

BURNS PARK PTO
General Meeting – Draft Minutes
September 15, 2016

Executive Board Members Present: Molly Crankshaw, Dan Hamalainen, Brian Hayden, Jane Hollingsworth, Amy Huang, Dee Lamphear, Alexis Braun Marks, JoLynn Montgomery, Jane Montas, John Pottow, Jill Schloff, Marie Todd, Janet Simpson, Laura Whitridge

Staff Present: Chuck Hatt

Others Present: Erika Boehnke, Jessa Edelman, Sophie Manning, Robert Mickey, Kristy Sekedat, Tamanika Terry Steward

Meeting called to order at 7:05 pm by Marie Todd

- Welcome and introduction: Marie welcomed PTO members and attendees. Members and attendees briefly introduced themselves.
- Updates:
 - President:
 - PTO Executive Board members met over the summer and discussed the proposed budget that will be presented later tonight.
 - PTO Executive Board invited representatives from World Language Initiative Board to one of the meetings to introduce the current status of the WLI and address questions from the PTO. PTO approved a one-time \$5,000 matching gift for the first \$5,000 raised by BP WLI in the 2016/2017 academic year with the following stipulations: 1) BP WLI agreed to comply with the BP PTO fundraising calendar; 2) BP WLI and BP PTO continue to recognize the MOU from 2013.
 - PTO electronically approved \$500 to purchase a one-year Signup Genius Pro Platinum subscription. PTO believes that it will help to organize and streamline volunteer signup process. Stephanie Martin has volunteered to be the main administrator for set-up and maintenance of our account.
 - Marie thanked those who brought breakfast bites to the Welcome Back Coffee on Friday Sept 9th.
 - New playground dedication plaques are installed.
 - To date, the Annual Fundraising has received about \$7,000 donation from BP families and friends.
 - The 6th annual dine out for BP is scheduled on Nov 11 at Grange Kitchen & Bar. Auction will go live for two weeks.

- Volunteer Coordinators:
 - Chairs have been recruited for each of the PTO committees except the movie night. It is proposed that PTO Board members could take turns to lead one night if it is needed.
 - Marie approved all the Chairs of the PTO committees.
 - Fall festival is scheduled on Monday Sept 26, 5:30-7:30 pm.
 - Volunteer signup link is actively recruiting for many opportunities, including specific events, library helper, art angels, room parents, Walk & Talk, school Vegetable Garden, etc.
 - Lunch room improvement project: PTO provided \$3,500 to improve the lunchroom environment. Project started over the summer and will continue through the fall, including decorate with more art pieces; install noise deduction materials, etc.

- 2016/2017 PTO budget presentations: Dan briefly introduced the PTO budget process and provided the responsible individuals to each of the budget items. He will provide a budget update monthly at the future PTO meetings. Marie thanked Dan for preparing the budget. John moved to approve the budget, Dee seconded. Members approved the budget unanimously. Chuck approved each of the activities proposed in the budget.

- Principal's remarks:
 - Chuck thanked Jane Montas and Jenn Monk-Reising for their leadership in the Lunchroom Improvement project. The project not only has improved the lunchroom environment but is also bringing a huge culture changes.
 - Over the summer, all walls were painted. A new boiler was installed last year. Building is in good shape except the plumbing system. The district is looking for options to improve aging buildings.
 - Chuck thanked PTO for the \$5,000 gift to WLI. To date, WLI had raised \$5,750 for the first ask. He also encouraged parents to join the WLI Board to help shape the program.
 - Tomorrow is picture day.
 - Chuck is actively interviewing candidates for vacant teacher/staff positions.
 - Chuck noted that BP is the only elementary school in the district with a full time social worker on site. BP strives to be an exemplar school to strongly support parents and families of children with IEP and/or 504.
 - Chuck shared the discussion in the district about the impact of the presidential campaign on our students. The district plans to send an inclusive message to students to minimize the negative impact.
 - Project Lead The Way has come to BP as a part of the expansion of project based science, technology, engineering, art, and math (STEAM) programs. This fall, AAPS becomes one of the only districts in the country

to offer Project Lead the Way programs across grades K-12. PLTW is the country's leading provider of STEAM curriculum.

- The school schedule is being adjusted to comply with district requirements for additional preparation time.
- Other Items:
 - Halloween costume coordinator: volunteers are needed to coordinate the Halloween costume donation.
 - It is estimated that \$3,000 funds in the PTO budget would be available to support new projects. The PTO board will charge a subgroup to prioritize the projects. Currently, Marie, JoLynn, and Jenne agreed to serve on subgroup. Marie encouraged more members to sign up for the subgroup.
 - Brian volunteered to serve the PTO liaison to attend WLI board meeting. Members suggest that Chuck should present the WLI at the curriculum night and encourage families to contribute the WLI fundraising.
 - Marie noted that the PTO meeting dates were set up and submitted to the district. All parents and staff members are welcome to attend any of the meetings.

The meeting was adjourned at 8:03 pm.

Respectfully submitted,

Amy Huang, Co-Secretary.