

Mounds Park Academy Parents Association (MPAPA) Annual Report for the 2009-2010 School Year

Introduction:

During the school year, the Mounds Park Academy Parents Association (MPAPA) was governed by the bylaws newly revised adopted during the 2009-2010 school year. In accordance with Section 9 of these bylaws, an annual report shall be prepared each year which addresses the following topics:

- (A) Financial Report
- (B) List of MPAPA Board Officers and their respective offices
- (C) Summary of the activities of the MPAPA and each MPAPA committee
- (D) Invitation to become active in the MPAPA

Financial Report:

Fundraising: As described in the MPAPA mission statement, fundraising activities provide additional resources to enhance student learning. Additionally, funds are used to support community building activities and to support MPA faculty and staff. A summary of the fundraising activities of the MPAPA follows.

Magazine Drive – The magazine drive ran intensively for three weeks starting September 10, 2009. Although new magazine subscriptions and renewals occurred throughout the year, there was a significant push during this three week period in September. Prizes during the 2009-2010 school year were strictly individual awards of low dollar value items to a wristband drawing system. Under this system, a larger number of participants were eligible to win higher dollar value prizes. Gift wrap and other gift items were included in the program. Lori Tapani chaired the drive.

Recycled Treasures – During the 2009-2010 school year, the MPAPA coordinated two Recycled Treasures drives. These drives collected a wide variety of gently used items including clothing, toys, books, and other household items which, in turn, raised funds for the MPAPA. During the drives, members of the MPA community and their friends were invited to bring their donations to a trailer available on the MPA campus. The MPAPA received cash payments based on the weight of the donations collected. Lynn Harper chaired these collections.

Poinsettia, Wreath, and Spring Plant Sales – The Poinsettia and Spring Plant Sales were conducted in the same manner as in prior years. Gift cards were an option for those wishing to buy something other than the items listed for themselves or for a teacher or MPA garden project. A new garden viewable from the cafeteria was added, just along the atrium wall in the spring. Robin Brooksbank chaired the poinsettia and wreath sale and Sandi Erben and Gretchen Corkrean chaired the spring plant sale.

Book Festival – The Book Festival is an annual event promoting a love of reading, building community throughout MPA, and raising funds for the MPA library. All Book Festival profits are given to the library. The Book Festival took place during the week of February 22nd and concluded on February 26th with Book Festival Family Fun Night. Book Festival activities focused on students in both Lower and Middle schools. The MS Café theme was based on Space and Technology while the LS week was all about getting comfortable and reading. This year the Book Festival did not pay its own expenses in order to get more of the profits into the library; the MPAPA supported the Book Festival expenses. In anticipation of this change, and to save money over many years, the MPAPA purchased 30 rectangular tables and 20 adjustable height café tables for the school to use at other times than Book Festival week. Information regarding the LS Book Festival was delivered electronically and, as needed, via folders as a transition to going paperless as much as possible at MPA. A Book Festival webpage was developed. Selected unsold used books were donated to the Boys and Girls Club. Joan Ireland was the chair of the MS Café and Mary Indritz was chair of the LS Book Festival.

Treasurers' Final Financial Report (please note the fiscal year was changed to end July 31 rather than June 30 so this is a 13-month report):

