

**Burroughs PTA Meeting Minutes**  
**April 16, 2019 6:30-8:00**

Officers Present:

Catherine Lipinsky, President

Britt Waterman, Vice President

Steve Connelly, Treasurer

Eric Larson, Co-Treasurer

Jennie Hartman, Volunteer Coordinator

Madeline Lohman, Secretary

**March meeting minutes were approved.**

**PTA process thoughts**

Madeline presented ideas for improving PTA communication and inclusivity. First, trying to better convey what the PTA funds by showing how much overall goes to whole school academic support, grade level support, etc. It can be easy to get a misleading impression of what the PTA funds from the meetings because we review the discretionary requests that aren't representative.

The PTA can also explore expanded communication options to reach out to families, including direct mail to families at the beginning of the year, improving the website, and tabling at fall conferences. Burroughs will also have interpretation options next year and the PTA can use them if we pay for the process, but that would allow us to reach families that speak a language other than English at home in the correct language and number. We can also draw on the school's experience in arranging interpretation – how can we do that best? We may benefit from having parent volunteers who can do interpretation – we would need Somali interpreters especially.

Madeline also tried to draft ways to evaluate discretionary budget requests because parents seem unsure what should be approved. Ana is working on strategic planning that should generate concrete priorities for the school that can guide funding decisions. In the interim, we can use the priorities from the PTA survey conducted last year:

- all school events
- academic supports, especially differentiation
- arts
- field trips
- class projects
- mindfulness
- classroom supplies

PTA officers could visit one of the first staff meetings in August to present this to teachers so they know what they can request funding for and feel comfortable doing so.

Finally, we can start thinking about trying to make sure PTA-funded activities are as inclusive as possible. How do we communicate about them? What kinds of supports might we need – transportation, child care, food? How is the activity branded? Do we offer a variety of events that appeal to people of many

different backgrounds and interests – for instance, events for adults that do not feature alcohol? How can we handle the issue of cost in a way that doesn't put families on the spot in having to disclose to someone that they need assistance? How can we allocate space in afterschool activities fairly when there are limited spots? One parent mentioned that when they hosted an event, the kindergarten teachers offered to distribute tickets to those families they knew might not be able to afford them, rather than requiring those families to come forward. Making sure all committee chairs and event hosts know that something like that is an option could help address the issue of cost.

Please contact Madeline or the incoming PTA officers if you are interested in working on any of these issues.

### **PTA Budget for 2019-2020**

The PTA officers reached out to committee chairs to get what they think they will need for their budget next year and the revenue they might generate. We also reviewed the numbers from this year to project next year's numbers.

Steve showed slides that compared this year's approved budget with next year's.

- Silent Auction was down, but Read-a-Thon was up so they almost balance each other out.
- Box Tops will be down next year because they are changing to scanning receipts, so we expect only about 10% of this year's earnings.
- Yubbler and Dining for Dollars both new and were very profitable
- Costs are up for Silent Auction but down for most of everything else
- Not much change in gross profit from last year
- Enrichment is a constant – 28 classroom teachers each get \$350
- Check printing is way up, because the ink toner is expensive
- Some new items: PTA is using the office copier now, wellness week is when Bike and Walk to School Day occurs and we fund coffee and prizes, we now also cover the school Star Tribune subscription
- Should we cut the amount for yard signs? Had originally been offered for free because the PTA had extra money – maybe reduce the budget by 50% to fund for new families and replacements
- Offer funding for other days in addition to African American Family Involvement Day – rename the line item and increase it by \$200
- Chess Club is getting bumped up to fund a new chess teaching program
- The Art Institute field trip costs more because K classes attend and the costs went up
- Burroughs Support – Singapore Math and M2/M3 jumped up quite a bit, we were over budget this year and next year it looks to be even higher
- Achieve Minneapolis has been going down because auction receipts are down
  - Achieve Minneapolis is a district-run fund that the auction funds go to; Ana can draw on it to fund office support for the school and the two teacher emeritus that are reading interventionists, that way all the school funding can go to staff positions
  - The balance is right now at \$156,000
  - The two teacher emeritus contracts are roughly \$30,000

- Special programs have increased by 10% overall – the big changes were the Deep Portage 4<sup>th</sup> grade trip which increased substantially and the Midwest Food Connection, which originally received a grant but now needs the full amount
- FEJ is getting a line item that match their discretionary requests from this year, and Mindfulness is going down because Jen is leaving and teachers and parents are taking over so there is a transition
- 5<sup>th</sup> grade celebration ceremony needs to be increased to \$500
- Specialists – there are two additional AEs who get enrichment funds; Ana will review to make sure the names and FTEs are correct
- Additional specialists – Media, PE and Music remain the same
- Bottom line: if there is no money rolled over, we have \$299.50 in net income for discretionary funding next year
- The budget with discussed changes was approved

### **State of School**

Principal Ana Bartl presented the last state of the school for the year. The strategic planning committee met before spring break and will meet next week. Our goal for next meeting is to have a vision statement for us. We will have one more meeting this spring and then a few more meetings in the fall – do we need to revise our mission statement? Then we will develop some clear action steps to take.

