

**BURNS PARK PTO**  
**General Meeting – Draft Minutes**  
**April 21, 2016**

Executive Board Members Present:

Brian Hayden, Dan Hamalainen, Lauren Kinsherb, Helen Levy, Jennifer Monk-Reising, Jane Montas, JoLynn Montgomery, John Pottow, Jill Schloff , Marie Todd, Laura Whitridge, Shawn Ye

Staff Present: None

Others Present: Erika Boehnke

Meeting called to order at 7:04 pm by Lauren Kinsherb

- 1. Review of March Minutes**  
JoLynn moved to approve the minutes, Dan second. Approved unanimously  
March minutes and April draft minutes will be posted to the website
- 2. Presidents' Report:** Lauren Kinsherb reviewed activities since the last meeting:
  - a. \$250 was distributed to each teacher for books
  - b. Successful March is Reading Month
  - c. Disability Workshop was a success
  - d. 4/5 grade movie – raised almost \$600 for 5<sup>th</sup> grade graduation
  - e. Suggestion made that Mr. Hatt share the google doc of building improvements so there is an understanding of how district has prioritized the items and see that progress has been made
  - f. If building is going to be painted on the inside – need to put thought into how we can preserve art that is currently painted on the walls. Will put a committee together to think about this – Jane and Jenn volunteered to participate
  - g. Additional due diligence is being performed on the taxi budget and why we are currently over. Do not have final answer will report findings in May
  - h. Teacher Appreciation Luncheon is May 2<sup>nd</sup>
  - i. Science Olympiad – this week is Burns Park Olympiad. WESO is May 14th
  - j. There are 724 registrants for BP Run. Still need volunteers
  - k. Walk and Talk, Garden Club, and Running Club have kicked off
  - l. Have been challenges with finding space in the building with all of the activities and some overlapping
- 3. Treasure report** from Dan Hamalainen:
  - a. Current view of expenses is artificially low. Check for 4<sup>th</sup> grade camp will be paid this week as well as 5<sup>th</sup> grade graduation will soon be paid
  - b. Still will receive funds from BP Run and Ice Cream Social
  - c. Still receiving requests for classroom and specialist subsidy
  - d. Receipts are coming in for the books grant
- 4. Golden Apple Grants:**
  - a. Grant for \$133 for Mrs. Wades class to go to Humane Society to tour facility and learn about taking care of pets. Jane motioned to approve. Second JoLynn. Motion approved
  - b. Discussion of requesting teachers that submit grants to attend the PTO meeting to present in person if the request is over \$250 so PTO can better understand the request

5. **Field Day Budget Discussion**
  - a. Request for additional funds to pay for a new activity for Field Day for 3<sup>rd</sup> and 5<sup>th</sup> graders. Decision made to ask JR to determine if he accomplish what he wants within the current budget by making some trade offs within current activities
  
6. **Upcoming Board Elections**
  - a. Based on by-laws Lauren is the nominating committee chair, Shawn and Helen will also be on the committee as board members who are not seeking an executive position
  - b. Still need a co-secretary and co-volunteer coordinator chair. Jane Montas volunteered to be co-volunteer coordinator chair
  - c. Discussion about determining how to increase teacher participation in PTO meetings
  
7. **Chair Updates:**
  - a. JoLynn reported on volunteer chairs for next year. Have contacted all chairs to see who is coming back. Strong response from returning chairs, but still need to find some key positions such as walk and talk and movie night. Will start with a request for volunteers in the Burns Park Press
  - b. PTOC update
    - i. Annarboivore.com – live blogging of Ann Arbor School board events
    - ii. Everyvoicecountsmi.org for information on what is occurring at state level
    - iii. Encourage everyone to vote on May 3<sup>rd</sup> on the special education funding issue
    - iv. PTO Thrift Shop is offering \$300 in Science Olympiad funding for sharing information about the thrift shop with school community
  - c. Sold over \$11,000 in books at book fair. PTO holds the money in trust and then Rachel spends it on books. Need to determine how to represent this within our budget. Discussing the pros and cons of increasing the frequency or increasing use of online book fair and how additional funds could be used
  - d. Community Outreach. Lunches with Love has not had the needed support over the past two years. Committee has been looking at other ways to support community outreach. Options selected 1) Adopt Burns Park and the kids can pick up the trash and keep it clean 2) Writing letters to servicemen. Decision made to change name of Lunches with Love Committee to Community Outreach Committee
  - e. Audit for last year was completed by Brian Hayden. There was no money missing and Treasurers are performing their job very diligently. Could improve our safeguards by having more people have visibility into the financial statements on a more regular basis. Co-Treasurers helps as a safeguard. Would like to document how to do the audit process

The meeting was adjourned at 9:08 pm.

Respectfully submitted,  
Laura Whitridge  
Co-Secretary