REVENUE		
Magazine Drive	11,560	
Book Festival	3,164	
Holiday Plant Sale	1,586	
Spring Plant Sale	1,775	
Recycled Treasures	1,467	
Parent Association Dues	12,093	
Miscellaneous Donations	2,260	
Interest Earned	78	
Other Revenue	1,234	
		35,217
EXPENSES		
Student Community		
Student Grade Socials	481	
Homecoming Fun Run	497	
Lower School Year-End Picnic	107	
Graduation Reception	0	
Student Council	0	
Other Student Events	169	
Faculty & Staff Community		
Professional Development	0	
Faculty/Staff Appreciation	2,107	
Faculty/Staff Farewell Receptions	0	
Faculty/Staff Holiday Party	850	
Parent/Guardian Community		
Parent Education Programs	939	
Parent Grade Socials	258	
All-School Community		
Hospitality - LS/MS/US Division Events	217	
Pancake Breakfast	771	
Grants & Donations		
Grant Program	16,306	
Conference Grant Program	2,711	
MPA Library Donation (Book Festival Net Profit)	3,164	
Book Festival Allowance	631	
Best of MPA Donation (Silent Auction Item)	77	
Financial Aid Endowment Fund Donation	2,739	
Other Grants & Donations	840	
Administrative/Other Costs		
Parent Association Meetings (Hospitality, etc.)	1,158	
Equipment Purchases	4,574	
Office Supplies	45	
Printing	812	
Postage	5	
CPA Services	1,186	
Bank Charges	48	
NSF Check Losses	124	

Miscellaneous Expenses	115	
		(40,931)
NET INCOME (LOSS)		(5,714)

Cash Flows from Operating Activities

Cash Inflows

Cash Received from Operating Revenue	35,139
Interest Received	78
Total Cash Inflows	35,217

Cash Outflows

Grants and Donations Paid	(26,468)
Cash Paid for Operating Expenses	(14,463)
Total Cash Outflows	(40,931)

Net Cash from Operating Activities **(5,714)**

Net Decrease in Cash **(5,714)**

Beginning Cash Balance **34,859**

Ending Cash Balance **29,145**

Grant Program: The Parents Association Grant Program, implemented in the 2006-2007 school year under Stacy Suberg, provides funding for programs to support the education and enrichment of MPA students. The program is:

- available to all faculty, staff, and student organizations
- providing funding for equipment, program, curriculum, and faculty or staff attendance at conferences outside the scope of other budgeted funds

The grant process consists of:

- applications submitted and reviewed by Grant Review Committee
- the Committee ranks applications according to suitability
- makes a funding recommendation
- the recommendations are submitted to the Head of School and the Directors of Lower School, Middle School, and Upper School for their input and ranking
- final approval is then made by the Grant Review Committee

This was the fourth year of the program, which replaced the end-of-the-year teacher wish-list. Three grant cycles were offered in October, February, and April. The level of funding for each cycle depended on the success of this year's fundraisers. Submitted grant requests were reviewed in October, February and April. A Grant Review Committee, made up of three MPA parents and the PA Board, determined the awards with input from the MPA administrative team

Now in its second year, was the Conference Grant Program which provides funding for faculty or staff attendance at conferences locally or within the bordering states. Submitted grant requests were reviewed as they were received and applications were submitted with a recommendation from the appropriate administrative representative. The Grant Review Committee determined the awards. These awards are available continuously throughout the school year and reviewed as they are received.

A summary of the MPAPA Grant Program is as follows:

Department	Division	Faculty/Staff	Summary	Awarded	Date Awarded
English	US	KaTrina Wentzel	Josten's Yearbook Workshop included 7 students	240.00	summer 09

Foreign Languages	US /MS	GINNA SCHULTZ	The Central States conference on the Teaching of Foreign Languages	269.75	Oct-09
Science	US/MS/LS	Marc Shapiro	National Science Teachers Association 7 teachers attended	1,632.50	Oct-09
Visual Arts	LS/MS/US	Karen Rossbach Lisa Buck Renee Sonka	Updating media, replacing tools, upper level course materials	1,750.00	Fall 09
Vocal Arts	LS/MS/US	John Habermann Leah Abbe Bloem Mari Espeland	American choral Director's Association Regional Conference Habermann, Abby, Espeland	1,200.00	Fall 09
Snowboard and Ski Club	LS/MS	Nicole Gaida	Season pass, transportation, \$225 mileage/\$345.21ski pass	570.21	Fall 09
Theater	MS/US	Melinda Moore Barbara Bradley	Program printing, make-up kits and moveable mirrors Banners	3,710.00	Fall 09
Health	MS/US	Bev Docherty Mike Scinto Sue Samuelson	Annual MN School Health Education Conference and 6th and 8th grade ETOH prevention curriculum. Scinto, Docherty and Samuelson	1,165.50	Fall 09
Science-photogates	US	Michael Thomsen	Photo gates from accurate timing of movement	990.00	Fall 09
Admissions	US	Linda Hoopes	FLIP cams for student testimonials from Senior projects to be used for recruiting. To be available from Tech Center for all faculty	600.00	Fall 09
Administration	US/MS/LS	Randy Comfort	Minnesota School Safety Center Conference	\$569.00	9-Dec
English	MS	Patti Meras	Lessons that Change Writers, Grades 5-9."	\$319.00	8-Feb