An update on the Fund-a-Need this year, which was for professional development. Teachers have largely been focused on literacy – some took an online course on dyslexia, and others are signed up for Orton Gillingham training this summer. They were very happy to have the funding.

Site Council has its last meeting next month and there will be openings for next year – definitely one parent opening and maybe more.

Some staffing updates: we are going to experience some retirements over the next few years because we have such long-time teachers. Mrs. Johnson is retiring as is Mr. Peterson in PE. A few staff members are also leaving for other reasons: Ms. Lemon is staying home with her children, and Ms. Spooner will be moving to Wisconsin. The school will be posting open positions and there will also be some shifts between grades.

A personal announcement – Ana’s family will be expanding with an adoption, so she will be leaving after Memorial Day and then returning August 19.

Teacher assignments will be emailed this year, to save time and paper. Teachers come back August 20 so assignments will be arranged that week.

### **EZ Bucks/Box Tops**

Box Tops is changing a little bit – there are still Box Tops on cartons that are already printed that are valid through 2021. The new method is scanning receipts and choosing the items with Box Tops, which goes straight to the school, so it won’t allow us to track classroom success, but we can keep it going one more year since there are still things to clip.

Tangletown Gardens CSA & Gift Certificates have raised \$384 so far, and the sign up deadline has been extended to May 10. The weekly CSA has pickups from June-October.

Bachman's Fundraisers: The Bachman's Bulb Garden and Spring Flowers brought in \$550! We are still raising money through Bachman's gift cards, which earn 15% for the PTA. Orders are due in the office by Tuesday April 23rd, pick up at the picnic May 1<sup>st</sup>.

Scrip gift cards – think about it for thank you presents, lots of \$5-10 options available until May 24.

### Upcoming Dining for Dollars

Tonight: Café Zupas until 9

Monday, April 29<sup>th</sup>: Lowbrow 4-9:30 10% of total restaurant sales

Monday, May 6<sup>th</sup>: Wise Acre Eatery 9am-8pm 20% when you mention Burroughs

Wednesday, May 22<sup>nd</sup>: MyBurger 25% when you mention Burroughs

### **Read-a-Thon Update**

Read-a-Thon went really well this year – we raised more money and costs were down because of the donated t-shirts so we hope to have that again next year. Jen Thorp will do it again next year, but she will need a co-chair next year. We will also need a graphic designer and more volunteer positions will open next year. Keep it in mind!

### **Courtyard Committee**

Because the teachers have had so much time out of the classroom for snow days, we are doing the cleanup on the weekend this spring instead of doing it during a school day. Watch the Burroughs Bulletin for the date. The sign up for watering the courtyard this summer will go out soon. We will also redo the pots out front and we will be fixing the path out through the courtyard.

### **Election of 2019-2020 PTA Officers**

This is the last official meeting of the year when we elect people to serve next year. Catherine, Jennie, Madeline, and Steve will be leaving. Lekha Gupta-Badjie has offered to serve as Vice President next year and President the following year. Ang Legein has offered to serve as Secretary. Our Co-Treasurer candidate couldn't make it tonight so we will try to vote on them in the fall. We are still looking for a Volunteer Coordinator for next year.

Lekha spoke about how important it was when she arrived at school and met a parent that could be that welcoming face. She has really been excited to dive into being involved at the school and this is the next step.

Ang has two boys in 2<sup>nd</sup> and 4<sup>th</sup> grade. She has been engaged in the classroom activities, but she has always wanted to be more involved in school activities. This will be a great opportunity to get involved and be engaged with the school.

Both were elected to their positions.

### **Upcoming PTA events**

Spring Picnic on Wed May 1 which will overlap with the half price book fair in the atrium. We will also have a food truck and free popsicles for kids. This will also be the last chance for the free yard signs!

Twins game on May 11 – tickets are available for purchase from Jennie or from Maggie in the office.

### **PTA Volunteer Opportunities**

We may have candidates for the following positions, but if you have an interest, please contact Jennie:

- PTA Volunteer Coordinator
- Auction Chair and Co-Chair

Other open positions:

- Read-a-Thon Co-Chair
- BRAVO Chair
- Bulletin Editors: seeking two to add into the rotation