

**BURNS PARK PTO**  
**General Meeting – Draft Minutes**  
**March 17, 2016**

Executive Board Members Present:

Molly Crankshaw, Dan Hamalainen, Amy Huang, Brian Hayden, Lauren Kinsherb, Helen Levy, Sylvia Marino, Jennifer Monk-Reising, JoLynn Montgomery, John Pottow, Jill Schloff, Marie Todd, Laura Whitridge

Staff Present: Chuck Hatt, Joel Maddens (Student Intern)

Others Present: Charlotte Carne, Erika Boehnke

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

1. **Review of January Minutes**  
Sylvia moved to approve the minutes, Brian second. Approved unanimously
2. **Presidents' Report:** Lauren Kinsherb reviewed activities since the last meeting:
  - a. Golden Apple Grants approved since last meeting:
    - i. \$356 for cross class author study for 2 kindergarten classes
    - ii. \$770 + transportation for 2<sup>nd</sup> grade class trip to aquarium,
    - iii. Transportation for Mrs. Chappius class to see historic classroom on EMU campus (Transportation is roughly \$300 a trip)
  - b. Held Special Interest Fair in February there were 48 participants
  - c. Science Olympiad underway with 75 participants including a record number of 2<sup>nd</sup> graders
  - d. March is reading month is underway
  - e. Movie night is this Friday 3/18: movie is Paddington to align with March is reading month
  - f. Disability fair to be held in April for 4<sup>th</sup> graders
  - g. Burns Park Run still needs volunteers. Also still looking for a Sponsor for the Fun Run
  - h. The Lunches with Love program does not have the ongoing support to continue. Looking for a different outreach opportunity that will work for the Burns Park community
  - i. Beginning to work on slate for executive board next year
3. **Treasure report** from Dan Hamalainen:
  - a. Many expenses have not yet occurred and will occur at the end of the year
  - b. Have spent approximately \$4,000 of the \$5,000 allocated to Golden Apple Grants to date.
  - c. Have exceeded the budget for taxis this year. Chuck to follow up with Cathy on what has been driving this expense.
4. **Golden Apple Grants:**
  - a. Request from Mrs. Swanson for \$250 to fund summer intervention reading program to provide books to students in the reading intervention program over the summer break
  - b. Request from Mrs. Kreger to bring 3 holocaust survivors to speak with the 5<sup>th</sup> grade classes for \$800
  - c. Request from Mrs. Crankshaw for science enhancement kits (snap circuits kit, reprogrammable rover) for \$330
  - d. John Pottow moved to approve all proposals with the Treasurer given the discretion to determine how to distribute the funds from the Golden Apple Fund

and the Classroom Enrichment Fund given these requests will put total Golden Apple Grants over the budget for the year.

- i. JoLynn Montgomery second. Motion Approved.
- ii. PTO is recommending there be an option for parents to request their students not participate in the Holocaust presentations if have concerns

**5. Classroom Libraries**

- a. Teachers are looking for support in refreshing the classroom libraries
- b. PTO has \$5,000 funds that was allocated to the reading club which is not occurring this year
- c. Sylvia moved to re-allocate the \$5,000 funds from reading club to refresh the classroom libraries across all classrooms K-5 including the ASD classroom (20 classrooms) for \$250 per classroom. Amy second. Approved with one abstention.

**6. Writing Club Proposal**

- a. Organizers of the writing club are asking the PTO to fund \$720 for the writing club activities that occurred (\$550 was already donated)
- b. John moved to fund the reimbursement of the writing club expenses as a one-time expense. JoLynn second. Approved

**7. Chair Updates:**

- a. Disability Awareness Workshop. Workshop will be only for 4<sup>th</sup> graders due to building constraints. Event will be held on 4/14. Still need 9 more volunteers. Event is 9-2:30 in the auditorium, gym, and adjoining hall space. There will be an article on the workshop in the April newsletter.
- b. Book fair is being held this week. Revenue goal for fair is \$10,000.

**8. Principal Update**

- a. Charlotte Carne has been leading a Burns Park committee to communicate the needs of the building to provide better support for students with IEPs and 504s. Based on this work, Burns Park has been approved for additional social worker hours. Currently only have 2 days out of 5, committee continuing to advocate for a full time social worker
- b. Lunch remains the most challenging time to make sure all students are supported. Working to improve the experience for all students. Have been using responsive classroom techniques during lunch. Currently in the process of hiring new lunch supervisors.
- c. Continued work to address work orders. New boiler has been installed. Tree trimming has occurred.
- d. Work to update the School Improvement Plan will begin soon.

The meeting was adjourned at 8:40 pm.

Respectfully submitted,  
Laura Whitridge  
Co-Secretary