English	MS	Mary Rossini	Lessons that Change Writers, Grades 5-9.”		\$319.00	8-Feb
Health/PE/Athletics		Sue Samuleson	Girl Meets World Curriculum Training	\$1,412.00		Winter 10
Grade 2		Melanie Baier Anne Scalia	Wonder Weavers Helping Paws	\$275.00 \$150.00		Winter 10
Theater		Melinda Moore Barbara Bradley	Two 8X3 mirrors	\$1,284.00		Winter 10
Science	MS.US	Michael Thomsen	Rainwater Garden enhancements	827.38		Spring 10
Co curricula/Social Studies	LS/MS/US	Vergin	Social Entrepreneurs Club	1,000.00		Spring 10
Quiz Bowl	US	Peterson	Quiz Bowl National Tournament	2,100.00		Spring 10
Technology Department	MS	Reardon Offerman	iPad	2,468.00		Spring 10
				19,502.09	3,349.25	22,851.34

Conference Grant Program designated by

Grants denied/delayed

Amount Requested

Administration: Safety request grant be resubmitted to conference grant program when all details are available	LS/MS/US	Randy Comfort	Safety conference			\$400.00
Science Monitor	US	Chris Jensen	LCD monitor to work with projection microscope			\$500.00
Science Dept may reapply if another teacher will be using microscope and feels this is useful/necessary						

Complete details of grant recipients and monies awarded are available by contacting Joan Ireland.

Financial Aid Endowment Donation: Each year as stated in the MPAPA Bylaws, ten percent (10%) of the annual net fundraising profit of the MPAPA (other than profit from the MPA Book Festival) shall be given to the school with the restriction that these funds shall become a part of the financial aid endowment fund.

MPAPA Board Officers:

Co-Presidents Mary Indritz and Sandy Law

Co-Vice-President: Beth Finch – Grade Rep Program

Co-Vice-President: Joan Ireland – Grant Program

Co-Treasurers: Gretchen Corkrean and Karen Keogh (replacing Lance Dumond)

Secretary: Jennifer Gatti

Board of Trustees Representative: Lori Tapani

Immediate Past Co-President: Traci Tapani

MPAPA Division Chairs (now included on the MPAPA Board):

Lower School: Kathy Bourne and Sandra Erben

Middle School: Dana Boyle and Charlotte Morgan

Upper School: Ingrid Gangestad and Cindy Gardner

Summary of MPAPA Activities:

The activities of the MPAPA during the 2009-2010 school year were guided by the MPAPA mission statement and prior year MPAPA activities. For reference, the MPAPA mission statement reads:

The MPAPA is an organization of volunteers who actively support the MPA mission and promote community within the school.

- We foster a growing Pre-k to 12 community that promotes understanding, trust and positive opportunities.
- We facilitate family and school communication by gathering, coordinating and sharing information.
- We offer a variety of opportunities for family participation in the life of the school.
- We fundraise to give our students additional resources for learning.
- We provide support to acknowledge and encourage the excellence of our faculty, administration and volunteers.

