

**BURNS PARK PTO
General Meeting
January 20, 2016**

Executive Board Members Present: Molly Crankshaw, Dan Hamalainen, Brian Hayden, Amy Huang, Lauren Kinsherf, Collen Kollman, Helen Levy, Sylvia Marino, Jennifer Monk-Reising, JoLynn Montgomery, John Pottow, Marie Todd

Staff Present: Chuck Hatt

Others Present: Jamie Phillips, Emily Mackler, Ema Ausharian, Latasha Patterson

Meeting called to order at 6:34 pm by Sylvia Marino.

1. **Welcome:** Sylvia welcomed the PTO members and attendees.
2. **Review of Minutes of November 19, 2015**
Sylvia thanked Helen Levy for prepare the November meeting minutes. Amy Huang moved to approve the November minutes, Brain Hayden seconded, unanimously approved.
3. **Presidents' Report:** Lauren Kinsherf reviewed activities in the past two months:
 - a. Family-to-family giving was a great success and thanked for Nicole Webb's coordination.
 - b. Teachers and staff very well received teacher holiday luncheon held on 12/16/2015. PTO members volunteered and supported for the luncheon.
 - c. Lunchroom Committee proposed several items at the last PTO meeting. However, they have to delay actions due to the building condition. The Lunchroom Committee started working with Chuck Hatt on the lunchroom staffing issues this week. Chuck Hatt will continue updating the building needs list and will share with the PTO.
 - d. Laptops and iPads were purchased and allocated to each classroom. Due to adding a new kindergarten class, two more iPads were requested so that each class could be allocated 6. PTO discussed the request and suggested holding the purchase till after the summer. Several aspects were considered including the lengthy administrative approval process, uncertainty of the classroom numbers in the fall, and relatively low utilization rate of the devices in the K-2 classrooms. Chuck Hatt also ensured that the teachers could loan iPads as needed.
 - e. Classroom enrichment budgeted for \$5,000 for the reading club and it was not used. Lauren proposed to reallocate the funding to teacher classroom library. Molly Crankshaw will survey the classroom teachers and develop a list of books. The proposal will be brought back to PTO meeting in the future for approval. Chuck Hatt suggested that PTO should also consider supporting a special program (Chuck introduced the program in details in the agenda item 8) for struggling readers. The AAPS district will only provide funds to the entitled schools (20% students are below the poverty level). Burns Park is not on the list. The program will cost \$1500 and Chuck proposed that PTO support half of the cost (\$750)

using the enrichment fund. Members asked Chuck to provide more information so that PTO could consider funding it. The information may include what the district will provide, brief description about the program, how much funds will be request of the total cost, etc.

- f. The Writing club is finishing the current session. They did not use the funding requested for snacks and supplies. The budget covered the cost along with parents' donation to snacks. A new sign-up message will be sent out soon. The total enrollment will be up to 65 students. Both students and parents need to agree to sign up the club.
- g. Science Olympiad for grades 2-5 will need at least 20 parents to volunteer coaching. Last year, about 80 students participated in the program. Currently, the committee is creating a website and will be facilitating the activities.
- h. Special interest fair is scheduled on Friday Feb 26. Details will be published in the newsletter and mail.
- i. Movie night will be held this Friday 1/22.

4. **Treasure report** from Dan Hamalainen: Actual income to date is \$47,835.17 which is close to projection. Actual expense is slower than projection. Spending will catch up, as many receipts were not received for reimbursement. Dan will get general financial information from the World Language Program and analyze the information and by-law perspective. He expected to share the information in March. Brain Hayden will review and audit the financial transactions and share the audit report soon.

5. **Golden Apple Grants:**

Ms. Noble requested reimbursement to support all forth grades to go to attend the Ann Arbor Symphony field trip. The estimated cost includes \$420 for tickets and 2 buses (~\$200 per bus). Members discussed the request and suggested it should be paid out of the Field Trip budget. Amy Huang moved to approve the request, Marie Todd seconded, unanimously approved.

6. **Fifth Grade Graduation:**

Jenn Monk-Reising and Jamie Phillips, 5th grade graduation committee heads, submit the proposal to PTO in consideration of an increase in the 5th grade budget line, specifically to finance an outdoor tent to conduct the graduation ceremony. At present, the 5th grade graduation budget is allotted \$250 by the PTO. That fund, in conjunction with 3 student-run fundraisers, and parent's food and volunteer contributions, are stretched to cover a large variety of graduation week activities. From parents' survey, 70% of parents were either fully in favor, or favored to move the ceremony outside if it monetarily made sense in the overall budget. They proposed increasing the 5th grade graduation budget line to \$1000, which in addition to other planned fundraising activities will cover the cost of the tent, chairs and stage rental as well as providing a small cushion on the budget which will account for uncertainties in the new fundraising effort with 5th grade parents, and to ensure the celebration to be sustainable for future graduation committees. Specifically, they asked for an additional \$750 in 2016 raising the total PTO contribution to \$1000, to cover the cost of an outdoor tent for this spring's graduation ceremony. It could be considered a reward to the 5th grade parents for their countless donations of their time and money to Burns Park

Elementary over the past 6 years. Members discussed the request and asked where the tents will be set up as it may distract other students during the ceremony. Jenn confirmed that the tents would be set up in the Burns Park away from the building. Marie Todd moved to approve adding \$750 to the 5th Grade Graduation, Dan Hamalainen seconded, unanimously approved.

7. Upcoming Elections for 2016/2017 school year:

Lauren Kinsherf update members on the process of the upcoming election. Instead of waiting in May, Lauren and Sylvia Marino will start reaching out the current board and asking for their plan for next year. They will consider co-position based on request.

8. Mr. Hatt Literacy 3-5th grade:

Mr. Hatt provided an overview on the literacy program for 3-5th grade. He stressed the importance of the Independent reading library to support the literacy program. Members encouraged Mr. Hatt to provide information for the potential fund of \$750 to support half of the total cost (\$1,500).

9. Chair Update:

- a. Read-a-thon: March is reading month. The committee is actively preparing the event, including inviting storytellers and guest readers, recruiting volunteer, assembling the packages, etc. Committee invited ideas. Book fair opened the volunteer sign up.
- b. Burns Park Run: it is scheduled on Sunday May 1st. The registration will be open in a few weeks. Volunteer leaders are identified. The logo will be the same. The shirt designed by a fifth grader was selected. Currently, the committee is trouble shooting website problems and hopeful fix it soon. An instagram account was created for the BP run and members are encouraged to follow. The committee is working with the Ann Arbor Running Club and they designated the BP run as the final activity for their 5K training program.

The meeting was adjourned at 8:17 pm.

Respectfully submitted,
Amy Huang