

## **MSP PTO BOARD MEETING MINUTES**

September 6, 2023 @ 8:30 a.m.

Montessori Drive Campus

### **Present:**

**President:** Erin Currie

**Vice President:** Sarah Kuhl

**Past President:** Paula McCollum

**Treasurer:** Melissa Satyanarayana

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

**Secretary:** Lindsey Norenberg

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

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

**Fall Festival Chair:** Bre Garrett

**Social Media Chair:** Rachel Hunt (via Zoom)

**CYSL Rep:** Rachel Trahan

**Guests:** Desiree Bingham-Hubbard, West Hubbard, Ashleen Solomon, Sarah Eschevaria and Veronica Miller

### **Absent:**

**Administration:** Maria Mikevicius

- I. **Call to Order** - Roll was verified and quorum was present. Called to order at 8:32 a.m. by Erin.
- II. **Approval of Minutes** – Mary motioned to approve the 8/9 minutes with the addition of “due to the increase in t-shirt cost” in item E of the Treasurer’s Report. Alisen seconded.
- III. **Treasurer’s Report** – Erin read through last month’s treasurer’s report. On Friday, 9/1, some of the board had a meeting to discuss the duties of the treasurer. Holly will take over the MSP merchandise store and help Paula get everything in order. Melissa is working to get a discount on the QuickBooks software and reviewing the non-profit exemption.
- IV. **Administration Report** – Mary mentioned that there are only two openings in our primary classroom. The week of the 18<sup>th</sup> we are hosting two back-to-school nights and a round table meeting, which we will host every first Wednesday of each month. Mary explained that the back-to-school night event is a classroom open house for parents and children. The children can show parents around their classroom and the students’ work will be displayed on the walls. Sarah mentioned having a PTO representative with a name tag in each classroom to answer any questions the parents may have.
- V. **New Business**
  - a. **Plan to add Sarah Kuhl to bank account** – we plan to go to the bank on Friday. Melissa and Holly would rather have a credit card instead of a debit card.

- b. General Meeting Follow-up** – Erin was pleased with the turn out. There were 28 in-person attendees plus the board members and 11 attendees on Zoom.
- c. Fall Festival Updates** –
  - i. Bre and Erin are booking Reno’s Reptiles and the inflatables. Iron Stables is already booked. Bre reported that several people are interested in volunteering.
  - ii. The next Fall Festival committee meeting is on 9/13 at 8:30 a.m. Lauren asked if a standalone email should go out about the next meeting and a teaser for what’s to come. Everyone agreed that would be beneficial. Bre can send some language for the standalone email. Rachel will update the next social media post to show the 8:30 start time.
  - iii. Paula explained the toy exchange boxes. They should go out on 9/20 so everyone has a month to donate.
  - iv. Sarah has been thinking through the volunteer coordination. She will email those people once the room coordinators are situated and use the room coordinators to ask for more help with Fall Festival. It was recommended to maintain a spreadsheet with everyone’s responsibilities for the event. Sarah would like to have an electronic sign-up sheet that can automatically send reminder emails to the volunteers. We would like to have a display at the event that details who signed up for what and at what time.
- d. Minithon** –
  - i. The Board will select the shirt design at the 11/1 board meeting. The sponsor deadline should be 12/1. We should order by 12/8 and the shirts need to be delivered by 2/5. We should send out the sponsorship email with information on extra shirts for parents on 11/1.
  - ii. We are considering raising the extra shirt price to \$20.
  - iii. PTO is taking over the tallying and organization of the shirts and shirt sizes. Different brands have different sizes so we will have a sample of each size in the classrooms to know what size to order.
- e. Sports Update** –
  - i. Rachel Trahan announced that we have eighteen volleyball players. The littles have their first match on Saturday at 8:00am. She asked Rachel Hunt if she can post the dates of the volleyball games and the \$5/adult admission fee to social media. Lauren asked whether she should post the game schedules on the official school calendar. Everyone agreed that anything school related should be posted to the official school calendar.
  - ii. Rachel explained that it is a learning process now that the CYSL has transitioned from being under MSP to under the PTO. This should make it easier to track payments and sponsor fees. Melissa has a sports line-item fund.
  - iii. Rachel cannot find gym space anywhere in town, so they will practice outside.
  - iv. Charleston wrap is staring this Friday to help fund sports and possibly the PTO.
  - v. Rachel raised a couple of questions regarding the school’s buy-in for sports:
    - 1. Do we want sports to be a sustainable program at MSP?
    - 2. Should there be a paid position?

3. Administration will discuss these questions in the next management meeting. Alisen asked Rachel to write a job description of what she is currently doing.
  - vi. Mary wanted to clarify non-profit vs for-profit as it relates to donations for the sports program: donators would not be able to write off their donations if it's for profit.
- f. Boxtops –**
- i. Rachel Hunt explained that Boxtops money goes to the school, not to the PTO. She wanted to bridge the gap with what we were getting with the now defunct Amazon smile program. The school can use these funds to cover things that PTO may have covered using the Amazon smile income. Erin asked to make it very clear in all messaging that the money goes to the school, not PTO. Management decided to use the Boxtops funds for the “outdoor environments” including the outdoor classrooms and gardens.
  - ii. We will get the first check in December and the second check in May.
  - iii. Rachel asked that if you have not scanned your first receipt to not do so yet. There should be an even better referral bonus in a couple of weeks.
- g. Social Media Updates –** Rachel briefly mentioned engagement and trying to get the word out to reach more people.
- h. MSP Merchandise Store Update –**
- i. Paula showed the draft store webpage and a sample of a shirt. The webpage will be ready soon and they need to make a few adjustments to the location of the logo to incorporate on some merchandise and stationary templates.
  - ii. Corky is working on an MSP PTO logo, an embroidered logo, and a Manta rays logo.
  - iii. We will offer shirts, tote bags, coffee cups, wine tumblers, sweatshirts, etc.
  - iv. Paula will approve the Printful orders before they process. Holly will need to approve the Shopify orders. There is a two-step process for approval before the order is finalized and shipped.
  - v. Ordering process is quick – 3 days to make the shirt and then a few days for shipping. It will ship directly to the buyer.
  - vi. Sales tax and shipping fees will be collected with each purchase.
- i. Parent Engagement Plans**
- i. **Volunteer Survey** – 37 responses as of 9/3/23. Erin is parsing out who wants to volunteer for what.
  - ii. **Room Coordinators –**
    1. All classrooms have representation. Some classrooms have up to five, which is more than necessary. The ideal number would be 2-3 per classroom depending on classroom size.
    2. Sarah will send out an email to the room coordinators with the role description, teacher gift surveys, reminders about upcoming PTO event dates and fill the fridge info. Alisen noted that we need to remember to include the entire staff (enrichment, maintenance, etc.) in the survey.

Alisen asked to stress that the survey is open for all parents to see so the teachers and staff are more mindful with their answers.

3. Melissa will send Sarah the list of all staff and teachers.
4. Sarah asked how the room coordinators should access the classroom rosters. Alisen said that this will be accessed via Educate (but it is not live yet). Lauren asked if this group could be the Beta testers for Educate. The classroom rosters should be available soon.

**iii. Community Building Events**

1. 9/14/23 – Garden & Grain PTO coordinated happy hour (5:30-6:30)

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

- i. Stephanie Kress scholarship** – Erin wanted clarification on this. Alisen suggested that we get clarification from the family via Rachel Trahan. \$1885 was collected for the scholarship. Is it a scholarship, endowment, money to fund a special project?

Next board meeting is on October 4, 2023 at 8:30 a.m.

The meeting was adjourned at 10:13 a.m.