Parents Association Meetings: Throughout the school year, many MPAPA meetings are held. These meetings are open to all MPA families and meeting dates and times are planned to coincide with other scheduled MPA events in an attempt to increase meeting attendance. The meetings are organized by the MPAPA Board and provide an opportunity for parents from each division to meet as a large group and for the Board to report on its activities. Dates, times, and locations of meetings are included on the MPA calendar and reminders are published in the weekly MPA e-communication. Divisional MPAPA meetings are organized by Division Chairs in conjunction with Division Directors.

During the 2009-2010 school year, the following meetings were held:

All School – 5 scheduled meetings (September, October evening, December after pancake breakfast, January, March evening, and April after the Volunteer Breakfast)

Upper School – 5 scheduled meetings (September, October, January, April, May)

Middle School – 3 scheduled meetings (November, January, April)

Lower School – 1 scheduled meeting (January evening)

Grade Representatives: The focus this year was on formalizing the Grade Representative process to fully realize the benefits of our mission of community building. We completed a handbook outlining the following: organizing family and parent events, being the conduit to both teachers and MPA parent meetings, encouraging parents to get involved in school activities and the importance of connecting with new families.

We also encouraged the use of a new software program streamlining the volunteer signup process. We will continue to support the use of My Sign Up. Regular meetings between the MPAPA VP-Grade Reps and the Grade Reps were held throughout the school year to facilitate communication and pass along good ideas, along with getting a sense of what parents are talking about.

We recognize the importance of the Parents Association as a community building organization and how that links directly to student retention and the success of Mounds Park Academy. We are fortunate to belong to a community where families get involved and are engaged making the Mounds Park Academy experience a positive part of their family life.

Activities Fostering a Growing PreK-12 Community: The MPAPA was invited by the MPA Admissions Office to participate in five Open Houses (October, March, April, May, and July) by setting up a display and providing a handout to prospective families on how the parent community contributes to the health of the school.

Each night of divisional Back to School evenings, the MPAPA was given a table to welcome families back to school and begin to encourage parents to think about ways to volunteer over the upcoming school year.

Communication Activities: More items were placed on the MPAPA webpage but with the transition from the old MPA webpage to the new format, many of the initiatives were put off. A bulletin board was placed at each entrance to MPA describing the role and activities of the MPAPA to increase visibility and tweak interest in volunteering. All-school MPAPA meetings were announced by email push and in ecomm and divisional MPAPA meetings were announced in ecomm or paper and on the divisional calendars. The electronic MPA calendar announced all MPAPA activities and meetings as well as many grade family or adult social functions. While we are growing our online presence, much communication is done face-to-face while at the school.

The MPAPA was invited to attend and make a short presentation on its mission to the New Parents Dinner held in September. Again, the MPAPA attended the New Parents Reception prior to the Best of MPA event in order to reach out and introduce ourselves.

The MPAPA met twice with representatives from the MPA Board of Trustees in order to hear about the activities and work of each group. The co-presidents attended a half-day orientation to the Board of Trustees to further understand how they operate. Lori Tapani was the representative to the Board of Trustees for the MPAPA during the school year. Mary Indritz was a member of the Development (when the Coordination Committee was melded into it) Committee of the Board of Trustees.

The MPAPA Board put together a new Transition Packet of information for incoming Board members as an orientation on where to find necessary documents, items, and people who have information pertinent to conducting our business as well as information on several procedures, such as reimbursement and making room reservations. The packet also contained a skeleton calendar of what to expect during each month of the school year regarding MPAPA Board position activities. New ideas are always welcome and the transition packet is not meant to be definitive of the year's activities, just a springboard.

Grade Representatives and PA Board members were given small pins in recognition for what they do for MPA throughout the year and so they can be recognized at meetings.

Community Building Activities and Opportunities for Family Participation in the Life of the School: The focus of our activities moved toward this over the course of the school year and it will become more of a focus during the following school year, as outlined by the incoming MPAPA Board of Directors.

