

Burroughs PTA Meeting Minutes
March 28, 2017
6:30-8:30 pm

Officers Present:

Lesley Farmer, President
Jessica Wood, Vice President
Angelina Philips, Co-Treasurer
Beth Goodpaster, Secretary

Welcome and Introduction, Lesley Farmer

Review and Approval of Minutes, Beth Goodpaster

Beth read the minutes of the March 28, 2017 meeting. Lonnie Hulseley suggested that one amendment to the minutes was necessary. The minutes state on page 5 that a new EZBucks gift card program called Scrip will be kicked off soon; Lonnie stated that it is too early to say that the program is going to be instituted, as details are still being worked out. The first sentence of the second paragraph on page 5 of the March 28, 2017 Meeting Minutes is amended to read “Lara is working with the PTA treasurer to ensure that Burroughs can kick off a new EZ Bucks opportunity through Scrip gift cards.”

The minutes, as amended, were approved.

Review and Approval of Amendments to Bylaws, Lesley Farmer

Lesley summarized the proposed changes to the PTA Bylaws, which were described at the January meeting and published in the Burroughs Bulletin on March 21, 2017, April 17, 2017 and April 25, 2017. Lesley asked if there were questions.

One parent observed that “Volunteer Coordinator” and “Co-Treasurer” were not listed as PTA officer positions in the proposed amendments. Angie explained that the Chairperson of Standing Committees’ responsibilities are volunteer coordination; Volunteer Coordinator is what we will call that position. She also explained that although Co-Treasurer is not named, the bylaws would be amended to authorize more than one treasurer position, such as a co-treasurer.

Lisa Thiogs moved to approve the proposed changes to the By-Laws; Lonnie Hulseley seconded, and the motion was passed unanimously.

Election of PTA Officers for 2017-2019

There was one candidate to become Secretary, Madeline Lohman, parent of a second grader and an incoming Kindergartner. There was one candidate to become Vice President, Stephanie Marolt, parent of a current kindergartner, and two other younger children that will also come to Burroughs.

Lonnie Hulseay made the motion to elect both Madeline and Stephanie; Lisa Thiags seconded and the motion was approved unanimously.

The positions for Co-Treasurer and Volunteer Coordinator remain open. We will need to find candidates for these positions soon.

In addition there is still a need for committee chairs for the Read-A-Thon Committee and Fall for Burroughs Auction Committee.

There was discussion regarding the lack of a chairperson and other volunteers for the All School Picnic this year, scheduled for May 11. One suggestion was to move the picnic to fall, and change it to a "welcome picnic." Another potential solution discussed was to simply cancel the picnic because no one had volunteered to take the lead on it, despite multiple weeks of posting the need in the Bulletin. Comments in favor of keeping the All School Picnic as scheduled included that it is a long tradition, former students come back for the event, and that it takes place the same night as the Half-Price Book Fair, helping book sales fundraising success.

The consensus was to keep the All-School Picnic as scheduled this year. Lesley Farmer, Tiffany Reis, and Lara Tickle volunteered to work together to make it happen. In addition, members suggested that next year, PTA do only a fall welcome picnic, perhaps after Meet Your Teacher night.

Mindfulness Update

Jen Feriancek provided a brief update regarding the Mindfulness Curriculum progress. Jen continues to get a great deal of positive feedback from teachers, students and parents, and school paraprofessionals. Teacher surveys have come back and were overwhelmingly positive. Teachers rated the program 9.4 on 0 to 10 scale, and all teachers plan to continue with it. The survey responses concluded that both students and teachers benefit from the Mindfulness Curriculum.

Teachers would like further support in curriculum implementation, including professional development and visuals for specialists so that there can be a common language for all both classroom teachers and specialists. Teachers also support more lessons in the classrooms. Jen has brainstormed with Principal Bartl about ways to share information and continue with a parent satisfaction survey. Jen suggested that a celebration of

mindfulness be connected with the All School Picnic, with students writing about mindfulness in chalk on the sidewalks outside of Burroughs.

Principal Bartl added that she is so grateful Burroughs had the opportunity to implement a Mindfulness Curriculum this year. She is working on contracting details and other district requirements in the hope that we will be able to continue with the curriculum next year.

