

Burroughs PTA Meeting Minutes
September 27, 2016
6:30-8:00 pm

Officers Present:

Lesley Farmer, President
Jessica Wood, Vice President
Deb Ward, Treasurer
Beth Goodpaster, Secretary

Welcome and Introduction, Lesley Farmer

Review and Approval of Minutes, Beth Goodpaster

1. Beth explained that a correction to the minutes of the March 22, 2016 meeting was needed. The PTA officers had reviewed the correction to the statement in the March 22, 2016 minutes regarding the PTA approval of the 2016 Budget Support payment to Burroughs. That payment had been approved in a vote of the PTA in 2015, not, as stated in the March 22, 2016 minutes, by survey monkey poll during the 2015-2016 school year. Because the full PTA had approved the original minutes, we needed a PTA vote on the correction. The link to the correction is labeled “Amendment to March 22, 2016 Minutes” on the PTA Meeting Minutes portion of the Burroughs Website. A motion to approve the correction to the March minutes was offered, seconded and approved.
2. Beth reviewed the minutes from the April 26, 2016 PTA Meeting. One amendment to the draft minutes pertaining to PTA Officer Elections was offered to clarify that former PTA Treasurer Dan Conway’s 2-year term had concluded, necessitating election of a new Treasurer. A motion to approve the minutes, as amended, was seconded and approved.

Treasurer Report, Deb Ward

Deb described how she has been getting up to speed with her new PTA budget responsibilities, assisted by former Treasurer Dan Conway. She explained that the Treasurer responsibilities have been an overwhelming time commitment so far, in part because many budget requests for teacher enrichment funds and fundraising events come in right away, on top of regular bookkeeping.

The time requirement for managing all Treasurer duties has been more than 10 hours per week. Deb would like help, especially with QuickBooks data entry and making bank deposits. She suggested that the PTA officer team could be expanded to include a Co-Treasurer or an Assistant-to-the-Treasurer position. As a last resort, PTA could outsource the bookkeeping function; Deb and Lesley have talked with a CPA to obtain a cost estimate.

Dan Conway commented that the Treasurer position is truly a two-person volunteer job and requires more time than can reasonably be asked of one parent volunteer.

Two parents at the meeting volunteered to assist Deb, and Deb was relieved that the prospect of a treasurer team could become a reality.

Deb also mentioned that the Burroughs PTA 990 federal tax form needs to be filed soon; Deb feels comfortable doing it, but to do so, the volunteer assistance for the other treasurer duties is essential.

PTA Committee Presentations

We heard from numerous parent volunteers involved with PTA Committees. They explained the purpose of the committees and the volunteer opportunities:

Burroughs Spiritwear, Linda McConley

Each year PTA raises funds by selling Burroughs t-shirts, sweatshirts, and other clothing items. PTA fronts the costs to maintain a Spiritwear inventory; all funds from sales go directly to PTA.

In addition to making Spiritwear available for purchase at school, Linda started online sales for Spiritwear last year. Online sales have been very successful. Parents purchase online, and Linda delivers the items to the school office for pickup. Last year, when stocks of sizes and clothing types got low, Linda needed to come to PTA to obtain approval for restocking.

To ensure inventory can keep up with the orders this year, Linda requested PTA authorize her to re-stock as needed without having to obtain a PTA meeting vote first. Linda stated that she would give a report about inventory and sales at each PTA meeting so that members can monitor the fundraising effort.

A motion to authorize the Burroughs Spiritwear Committee to restock inventory as needed was offered, seconded and approved.

Bird Watching, Amy Senso Dean

Amy leads a variety of popular bird watching activities at Burroughs, including a Birders Club for 4th and 5th grade students (3 years running now), and for all grades, working with teachers to engage students in birding and scientific data tracking.

The Birders Club is already funded in the Burroughs budget, but the birding programs in the classrooms are not. Amy requested PTA approval to offset the costs she incurs for birdfeeder maintenance needed for the classroom birding curriculum, estimated at \$150 to cover things like birdseed and copying costs.

The motion to approve the requested \$150 was offered, seconded and approved.

Lunchroom Volunteers, Stacy Thoma

Each day, parent volunteers assist in the school lunchroom to help students (especially the younger ones) with opening too-tight Thermos lids, yogurt tubes, and milk cartons, and with discarding/composting trash and food leftovers. Stacy reported that there has been a wonderful volunteer response so far this year with 4-5 volunteers most days. To maintain this throughout the year, there is always a need for more volunteers to sign up. Volunteers can sign up for

weekly or occasional shifts by going to the Burroughs Website Volunteering page, and clicking on the link for the Lunch Room Volunteer Opportunities Google Doc.

