine Out for Burns Park Elementary.
  - b. Annual Fund – a letter was sent out to announce the start of our annual fund drive.
3. **PTO Council Update**

Laura Whitridge provided an update on the PTO Council.

  - a. The PTO Council is the umbrella organization supporting PTOs throughout Ann Arbor Public Schools. It has as its members a representative from each PTO and PTSO in the district.
  - b. The monthly meetings are open to the public with specific focuses. Laura will share the meeting agenda and encouraged PTO members to attend the meeting.
  - c. Currently, the PTO council's record doesn't have a representation. Laura suggested we should identify a representative for PTO council.
  - d. PTO council's due will be paid soon.
  - e. PTO Thrift shop is a great source for fund raising and we should communicate with Burns Park community.
4. **Review of Minutes of May 20, 2015**

Sylvia moved to approve, JoLynn Second. Minutes approved unanimously
5. **July/Aug Executive Meeting Summaries**

Members met over the summer and the following topics were discussed:

  - a. Reviewed the proposed budget – an updated version will be discussed at all school PTO meeting today.
  - b. World Language Initiative presentation – will discuss at all school PTO meeting today.
  - c. Discussion and Approval for funds for the teachers to go to Camp Oyinesa (where the 4th graders go for camp) – for teacher professional development. Approved for \$1,250. All staff and special teachers who attended very well received it.

- d. Discussion and Approval for funds for the responsive classroom training for \$2500. This was a request that was made earlier in the month and at that time we did not have majority and the board wanted to have a discussion. We revisited the topic and after much discussion it was approved. Mr. Hatt attended the meeting and explained that because BP is a feeder school to Scarlett Middle School, the teachers are granted this training opportunity that many other schools would not have.
- e. Distributed a working PTO calendar. In progress-a final version will be distributed in September.

**6. Budget Proposal:** an updated PTO budget and explanations for the items on the budget were distributed at the meeting. In addition to the items discussed at the July/Aug executive meetings, two more items were proposed:

- a. Discretionary fund for principal added to allow Mr. Hatt to easily address small issues as he identifies them without needing to submit Golden Apple or wait for Board approval
- b. Reading club: budget is based on a proposal from Mr. Hatt. The after-school reading club program is an intervention designed to promote accelerated, academic growth in reading for 30 students, grades 2-5. Mr. Hatt reviewed the researches on the effectiveness of different teaching methods and the best practice. He believed that the program would close the gap that some of the students were encountered.

Sylvia moved to approve budget with suggested increase to Reading Club budget to \$5,000 to include the costs for snack. Marie Todd seconded. Budget approved unanimously

**7. Burns Park World Language Initiative**

Burns Park World Language Initiative (BPWLI) presented at the Aug PTO meeting and asked to be included under PTO. BPWLI is a non-profit organization established in 2005. Through fund raising at BR community, it provided Spanish classes at BP. There are confusions among the community about the fund raising efforts between BPWLI and PTO. Members believe that we should charge a task force to review the issues and access the possibility to bring the BPWLI under PTO. Jill Schloff volunteered to lead the effort. The timeline for the final decision is June 2016.

**8. Community Survey Summary**

Over the past month, the PTO planning committee surveyed the parent base and interviewed the Burns Park teachers to determine where PTO funds will make the most positive impact on the school. The top three concerns are technology access, support for special programs, and support for additional education experiences. The compiled result will be published in the Burns Park Press.

**9. Building Maintenance Update**

Mr. Hatt provided an overview on the list of Burns Park Building maintenance and repair needs. BP teachers created the list where they cataloged all the issues with the building over their summer break. Mr. Hatt praised Brian Hayden's effort to meet with Dawn Linen, the Executive Director for Elementary Education at AAPS, and to express our concerns on the building maintenance needs. Brian also shared a very positive feedback on his meeting and felt he was treated as a customer with respect. Within a week, the district's maintenance staff had completed majority of the items on the list.

The remaining items will be addressed in the near future. Members kudo Brian's lead on the building improvement and suggested that we should share the process with BP community. Brian agreed to prepare a story about the process for the next BR press.

**10. Chair Updates**

- a. Lost and Found: a new coat rack will be purchased and the lost & fund station will be reorganized.
- b. Special Interest Fair: the chair(s) position is open. The responsibilities include register students for the one-day only event, award certificates and help coordinate volunteer.
- c. Teacher Retreat Day: Patrice thanked the PTO for providing the teacher retreat day. It was a great start for the new school year. The teachers and staff took the opportunity to plan and discussion for their classes.

**11. Community Ed Foundation-Grant Ideas/Jennifer Monk-Reising**

Jenn provided an overview on the Community Ed Foundation. The foundation announced a call for Great Idea Grant and the due date is Oct 21. Over the summer, she visited 21 elementary schools over the summer and met many PTO members. She is planning a get together event for all the POT to meet and exchange ideas. An invitation will be sent out soon.

**12. Principal Remarks**

- a. Teachers and staff have been hard at work in setting up classrooms, plan for lessons. Since there are three full K classes, he is considering two options to address the issue. 1) hiring a certified teacher assistant for the school year; 2) open another K class (space constraint is an issue).
- b. He expressed appreciation to PTO's support for classrooms, special teachers, and the teacher retreat day, etc.
- c. Currently, we have 4 lunchroom coordinators that are not adequate to supervise during lunchtime. There is a shortage of lunchroom supervisors throughout the district. To address the issue, Mr. Hatt will send a call for parent volunteers and plan to hire a lunchroom coordinator.
- d. The curriculum night is scheduled on Sept 29, starting at 6:15 pm.
- e. Mr. Hatt expressed his welcome to meet with parents.

**13. New Business**

The meeting was adjourned at 8:26 pm.

Respectfully submitted,

Amy Huang, Co-Secretary