All-School Events – On September 11, 220 MPA family members attended the Twins Game. December was a food drive for Second Harvest.

Lower School Events – Homecoming Fun Run in September, Roller Skating Party in November, and Year-End Picnic in June involved all LS students and their families

Middle School Events – Two MS Refuels were held for all MS students to enjoy hot chocolate and a social time during the busy school year. Donated wrapped gifts and delivered them to Emma's Place, a women's shelter in Maplewood.

Upper School Events – A Nordic banquet was organized by US parents to honor the Nordic team. Again, treats for students were provided during finals weeks. Graduation.

Individual Grades – at least one family social and one adult social was organized by most grades

Faculty, Staff, and Administration Appreciation Activities: Two Faculty Appreciation Weeks were held, October and February. Parents, again, were encouraged to bring in something delicious and wholesome to eat during the first four days of the week so faculty, staff, and administration could enjoy something special on their long days of conferencing. Each Thursday evening of those weeks the MPAPA provided a catered hot dinner for faculty, staff, and administration. Fridays were leftover days.

In December the MPAPA purchased the food for the Faculty, Staff, and Administration Holiday Dinner held at Hillcrest Country Club.

In June, the MPAPA supported refreshments for the Teacher Farewell Reception. Also, the MPAPA supported the publishing of a book of things Nansee Greeley learned from her years of teaching and administrating at MPA. This was presented to her at the reception as a surprise and made available for sale. Proceeds were given to the MPA Math Department in her honor.

Invitation to Become Active in the MPAPA:

Dear Parent or Guardian,

As co-Presidents of the Mounds Park Academy Parents Association, we welcome you to the upcoming school year. We also want to tell you about your organization.

By virtue of being the parent or guardian of a Mounds Park Academy student within the Pre-Kindergarten through 12th Grade, you are a member of the Parents Association. Our community of families actively supports the Mounds Park Academy mission through a variety of activities within classrooms, divisions, and school. We directly and indirectly support the education of our children through monies spent on staff development, classroom teaching enrichment, and equipment outside of the usual budget process. The Parents Association has the opportunity to help in tight budget times through open and honest conversations with the school's administration on where priorities for spending can be mutually beneficial and which support the Parents Association mission.

In the largest sense, the Parents Association promotes understanding, trust, and positive opportunities within the community, along with facilitating family and school communication by gathering, coordinating, and sharing information through all-school and division meetings and our webpage. In the smaller sense, we offer a variety of opportunities for family participation in the well-being and life of the school through the giving of our time, talents, and resources.

Throughout the school year, you have opportunities to participate. You may give your time to serve on a committee or fundraising activity or classroom, some longer in time (like the Book Festival) than others (overseeing a classroom party). You may give your talents (artistic, musical, technical, speaking, writing, cooking, and dramatic) to support an annual event (Fun Run, Book Festival, faculty and staff appreciation, graduation) or to start a new event. You may give your resources (used treasure, money, and used books) to support one of the many fundraising activities (plant sales, magazine drive, Book Festival).

The Parents Association raises funds to provide support, encourage excellence, and acknowledge the faculty, staff, administration and our volunteers for the sole purpose of giving our students additional resources for learning. Just this past year the Parents Association has granted nearly \$16,000 for conferences, equipment, and innovative teaching tools to faculty and more than \$5000 for community events and faculty/staff appreciation. Through the efforts of our past, present, and future families, we are proud of all the contributions of countless hours, numerous donations of talent and resources, and the additional financial contributions.

We ask you please support your Parents Association by paying the \$35 per family dues, listed on your first tuition bill, to further support your family's and your child's experience at Mounds Park Academy. We look forward to serving you and we look forward to serving with you, the students, and the school over the coming months.

Warmest regards,

Mary Indritz
co-President for 2009-2010
MPA Parents Association

Sandy Law
co-President for 2009-2010
MPA Parents Association