Fall for Burroughs Auction, Rachel Gustin

The annual Fall for Burroughs Auction is November 12, 2016 at Mill City Nights (located near Target Field). Each year the event – attended by parents, teachers and staff - raises tens of thousands of dollars for the Burroughs community through both a silent auction, live auction, and Great Gatherings. Early Bird Tickets to the auction festivities are \$30 each; tickets at the door are \$40. Comp tickets are available to those who would like to attend the event but for whom the cost of the tickets is prohibitive.

The Committee is still soliciting donations for the auction; contact Rachel Gustin or Sarah Houk to donate auction items. In addition, the Committee is currently deciding what the “Fund-A-Need” live auction item will be. Under consideration are school wide needs for reading materials, math curriculum additions, and Art Displays for designated Atrium spaces. Last year, Fund-A-Need raised \$7000 for cross-country ski equipment for Burroughs students to use in Physical Education.

Great Gatherings are events, activities, and parties that parents or teachers or staff host. Tickets to Great Gatherings raise a lot of money for Burroughs. Some activities are just for adults, and others are for families. This Fall for Burroughs subcommittee is interested in new ideas for Great Gatherings, and also wants to offer more parent-child events, such as the Father-Daughter Dance that was very popular last year. Parents with proposals to host Great Gatherings are encouraged to contact Sarah Houk.

Book Fair, Monica Barranco

Scholastic Books sponsors both a Fall and Spring Book Fair at Burroughs. Parent volunteers staff the sale; the two events raise money for the Burroughs PTA. The Fall Book Fair is this Saturday, October 1, 2016, and includes a café in the lunchroom.

Read-A-Thon, Melissa Albert

The Read-A-Thon is the biggest fundraiser of the year for Burroughs. Each year PTA volunteers choose a theme, and create the “Principal’s Challenge” that the Principal must do at Closing Ceremonies if Burroughs students collectively read more than 2 million minutes during the month of February. Students raise money by signing up sponsors (family, friends, businesses, etc.) who pledge a donation to Burroughs based on the number of minutes students read (or are read to) during the month. Top readers and fundraisers earn prizes. Last year Burroughs students read over 2 million minutes and raised nearly \$100,000 for the school.

The Read-A-Thon requires lots of volunteers on several committees. For example, the event involves creating and putting on a two-part skit that is performed by 5th graders during the Opening and Closing Ceremonies of the Read-A-Thon. A committee needs to line up Guest Readers to read in each classroom during the month. Reading Minutes and Donations that students have recorded need to be tallied to determine prize levels. Online donations need to be tracked.

Please contact Melissa to help with any of the Read-A-Thon activities – work has to start now to pull off the big event in February and March.

EZ Bucks for Burroughs, Lara Tickle

This committee takes advantage of corporate product programs that donate to schools. For example, grocery receipts from Kowalski's are collected at the store and translate into money for Burroughs; Amazon Smile is a program that, once you designate Burroughs, provides a donation to Burroughs for each of your Amazon purchases. Same with Office Max/Depot purchases made with the Burroughs ID number.

In addition, if parents collect and turn in Box Tops for Education labels found on numerous products, Burroughs gets \$0.10 per label, and it adds up. This year, students will help collect Box Tops in classroom competitions. One parent mentioned that Holy Land products (e.g., hummus) offer \$0.25 donations for each packaging label.

Volunteers are needed to help with this Committee.

Parent FaceBook Page, Heather Rein

Heather initiated a Burroughs Parents FaceBook page last year; it is not affiliated with the school. It has been a helpful resource for parents. The more of us that use the site the more helpful it is. In fact, it needs regular posts to keep it going. Join by Liking the Burroughs Community School Parent Group.

One parent asked whether there is a formal process in place for posting pictures on the page. Heather answered that there is not presently, mentioned that the group is defined strictly to Burroughs parents, and large group pictures make it difficult to identify individual students. Having a rule in place is something that can be added if parents wish.

Another parent volunteered that it is helpful to have event reminders on the page; it is also a fundraising opportunity.

Burroughs Bulletin, Lisa Theigs

The Burroughs Bulletin is published online each week on Tuesdays. It is sent to parents by email and posted on the Burroughs website. The Bulletin editors accept content (send to burroughsbulletin@yahoo.com) by Thursdays at 5 pm for the following week's edition.

The Bulletin volunteers need another person to help starting in January. One of the current volunteer editors is having twins, and taking leave from Bulletin editing! The editors serve on a rotating schedule one week per month.

Destination Imagination, Jen Thorp

Destination Imagination is student team opportunity that – with the help of volunteer Team Managers - leads kids through creative problem solving that involves science and engineering. The teams can participate in competitions at the regional, state, national, and global levels.

