

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 for the January 24, 2017 meeting, and the motion to approve the minutes carried.

Special Budget Requests

First Grade Zoo Field Trip

- On behalf of the First Grade Teachers, Joyce Lasser and Janet Johnson requested partial or full funding for the annual field trip to the Minnesota Zoo. The field trip builds on the botany lessons that the students learn about in class.
- The total field trip expense, including bus transportation, is \$1472.60.
- Lonnie Hulsey suggested that PTA allocate \$1000 for this trip in its annual budget on an ongoing basis; that budgeted expense could be adjusted if there were fluctuating costs for the trip in the future.
- Lonnie also made a motion to approve \$1000 to help fund the trip this year. That amount reduces the per-student cost to around \$5. The motion was seconded and passed unanimously.

Professional Development

- Kim Manes, Burroughs Literacy Interventionist, requested \$1000 from PTA to support her registration for a course this summer with Orton Gillingham of Minnesota (OGMN), an organization that offers training to teachers who work with students with dyslexia diagnoses. Kim has attended the first two levels of the training in the past two summers, and sought funding to continue to the third level this summer. The cost of the course is \$1000.
- Many parents and staff at the PTA meeting spoke very highly of Kim's work supporting first and second grade teaching teams at Burroughs, and wanted to support Kim in her efforts to develop her professional skills even more. Lonnie

Hulsey made the motion to grant Kim's request for \$1000 to register for the OGMN course; the motion was seconded and unanimously approved.

Funding for CPA preparation of Burroughs PTA tax filings

- Angie Philips, PTA co-treasurer, requested \$450 to pay Murray and Associates, the CPA firm that prepared PTA's tax filings this year. The \$450 is in addition to the previously approved \$550 [approved on November 15, 2016]. The firm went over budget in part because there was more time needed in this first year of their work with Burroughs, and required a more complex, larger tax filing than those that PTA filed in previous years.
- Lesley Farmer spoke in support of the CPA firm's work, which PTA will discuss further in connection with the proposed Bylaws amendments. A motion was made and seconded to approve \$450 to pay the CPA bill. The motion passed unanimously.
- A parent asked a question about the status of a PTA-member audit committee; Angie stated that there currently isn't the level of volunteer expertise that is necessary to complete an audit. Unless there are qualified PTA members who volunteer to do the audit, we need to contract out for auditing services.

Treasurer Finance Report, Angie Philips

Angie presented a report of the 2016-2017 PTA Budget that was approved last spring, listing year-to-date expenses for each budget category. The report is here:

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

Angie highlighted several changes that affect the budget for this year and/or next year:

- The 2016-2017 Budget included \$50,000 to make a district shortfall support payment to Burroughs. However, Burroughs only needed to draw on \$30,000 of that budgeted amount. (Principal Bartl explained that costs for Singapore Math Curriculum materials, which PTA funds, were lower than expected.) The difference will be carried over to next school year.
- In the Specialist Funds Budget category, Angie expects \$5,000 not to be spent this year. This was used last year to support the Math Interventionist, but new district rules no longer allow PTA funding to be used for staff positions.
- "Fund A Need" will not be a budget line item in the future because that funding is associated with the Fall for Burroughs Auction, proceeds of which are directed to Achieve Minneapolis (distributed by Site Council), rather than to the PTA budget.
- The costs for the annual overnight field trips for the third and fourth grades (esp. transportation) have gone up, and will require an increased line item for next year.
- PTA used a big portion of the extra discretionary budget this year to fund the new Mindfulness Curriculum

The PTA executive board will meet April 13 to prepare a draft 2017-2018 PTA budget that will be reviewed and require action at the next PTA meeting. Email Lesley or Angie with questions and suggestions.

Officer Nominations

The PTA has several openings for officers to serve in the 2017-2018 and 2018-2019 school years. Next year, current Vice President Jessica Wood will become the PTA President. There is therefore an opening for Vice President for the 2017-2018 school year; that VP will transition to President for 2018-2019. Beth's two-year term for Secretary is also open. Angie will serve as Co-Treasurer next year, but the second treasury position (2 year term) needs to be filled.