Review and Approval of 2017-2018 Budget, Lesley Farmer and Angie Phillips

Lesley opened by stating the PTA officers met on April 13 to go over – line by line- the existing and proposed SY2017-2018 PTA Budget. Angie Philips presented the proposal for next school year. The Proposed Budget is here:

http://burroughs.mpls.k12.mn.us/uploads/march_28_meeting_proposed_pta_17_18_budget.pdf.

Revenue Forecast

This year, Angie has instituted an analysis of fundraising revenue and costs, using this year's actual revenue to forecast fundraising revenue in the PTA budget. Angie described the proposed 2017-2018 Budget line by line, starting with fundraising. She stated that she was very conservative with revenue forecasts; she doesn't want committees to worry about meeting the projected goals. Total revenue forecasted from all fundraising efforts for 2017-2018 is \$161,000.

One forecasted item that Angie described in more detail was the Book Fair (because revenues is zeroed out for next year's budget). Instead of earning cash for PTA from Book Fair sales, Burroughs will get its proceeds from "Scholastic Dollars." Teachers and staff can use Scholastic Dollars to purchase books and other classroom supplies; this approach also opens the opportunity to give Scholastic Dollars to kids who don't have actual cash to spend on books. Ms. Freddy believes that she'll be able to use Scholastic Dollars to replenish the Media Center. Burroughs already gets a small amount of Scholastic Dollars though the Spring Half-Price Book Fair. Burroughs earns twice as much purchasing power with Scholastic Dollars than with cash.

One parent asked whether Book Fair books would share the Burroughs goal to have books reflecting diversity, as expressed at the Community Meeting in January. Ana responded that we have been making sure to review classroom books for diversity, but haven't done so in the context of the book fair. Work is also happening at the District level with the review and introduction of a new reading curriculum.

Budgeted Expenditures

Angie proceeded to go through budgeted expenditures. Most items are staying the same (such as classroom enrichment funds for each teacher, and the afterschool activity fund). There is a significant increase to the landscape budget, primarily to keep the large front planters going, and to have some funds to replace other plants on the

grounds that have not been thriving. Money that Kowalski's donates to Burroughs will be used.

There is a new budget item for a check-printer to be used by the PTA treasurer volunteer(s). PTA's hundreds of checks are currently handwritten. Using the check printer will remove a significant time burden for PTA treasurers, and will also sync up with the accounting software that PTA will be using next year.

The proposed budget includes the Mindfulness Curriculum at \$12,000 for the full school year, recognizing that using the funds will be impacted by contracting issues that Ana is working on. Angie asked whether the members would like to keep Mindfulness in the budget for next year (and take it out if the contracting issues prevent spending the money), or alternatively, to take it out of the budget and put in if the contractual issues are resolved. The discussion consensus was to leave the Mindfulness Curriculum line item funded in the budget.

Angie asked for clarification about an item identified, but not spent, in this year's budget for "Email Blasts - K Ziegler." Lisa Thiels explained that it is for using Constant Contact for e-publishing the Bulletin. Lisa stated that we need to keep the \$300 line item in, although it should not refer to K Ziegler, because that parent no longer has kids at Burroughs and is no longer making donations for Constant Contact use. Angie agreed to put the line item back into the budget.

A small adjustment to the budget for next year's Art Adventure was made because this year's expenses were down.

The Burroughs Support category (Read-A-Thon proceeds) is reduced from \$50,000 to \$30,000. The money pays for the math curriculum materials; because the funds can't be used for staff, Burroughs has lower expenses in this category. The money that PTA raises for Achieve Minneapolis (Fall Silent Auction proceeds of \$60,000) are also listed within the Total Burroughs Support category.

Amy Hasbargen asked why the Achieve money is being treated as a PTA cost, when PTA does not decide how to spend the money (Achieve Mpls does). Angie answered that it is listed in the budget so that it is clear that PTA does in fact collect and pass through these funds to Achieve. The way PTA handles the funds will be the same as it always has been.