There is a cost to participate in DI tournaments. The PTA shares the costs with parents of kids participating in the program. PTA has budgeted \$750 for this school year to get the teams started.

Currently there is a great deal of team interest from Burroughs kids in 2nd through 5th grade. However, parent volunteers are needed to serve as Team Managers to support the more than

21 students interested in participating in DI this year. The Team Managers are needed for one hour per week before or after school to lead the DI student meetings.

Discussion followed whether 3M or other corporate charitable funding might be available to support Burroughs DI students.

Art Adventure, Amy Marquardt

Art Adventure is sponsored by Mia (Minneapolis Institute of Art) to bring lessons about the museum's art into the classroom. Parents sign up to present a set of pieces that Mia selects for students; they are works that the kids will see in person on a Mia field trip later in the year. The lessons take place during art class. Mia provides parents training and materials to present in class.

Amy is seeking a co-chair for the committee this year for a transition to next year, when Amy will no longer lead the committee.

BRAVO, Alyssa Northrop

BRAVO is a music appreciation program that brings parent presentations to classrooms six times during the year. Volunteers are needed. No musical experience necessary! Trainings, manuals, recordings, and PowerPoint presentations are provided by Schmitt Music. Parents can also consider teaming up with other parents to share the number of BRAVO presentations. PTA budgeted \$1600 to fund the program this year.

One parent asked how the music presentations are scheduled throughout the year. Each parent schedules them with the classroom teacher at a mutually convenient time.

Burroughs Directory, Kelly Taschler

PTA publishes a student/parent directory each year. Next year a new committee chair is needed because Kelly's youngest son moves on to Ramsey. Not only is the directory publication process well-documented, Kelly can still advise the new committee chair because she does the Ramsey Directory too.

Landscape Committee, Ann Gardner and Cassie Neu

The Landscape Committee is in charge of upkeep of the Burroughs Courtyard garden, which provides garden space for classroom projects, as well as creates a beautiful flower garden for all to enjoy. The Committee also organizes Courtyard watering during the summer, and organizes both Fall and Spring Cleanups of the Burroughs grounds. The Fall Cleanup is October 15 this year. It is a volunteer opportunity for Burroughs families, as well as for Scouting troops and other organizations in the community.

Auditorium Dedication to Tim Cadotte, Amy Hasbargen

Last year, PTA wanted to make a lasting dedication to Tim Cadotte for his 18 years as Burroughs Principal. Specifically, PTA voted to pursue dedication of the Burroughs Auditorium. Amy went through the process with the Site Council and School District for the necessary approvals. The School Board approved the project in September, so Burroughs Site Council now has the authority to move forward in cooperation with the District Facilities Department.

A celebration for the dedication is in the planning stages. It will likely get pushed out until spring, given the large number of big events at Burroughs during the fall.

State of the School, Ana Bartl

Ana Bartl addressed the PTA with her first “State of the School Address” – given at each PTA meeting. Ana thanked parents and staff for their support as she has made her transition from Assistant Principal to Principal.

Ana has kicked off the popular new initiative this year to provide the kids with extra recess with their teachers during the day. This adds another opportunity for movement beyond the kids’ 15-minute recess after lunch. Ana is receiving a lot of positive feedback about extra recess from kids and parents.

Ana has also started the new tradition that every Friday is School Spirit Day. Everyone is encouraged to wear Burroughs Spiritwear or the school colors blue and gold. The school is having fun with it.

Kids in the upper grades have been showing student leadership with assemblies at the beginning of the year to teach the younger students about the “Burroughs Way” to respect all students and school rules.

Although there have been problems with bus transportation this fall, they are getting resolved. Ana encouraged parents to contact MPS Transportation Services whenever an issue arises.

Construction on 50th Street is over! Parents of kids in grades K-2 can use the drop off circle again. Other designated morning drop off locations will continue for kids in grades 3-5.

“Visit our Schools Month” (October 15 to November 7) is a new District campaign to introduce community members to Minneapolis Public Schools. Volunteers to help coordinate Visit Our Schools events at Burroughs are asked to contact Regina Folken or Angie Philips. The first Open House is Saturday October 15 from 9:30 am to 1 pm.

Please VOTE YES on the ballot referendum in November!! The referendum concerns a renewal of *existing* MPS funding, not new money. If the referendum does not pass, Burroughs would lose \$1600 per pupil; this funding is key to preserving the class sizes and school staffing levels that we currently have. More information will be posted on the FaceBook page for Burroughs parents, as well as many school-sponsored sources. Availability of yard signs supporting the referendum will also be posted on the FaceBook page and in the Bulletin.

The Meeting adjourned at 8:00 pm.