

## **MSP PTO BOARD MEETING MINUTES**

October 4, 2023 @ 8:30 a.m.

Montessori Drive Campus

### **Present:**

**President:** Erin Currie

**Vice President:** Sarah Kuhl

**Past President:** Paula McCollum (via Zoom)

**Treasurer:** Melissa Satyanarayana

**Co-Treasurer:** Holly Houghton (via Zoom)

**Secretary:** Lindsey Norenberg

**Administration:** Mary Gaudet (via Zoom)

**Faculty Rep:** Kathy Turtle and Lauren Southern-Godwin (via Zoom)

**Social Media Chair:** Rachel Hunt

**Guests:** Desiree Bingham-Hubbard and West Hubbard

### **Absent:**

**Administration:** Maria Mikevicius and Alisen Spear

- I. **Call to Order** - Roll was verified and quorum was present. Called to order at 8:30 a.m. by Erin.
- II. **Approval of Minutes** – Erin motioned to approve the 9/6 minutes. Sarah seconded.
- III. **Treasurer’s Report** – Melissa provided last month’s report. Some highlights include \$1,175 for a Gala live auction art donation, \$1,500 in Fall Festival donations, \$925 in Fall Festival expenditures and \$2,400 in classroom expenditures. Melissa stated that we need to file the non-profit exemption renewal which requires a signed copy of our bylaws. Lindsey will go through the thumb drive to see if there is an electronic version of the bylaws.
- IV. **Administration Report** – Mary stated that everything is going well.
- V. **New Business**
  - a. **The Parenting Puzzle** - Lauren explained that she and Maria are looking into offering an educational series for parents/guardians called “The Parenting Puzzle”. It uses Montessori parenting/redirecting behaviors. It would be via Zoom for one hour every week for six weeks. Parents/guardians would have to pay for two books. Each week there is a reading and videos to watch before each session. Lauren asked if there was any interest in attending and, if so, when they should offer the series. Everyone agreed that it would be beneficial, and it was decided that January would be a good time to offer it.
  - b. **Plan to add Sarah Kuhl to bank account** – we plan to go to the bank either today or next week.
  - c. **Fall Festival Updates** –

- i. Erin mentioned that the next Fall Festival meeting is on 10/11 at 8:30 am. Planning is going well. Rachel will ask high schoolers to volunteer. Bre might have some contacts at the University to solicit more volunteers. Winn Dixie will donate \$150 for the food. Rachel noted that Aldi will donate gift cards as long as it is used for students. We are waiting to hear back from Baileys and then we will ask Publix for anything we still need.
- ii. Lauren asked when to send the next Fall Festival flyer out. It was agreed to send it out today and send the pumpkin party information at the end of the week.
- iii. We plan to send out specific instructions on how to buy the tickets and the deadline to purchase tickets and have the money go to the classrooms on 10/6. The deadline to have the money go to the classrooms is 10/18.

**d. Pumpkin Party**

- i. Strong Street Studios is hosting the pumpkin party on 10/7 and 10/8. There will be a raffle for various glass art (five items) and apple cider to purchase. We need booth volunteers: middle schoolers and at least one adult every hour. Middle schoolers have until today at 10:00 am to sign up to volunteer. Erin asked for approval to buy apple cider, apples, ice, napkins and cups. Melissa motioned to approve the purchases and Rachel seconded. It was decided to charge \$2.00 for the apple cider. Erin asked Rachel to make a sign for the apple cider with price and Venmo/PayPal information. We need a money bag, Venmo QR kit, PayPal information, booth banner and raffle tumbler. West has a raffle tumbler that we can borrow.

**e. Sports Update –**

- i. Erin reported a successful Charleston Wrap fundraiser. We raised just over \$2700. Charleston Wrap will send a check and the money will go to the MSP CYSL Sports fund. Rachel has a few ideas for the money including gym rental space, nets, flag football belts and sponsorships for families.
- ii. Current MSP CYSL sports – Rachel will start soliciting interest for Spring sports starting at Fall Festival.

**f. Boxtops Updates –** Rachel reported that we had a good week last week with National Boxtop week. Three new people signed up and several users are processing receipts. We will have one more big referral code by the end of the month. Erin asked the number of families participating. Rachel reported 24 supporters and 66 earning moments.

**g. Social Media Updates –** Rachel reported that we have had a lot more engagement. We average 70-100 Facebook users viewing the posts. Instagram is a little harder to know the statistics, but she estimates we probably get a 5<sup>th</sup> of the followers viewing stories.

**h. Gardening sub-committee –**

- i. Lindsey reported that the gardening sub-committee met on 9/29. The sub-committee walked around Montessori Drive and discussed the areas to focus on first. We are looking into grants that may help fund the project. Lauren mentioned the Native Plant Company as a local resource.

**i. MSP Merchandise Store Update –**

- i. Paula reported that we need to iron out the details for the embroidery logo
- ii. Erin showed a water bottle with the MSP logo

- iii. Working on test runs with ordering products before advertising school-wide
- iv. Erin mentioned displaying some of the items at Fall Festival by the Book/Toy exchange. If the store is up and running, we could have a QR code at the Fall Festival for people to order.
- v. Discussed school-wide bulk order to avoid the high shipping cost. Paula will investigate the minimum bulk order amount.
- vi. Pay on delivery may be an option
- vii. The website will be [mspptomerch.myshopify.com](https://mspptomerch.myshopify.com)

**j. Parent Engagement Updates**

- i. The first PTO adult-only social event was successful. Approximately 15 people attended from both the MD and 12<sup>th</sup> Ave. campuses.
- ii. Next community event is Bands on the Beach on Tuesday, 10/10, from 7:00-9:00pm. We will meet on the front row.
- iii. We need to reschedule the November 9<sup>th</sup> PTO adult-only social event due to a Cub Scout conflict. Decided to reschedule it for Wednesday, 11/8. It will be at Alga Beer Co.
- iv. Room Coordinators –
  - 1. Sarah needs a list of all the families' email addresses in a spreadsheet so she can easily copy/paste into an email. Lauren will send a list of families' email addresses by class.

**k. Grant Opportunities -**

**i. Permanent Shade Structure**

- 1. American Academy of Dermatology – can PTO provide this if it is a permanent part of the school? Kathy said that as long as it is removable, PTO can fund it. In order to qualify, we would need to have one year of skin cancer prevention education by a dermatologist. We will investigate this more now that we know that PTO can pursue it.

**ii. Beehive**

- 1. The Bee Cause Project ([Thebeecause.org](https://thebeecause.org))
  - a. Indoor observation hive
  - b. Kathy will need to look into this.

**iii. Still identifying gardening grants**

Next board meeting is on November 1, 2023 at 8:30 a.m.

The meeting was adjourned at 10:21 a.m.