There are only a couple of minor adjustments in the Special Programs portion of the budget. The largest reduction (\$1000) is for the Learning A-Z Raz-Kids reading program; it may go away entirely while Burroughs teachers determine whether to use it anymore.

The budget for the 5th grade zoo trip was zeroed out in the proposed budget because this year the costs were funded by Target. Lonnie Hulseley stated that he'd like to see the same amount budgeted for the 1st grade zoo trip to be budgeted for the 5th grade trip. He said that Target funding may not be there in the future; if it is, we won't need to use the PTA funds, but he wants it budgeted so the trip can happen if Target funding falls through. Angie agreed to adjust the budget to include \$1000 for the 5th grade zoo trip.

The only projected changes in the Specialists budget category are for Physical Education and Vocal Music. There are generally increased costs for reserve teachers that are needed for field trips in both programs. Two new line items are added for the PE ice fishing activity. The PE Fund-A-Need (skis) is removed from the budget because those costs will not be repeated next year. The choir field trip will still happen next year; the budget is reduced, however, to reflect Mr. Carrick's reduced work schedule next year, and to make the choir field trip for the 5th grade only.

One parent asked for clarification regarding the vocal music budget, because earlier information was that choir would be eliminated next year. Ana answered that she is trying to work out a way to salvage choir, and believes those efforts will be successful, though music instruction time will be reduced. Another parent volunteered that School Board member Jordain recently spoke at a district policy committee meeting and stated that he would be trying to help with the contracting issues that schools are working through.

Budget Bottom Line

The total 2017/2018 Proposed Budget leaves \$3549 as discretionary funds for next year, supplemented with \$20,000 that we are rolling over from this year. PTA also has a savings account cushion of \$32,645. Angie estimated that with amendments offered to the proposed budget at this meeting, the 2017/2018 discretionary fund would drop to about \$2,200 for next year.

Lesley Farmer moved to approve the proposed 2017/2018 budget, as amended; Lonnie Hulseley seconded the motion, and it passed unanimously.

Lesley brought up a general procedural point for special budget requests (larger than \$200) when they come up in the future. She suggested that it is best for those seeking the funding to present their request in person at the PTA meeting, and then leave the room while PTA discusses and votes on the request. Members agreed that such a process would be appropriate.

Discussion Regarding Increasing Parent Involvement in PTA

There was general discussion about the need to recruit more parents to join PTA, come to meetings, and volunteer. Members shared ideas of ways to reach out to new

Burroughs parents (start “buddy families” for kindergarten families? include PTA presentation at kinder curriculum night?), to make PTA meetings less transactional in nature (perhaps adding a “positive engagement” portion of the meeting), and to make new members feel more welcomed at meetings (how about name tags?).

Lara Tickle mentioned that kindergarten registration is next week. It could be an opportunity to distribute PTA handouts describing volunteer opportunities, and having signup available for the Burroughs parent Facebook page and Burroughs Bulletin emails. Lesley suggested that the short time frame didn’t allow us to get this done this year, but suggested that this be something the volunteer coordinator takes on next year.

Another parent suggested that PTA consider creating a roster of volunteer “Room Parents” to be liaisons between each classroom teacher and parents throughout the year.

State of the School, Principal Ana Bartl

Principal Bartl talked a little more about music program budget impacts, impacts that she said were not taken lightly. Currently, all grades get music (partial year rotation for some grades), plus there are 4th and 5th grade choirs. If Mr. Carrick taught 3 classes per day in the afternoon, it would leave him 30 minutes per week for choir. They are looking at options to replace some amount of music instruction class time to allow choir for the 4th and 5th grades.

Ana announced that on May 5 from 9:30am to 12:30pm, classrooms will be doing the Spring campus clean up. This year students will also do some planting.

The Auditorium Dedication to former Principal Cadotte takes place May 12 at 9:30 am in gym; a reception and the unveiling of the new sign will follow.

Planning is underway to create a Burroughs mural project. Mr. Pilon is consulting with a muralist (who is also an MPS teacher); the Burroughs stairwells are the current location preference.

Ana thanked all the volunteers for their work this past year.

The meeting adjourned at 8:30pm.