



AGENDA: BUTLER PTA Board Meeting May 20th, 2015

Attending: Sabrina Tan, Mauro Lance, Rola Baghdady, Michael McAllister, JJ Rohrer, Sterling Crockett, Kate Abruzzi, Noriko Tonomura, Kate Bowen, Carrie Redi, Rose O'Neil, Alexandra Goho, Stephanie Wratten, Laura VanderHart, Barbara Bulfoni, Maribel Carvajal

Approval of Minutes - Stephanie Wratten
Barbara moved, Stephanie seconded, all approved

Treasurer's Report - Sterling Crockett
Sterling will check on the school pictures item – there were two things for the same amount so may be an error

Note about teacher appreciation lunch/budget - big success this year – Used Sign-up Genius and had parents bring fruit, desserts, salads and appetizers. Barbara ordered food from Whole Foods rather than Conley's. Was much tastier and only a bit more expensive. Went a little over budget overall because there were 3 retirements and the PTA traditionally buys gift cards for those teachers.

Nominating Committee Report –Maribel Carvajal/Sabrina Tan
Most of the officer positions are filled. Barbara will email the general membership. We will vote on the officer slate at the June 10th general meeting even though that is less than the 30-day notification required by the by-laws.
Stephanie moved, Laura seconded, all approved

In Review
(What's been going well? Where did we struggle? Thoughts for next year)

BASEP - Kate Abruzzi/Barbara Bulfoni

The PTA does not take/earn any money for organizing the after school classes. The two things we need money for are to cover the costs of administering the program (use of the online program, etc.) and to provide scholarships.

We typically collect money used for administration –about \$1 per day the class runs. To help fund scholarships, some instructors give donations – essentially volunteering to teach one class for free.

This year our administrative costs have gone up, and our instructor donations have decreased. It is still worth using the online program even with the increased costs, and there is also strong support for offering as many scholarships as possible. Plan for next year is to do the \$1 per class plus a

5% increase in the class fee to help cover these costs. Also next year will give parents the option to make a donation toward scholarships when they register for a class. (May consider a specific fundraiser for scholarship funds if needed.)

Scholarships are generally given to kids who are on free or reduced lunch and handled confidentially through Mr. McAllister's office.

Also, Mike reported that this year the system was very smooth in terms of teachers knowing the class lists and getting kids where they needed to go after school.

Fundraising – Laura VanderHart/Frank Dill

Survey Results – Laura VanderHart/Alex Goho/Lisa Rohrer/Barbara Bulfoni

A lot of families replied to survey – 40% - that's very high for a survey. Results have gone to executive PTA board and will go out to the whole community.

What people said was good for fundraising was basically what we did, so will continue that next year.

The PTA president/board will work on the things to improve – lots of things related to emails/newsletters. Barbara thinks it's most important to explain a lot at the beginning of the year.

A new idea was presented – to have ambassadors –people who are willing to be liaison between PTA and a group of people in the school community – for example, Chinese-speakers in the community. When students register, Mike gets the home language, so if we identify who the ambassadors are, Mike can send a list of kids by home language. The idea is that the ambassadors can help families who might not know about the PTA or be able to easily read the newsletters learn about goings-on at the school and feel more connected to the PTA. (Mauro started things off by volunteering to be an ambassador – thank you!

Another suggestion to help with transparency is to post the monthly budget on the website along with the minutes.

There was a question on the survey about what did you participate in this year, and what would you participate in next year – Book fair and box tops had significant drop from this year to next year.

Some discussion of whether or not to continue box tops - not always on healthy foods and each box top is a lot of work for 10 cents , but some kids are really into it. Perhaps continue it, but downplay it a bit next year?

In terms of the book fair, maybe use a different company – there is a local one in Winchester that Burbank uses. They come and set up the book fair for you. How do teachers feel about Scholastic? Mike hasn't heard anything negative, but can ask if they have an opinion.

Would like to do a survey annually, with separate one for after school enrichment.

Bylaws update

Mauro submitted the by-laws to Mass PTA and they sent it back. They didn't want us to tweak the boilerplate in a couple of cases. Will resubmit with changes and they will accept. If we need to vote we will do it by an executive board email.

Ask the Principal – Michael McAllister

We were out of time by the time we got this agenda item, but just two notes-
Last principal's breakfast will be this month.

There was a question about parents wanting to honor teachers who are retiring – Mike said there are some events for the school/district, so he will share information about them.

Meeting adjourned at 8:22 pm. Next meeting for general PTA meeting on June 10th.