A new Executive Board position will be the Volunteer Coordinator. The purpose of the position is to improve organization and communications about volunteer opportunities throughout the year, and to recruit volunteers and committee chairs. PTA members at the meeting responded favorably to the creation of this new officer position.

The Executive Board election will take place at the last PTA meeting of the year, April 25, 2017.

Bylaws

At the April 25, 2017 PTA meeting, there will be a vote taken on proposed amendments to the PTA's Bylaws. Notice of the amendments developed by the PTA Executive Board was published in the Burroughs Bulletin, Tuesday March 21, 2017. Thirty days written notice of the proposed amendments is required in advance of the vote.

The following amendments were proposed:

- Add Chairperson of Standing Committees to list of PTA Officers. This position will be known as the Volunteer Coordinator position. Remove volunteer coordination from responsibilities of PTA Vice President.
- List general responsibilities of the new Chair of Standing Committees (Volunteer Coordinator), i.e., "oversee and provide informational and logistical support to the volunteers who administer PTA sponsored programs, including, without limitation, fundraising, student enrichment and hospitality programs."
- Change requirements that certain PTA actions take place in "May" to "at the last meeting of the school year," because the Burroughs PTA does not meet in May.
- Authorize treasurer to outsource record keeping to an external accounting firm, as approved within the budget;
- Authorize treasurer to submit books annually either to an audit committee or an external auditor approved by the executive board, as approved within the budget.

- Provide that written special budget requests for less than \$200 do not require a full PTA vote, but may be approved by two members of the Executive Board.

One parent asked whether the Bylaws should be amended to acknowledge that the PTA may make payment of fundraising revenue to Achieve Minneapolis. Angie answered that something along those lines could be added to the budget for transparency, and our tax filings already do include that information.

Committee Needs, Jessica Wood

Jessica reported that the All School Picnic scheduled for May 11 has no chairperson or committee; obviously the event will not happen unless volunteers are identified soon. In addition, next school year, committee co-chairs for each of the two biggest Burroughs fundraisers are needed: the Fall for Burroughs Auction and the Read-A-Thon.

There was a short discussion about a School Supplies program that was offered in previous years, but for which there is no current volunteer lead. The program allowed parents to pre-order school supplies for their children through a company that worked from each teacher's classroom supply list, and delivered the school supplies to Burroughs before school began in the fall. Members decided at the meeting not to offer the program this year for several reasons, including problems encountered in past years with distribution of the supplies, and the supplies provided by the company were not always what the teacher had actually specified. In addition, the program does not provide any fundraising benefit to the school.

Read-A-Thon, Melissa Albert

This year's Read-A-Thon was a success! The kids read well over 2 million minutes in the month of February, the event grossed \$95,000 (just \$1000 less than last year), and Principal Bartl was such a good sport at the Closing Ceremony! There had been concern during Read-A-Thon planning that donations might go down more significantly due to a change in awarding Read-A-Thon t-shirts; this year, the Committee decided to award t-shirts to kids based on reaching a high reading goal, not as a prize for raising \$125. The Committee will be discussing whether to adjust prize levels/incentives for next year, how to increase revenue through online giving, and continue finding ways to trim the expenses for the month-long series of events. Raising \$100,000 for Burroughs is the goal.

EZBucks, Lara Tickle

Burroughs has raised \$1920 so far by collecting BoxTops for Education. The goal for this year is \$3000; kids have been enjoying the classroom competition each month for most BoxTops collected.

Lara is soon to kick off a new EZBucks for Burroughs opportunity through Scrip gift cards. Because it will be a brand new type of fundraising program to leverage purchases from numerous retail stores, Lara asked for parents attending the meeting to sign up to be “Beta Testers” for the Scrip fundraising tool before the all-school roll-out.

