

## **MSP PTO BOARD MEETING MINUTES**

June 7, 2023 @ 9:00 a.m.

Montessori Drive Campus

### **Present:**

**Past President:** Paula McCollum

**President:** Erin Currie

**Vice President:** Sarah Kuhl

**Treasurer:** Melissa Satyanarayana

**Secretary:** Lindsey Norenberg (via Zoom)

**Administration:** Kathy Turtle and Mary Gaudet (via Zoom)

**Faculty Rep:** Alisen Spear

**Social Media Chair:** Rachel Hunt

### **Absent:**

Maria Mikevicius and Lauren Southern-Godwin

- I. **Call to Order** - Roll was verified and quorum was present. Called to order at 9:09 a.m. by Erin.
- II. **Approval of Minutes** – Erin asked to change ‘swap’ to ‘swag’ under MSP Accessories. Alisen voted to approve the 5/3 minutes with Erin’s change. Erin seconded.
- III. **Treasurer’s Report** – Melissa spent most of her time this month amending the tax return to include the sale of the property. She met with Alisen last week to take care of the Gala reimbursements. Discussed Wufoo PO form. If a purchase is over \$50, you must have written approval prior to purchasing and submitting the Wufoo PO form. Erin asked that the PTO website as well as the form itself list the steps of preapproval and instructions for submitting the form. Preapproval will be dealt with via email and users must upload the preapproval email to the form when submitting the form. Alisen suggested that we have two different Wufoo forms: one for teachers and one for other matters.
- IV. **Administration Report** - There are only a few spots left in primary.
- V. **New Business**
  - a. **Wrap-up from General PTO Meeting** – Erin was encouraged by the amount of people who attended the general meeting. She introduced Rachel Hunt as the new chair for social media. Erin asked about the number of members-at-large. Alisen said that we can add more members-at-large by changing the bylaws, which would change the ratio to meet quorum. Melissa made the point that we can have a committee chair without changing the number of members-at-large and the bylaws. Alisen said the goal of members-at-large would be to attend the PTO board meetings. Erin asked if the PTO board meetings were open to the general MSP community. It was confirmed that the board meetings are open, but we need to be careful to get through all agenda items

even if attendance increases. It was decided that we should post the meeting schedule in the newsletter and the minutes on the PTO webpage, so everyone is aware of when we meet and what we discuss.

- i. It was decided that next year's PTO board meetings will be the first Wednesday of each month at 8:30am in the Media Center.

**b. Gala Wrap Up**

- i. **Survey** – Erin went through all the survey results. Twenty-one people submitted the survey.
  1. Negative feedback: cost, parking, lack of vegetarian/vegan options.  
Positive feedback: location.
  2. Melissa asked about trading volunteerism for a gala ticket. This might be tricky, but we can discuss more in future meetings.
- ii. **Silent auction items** – a few items still need to be sent out. Almost all items have been dispersed.
- iii. **Thank you notes** – thank you notes have been mailed out.
- iv. **Updates on outstanding payments** – there are some outstanding payments that we still need to collect.

**c. Dates for 2023-2024 fundraiser events:**

- i. **Fall Festival** - Friday, 10/20/23, from 2:00-6:00pm
- ii. **Minithon** – Alisen will look at possible dates and send them out via email
- iii. **Gala** – Saturday, 4/20/24, from 6:30-9:30pm at the Bayview Community Center

**d. Plan for parent engagement 2023-2024**

- i. **Back-to-School Meetings:** in-person PTO representation with PowerPoint Presentation.
- ii. **Beginning of year survey with volunteer interest:** a short survey asking who wants to volunteer. Anyone who indicates that they would like to volunteer will be contacted individually.
- iii. **Room Coordinator Description:** Erin and Sarah are working on a 'job' description for the room coordinators. They will send it out shortly for review.
- iv. **Community Building Events**
  1. Monthly social events that will alternate between adult only and family friendly that will begin in September.
  2. PTO will coordinate the events. We do not anticipate any financial requests.

- e. **MSP School Accessories** – Paula reported that the website will be ready at the beginning of the next school year.

**f. Priorities for PTO-Sponsored Projects**

- i. **Rachel** – sports related needs
- ii. **Primary and Lower El new outdoor kitchens**
- iii. **Beautify MD front entrance gardens** – Erin suggested a sensory garden. Lindsey mentioned that her husband might be interested in volunteering to make the gardens and her mother is a Master Gardener and would be willing to help.

Next board meeting is on August 9, 2023 at 9:00 a.m.

The meeting was adjourned at 11:00 a.m.