

BURNS PARK PTO
General Meeting – Draft Minutes
April 16, 2015

Executive Board Members Present: Dan Hamalainen, Molly Crankshaw, Lauren Kirnsheff, Helen Levy, Sylvia Marino, Courtney McCreadie, Marie Todd, Laura Whitridge, Jen Monk-Reising, John Pottow

Staff Present: Chuck Hatt, Laura Kind, Sally Steward, Scott Thompson, Janet Spiegel, Mary Roderique, Sandy Kreger

Others Present: Jill Schloff, Kristin Duff, Kathy Brzoznowski, Alex Hamlin, Jennifer Jalet, Gwen Harrigan, Brian Hayden, Andrew Schroeder

Meeting called to order at 7:03 pm

1. President's Report

- a. Discussion on Bond Renewal – Jennifer Jalet
 - i. The vote is to renew a bond, would not increase tax rates
 - ii. Information available on AAPS website
http://www.aaps.k12.mi.us/aaps/2015_bond_proposal
 - iii. Three more information sessions at 6:30pm
 1. April 21 Scarlett
 2. April 23 Clague
 3. April 30 Forsythe
- b. The Tappan PTO has invited 5th grade parents to their meeting on 4/20
- c. Approval of minutes: John Pottow moved, Helen Levy second to approve the March minutes, motion passed unanimously
- d. There was an Executive Board meeting on April 10th to discuss the acceptance of Rabindar Subbian's resignation from the position of PTO President. After review of the by-laws, John Pottow nominated himself to serve as interim President until the May PTO meeting when the 2015-2016 Executive Board will be officially elected. Sylvia seconded the nomination. The motion passed unanimously with John abstaining
- e. Discussion on Long Term Planning Approach
 - i. Andrew Schroder has volunteered to help develop a survey as an initial step to assessing the priorities of the community
 - ii. Gwen Harrigan offered to help create the survey and develop a process to gather further input from parents, teachers, and students
 - iii. John suggested prior to sending out the survey we first announce the process as a celebration of what we have accomplished
 - iv. Suggestion to have the teachers review the survey prior to release to see if there are other topics we should include

2. Treasurer's Report – Helen Levy

- a. Burn's Park run is one of the big fundraisers for the year so we are awaiting that portion of our fundraising to occur
- b. We have received the money to pay for 4th grade camp, but we haven't paid it out yet which is why there is a negative expense right now
- c. Many expenses will come in at the end of the year
- d. There is still money available in the Golden Apple Budget
- e. Treasurers have determined that \$25,000 should be available in the bank to cover expense through the year. As a not for profit, best practice is to keep less than the amount of the annual budget in savings so we estimate we will have \$40,000 to support the priorities identified by the long term planning process
- f. It was discussed whether there should be a formal process for moving expenses that apply multiple years for Golden Apple grants (e.g. Green Team) to a recurring budget item. In the short term, an email can be sent to the Treasurers or Presidents to request a new item be considered for the annual budget

3. Fundraising Report - Jen Monk-Reising

- a. Playground
 - i. The ground breaking for playground construction is planned for 4/20
 - ii. Guardian Trees is providing the 12 trees that were donated and they will provide maintenance on the them for three years
 - iii. We needed to find a new contractor to complete the outdoor classroom, but the classroom remains on track
 - iv. Brick sales have continued to come in after the order process publically closed, but no further offers can be accepted after this week
- b. Burns Park Run
 - i. Last year we had \$7,500 in sponsorships. This year we have \$11,000 in sponsorships so far
 - ii. Thanks to Kathy Brzoznowski for leading the sponsorship effort
- c. Ice Cream Social
 - i. The event will be held on May 29th
 - ii. Four new people will be running the event next year

4. Volunteer Coordinator Report – Lauren Kinsherf

- a. We have 27 committees that parents chair and there are some important gaps to fill next year due to parents graduating
- b. Science Olympiad and Burns Park Run do not officially have new chairs
- c. A discussion was held on how to handle room parent volunteers
 - i. Agreement to put the description of the room parent duties in PTO volunteer sign up information, but parent room sign up will occur through the teachers during curriculum night or a sign up genius process
 - ii. Suggestion to create a room parent email list so they can exchange ideas

5. Principal's Report

- a. Thank you for all of the work that went into getting ready for the M-Step testing and ensuring it is not a stressful process for the students
- b. The building has been alive with after school programs such as Science Olympiad & Math Club. Thank you to all of the parent volunteers who help with these activities

6. Member Proposal

- a. Molly Crankshaw suggested we find a way to show Mr. Jackson appreciation for all of his efforts

The meeting was adjourned at 8:20 pm.

Respectfully submitted,

Laura S. Whitridge, Co-Secretary