Mindfulness Curriculum Update, Jen Feriancek

Jen has been visiting classrooms twice per week for 20 minutes each time to help the kids learn to practice mindfulness, and understand how it can help them navigate feelings at school and at home. The kids have been really enthusiastic. Jen asks the kids and teachers to fill out surveys about their experiences with the Mindfulness sessions, and how they’ve been able to use what they have learned outside the classroom. Feedback is great so far (not all surveys have been returned yet): 94% of the kids participating in the program so far this spring say that they have benefited in some way from learning about Mindfulness practice; 83% say that mindfulness helps calm them down; 88% say that it helps them be kinder to others. The teachers are also giving very positive feedback on having the Mindfulness lessons in their classrooms.

State of the School, Principal Ana Bartl

Ana thanked PTA for funding Jen Feriancek to introduce a Mindfulness Curriculum to the children and staff at Burroughs; Ana has seen these techniques working for Burroughs kids already. Ana also thanked Melissa Albert for amazing work with the Read-A-Thon this year; Ana gave special thanks to the skit committee, which attracted so many fifth graders to “onstage” and “backstage” performance for their peers.

Announcements

Ana announced that May 4 is the spring campus cleanup. The landscape committee also has lots of new ideas for year-round Burroughs Community involvement.

The family group meeting held in January generated the idea of creating a community mural at Burroughs. Mr. Pilan has met with a muralist who could work with the Burroughs Community. There will be a process set up for getting suggestions for what to include in the painting and where it could be placed in the building. There will also be “community painting days”!

The Burroughs Auditorium will be formally dedicated to former principal Tim Cadotte at a ceremony on Friday, May 12 at 9:30 a.m. Special guests will be invited to celebrate. We will reach out to local media about the event.

The District will require 40 minutes of consecutive lunch period and recess for all students, beginning with the 2017-2018 School Year. However, Burroughs has already instituted a similar change this year with daily “extra recess” provided by each classroom teacher.

Burroughs MPS Budget for 2017-2018 School Year

Ana gave a report on the Burroughs Budget for next school year. The explanatory slide that Ana showed at the meeting is here:

http://burroughs.mpls.k12.mn.us/uploads/burroughs_budget_changes_sy_2017-2018_draft.pdf. In March of each year, MPS makes its budget allocations to each school in the district. Burroughs's total budget allocation for next year is approximately the same as last year's allocation; Burroughs is in a good position. There is a 10% district-level budget cut, but 2.5% at the building level. She has talked to both the Site Council and staff about spending priorities. She is pleased that Burroughs is not in a situation where staff must leave.

To absorb the 2.5% cut in part, Burroughs will reduce specialist staffing for music. Mr. Carek wants to decrease his hours to 0.6 FTE, and can do so by eliminating student choirs. Next year's budget will also eliminate the Media Administrator position (which is not filled currently). Classroom teachers' prep time is affected by any specialist schedule reduction, however. Ana is considering alternative staffing options that could cover teachers' required prep time, including the potential for Ms. Fischer, current social studies specialist, to fill this role.

The Math Interventionist is going from full time to 0.8 FTE (no longer will be funded with Achieve dollars). Associate Educators (AEs) can deliver the intervention and will be trained to do this.

Adam Marshall (Recess Coach) was cut (10 hours per week), but the school is looking to rehire him on an independent contract basis in the fall.

Parents questions and concerns included: is there a way to add back more music instruction for Burroughs students, why can't the \$20,000 that Burroughs does not need from PTA for Singapore Math this year help fill the gap in reduced specialist staffing, where do conversations happen about selecting the specialties such as social studies offered to students, how are the decisions made about what gets cut?

Ana explained that the \$20,000 that will be carried over to PTA's budget next year may not be used to support staff positions, per district rules. She also explained that the decision about what to cut is a principal's decision, decisions Ana makes in consultation with staff, Site Council, and with parent input. Ana mentioned that Social Studies is not an added specialist curriculum; it is taught by classroom teachers. We have had a specialist who also teaches social studies for some grade levels, but we are looking at other ways to use that specialist position.

For music opportunities, a parent suggested taking a look at the Prelude Choir, which is funded by the Minnesota Chorale and is open to kids in grades 3 through 5. Mt. Olivet School of Music might also be a resource.

The meeting adjourned at 8:30 p.m.