

MSP PTO BOARD MEETING MINUTES

November 1, 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), Alisen Spear, Kathy Turtle

Faculty Rep: Lauren Southern-Godwin (via Zoom)

Social Media Chair: Rachel Hunt

Fall Festival Chair: Bre Garrett (via Zoom)

Guests: Maria Villaroel, Jared Yannuzzi (via Zoom), Sarah Echevarria (via Zoom), Robin Desiree Bingham-Hubbard and West Hubbard

Absent:

Administration: Maria Mikevicius

- I. **Call to Order** - Roll was verified and quorum was present. Called to order at 8:35 a.m. by Erin.
- II. **Approval of Minutes** – Erin motioned to approve the 10/4 minutes. Rachel seconded.
- III. **Treasurer's Report** – Melissa provided last month's report. Some highlights include: our Florida Department of Revenue consumer's certificate of exemption has been renewed through October 2028, our new Quickbooks file is completely transferred and reconciled, the Sports Fund balance is a new sub account under the Regions cash account on the Statement of Financial Position. It functions similarly to the classroom cash balances. It was asked that Melissa correct the funds generated from the pumpkin party to go to the general PTO fund.
- IV. **Administration Report** – The book fair is next week. The next Round Table will be on 11/15 and the discussion topic will be on technology.
- V. **New Business**
 - a. **Fall Festival Post-Mortem** –
 - i. Erin wanted to thank Bre for being the chair as well as all the volunteers and the PTO board.
 - ii. There will be a survey that will be sent out to the whole school for some feedback.
 - iii. What went well/what to change for next year:

1. Bre suggested that when we go through the supply shed, we should document what we need for next year.
2. Kathy loved that the elementary children already had their wristbands and liked having early childhood pick up their wristbands at the entrance of Fall Festival.
3. The littles liked the smaller inflatable.
4. It was suggested that we use the salsa recipe based on the previous year's donation form. We need to use large tomatoes. We need bigger bags of chips per salsa order.
5. Get sandbags for the tents that are set up on the tennis courts.
6. Volunteers:
 - a. Everyone liked having the highschoolers as volunteers.
 - b. We need more volunteers for the setup of tables.
 - c. It would be beneficial going forward to have the PTO rep managing the volunteers work together with the teacher rep to coordinate the volunteers.
7. Extra sleeve of cups with lids and three boxes of gallon Ziplock bags.
8. Need tables/desks to replace the desks that MSP is getting rid of. Ask for three additional fold-up tables.
9. We liked the event being three hours instead of four.
10. Rachel has some notes for social media and thank yous for Fall Festival.

b. Minithon Planning –

- i. Review catalog and select t-shirt – the t-shirt was selected. Alisen will find the specific style and color.
- ii. Logo – MSP or MSP PTO? Agreed to use the school logo on the front. We would like to consider putting the MSP PTO logo on the back of the shirt with the sponsors if there is enough room. Ask Eye-Dye to supply enough sample sizes for children for each classroom. Have the room coordinator communicate the sizes for the shirts. Have the room coordinators reach out to the parents/guardians who have not completed the form to get the information for the student(s). Deadline to order is 12/4.
- iii. Process for sponsorships (form, payment) – Everything will go through PTO as in the past.
 1. We will probably need a committee meeting with Erin, Paula and Alisen so that the PTO will be trained on taking over the responsibility of tracking the Wufoo t-shirt forms. We have to make sure we have a shirt and size for every student, teacher and any extras; reconcile the shirts to the orders once they come in; and label the shirts with the student's name and classroom. All of this normally happens the week before the event.
- iv. It was suggested that a Minithon committee meeting be scheduled with Rachel to go over the social media for the event and sponsorship asks.
- v. Sponsorship= \$200; additional t-shirts = \$20
- vi. Email to families should go out this week or next Monday.

c. Gala Planning Meeting

- i. 11/14 at 8:30 am in the Media Center

d. Pumpkin Party

- i. Middle schooler volunteers were great
- ii. Total funds raised – a little over \$1300 which will go to the general PTO fund.
- iii. Erin will work on the thank you note to the Novotas

e. Sports Update – our volleyball team made it to the semi-finals. Spring sports include soccer and basketball. Robyn asked that people be on the lookout for coaches.

f. Social Media/Boxtops Updates –

- i. Social media - Rachel appreciates everyone's support with the Fall Festival updates with the social media posts.
- ii. Boxtops - we are doing well. We made approximately \$50 in October. Product variety is increasing and will hopefully appeal to more people.

g. Gardening sub-committee –

- i. Need to schedule the next meeting with goals (need to budget out proposed projects). Try for the first week in December.

h. Holiday parade planning meeting

- i. 11/6 at 8:30am in the Media Center
- ii. Budget is \$500
- iii. There are beads at 12th Ave office and in the parade shed
- iv. Need to send email out requesting beads, stuffed animals, and soft throws. West will donate three bags of beads. We will need to decorate wagons and put extra beads in them.
- v. Rachel – create a social media post requesting beads, stuffed animals and other soft throws.

i. MSP Merchandise Store Update –

- i. Paula is tweaking the logo design and placement.
- ii. Create an email to announce the store.
- iii. Paula needs to sit with either Melissa or Holly to go over minimum bulk orders.

j. Parent Engagement Updates

- i. The last family community event at Bands on the Beach was successful
- ii. Next community event is adults-only at Alga Beer Co on 11/8 from 5:30-6:30 pm
- iii. Room coordinator updates:
 - 1. November fill the fridge
 - 2. Coordinate monetary gifts for holiday gift giving –
 - a. It was suggested that the gift pool be divided into equal parts for all of the lower elementary teachers.
 - b. It was requested to consider standardizing for the staff and enrichment staff
 - c. A percentage of the gift pool will go to the enrichment & office staff.
 - 3. Minithon t-shirt sizes
 - 4. MSP PTO should be copied on all correspondence with the classrooms.

- iv.** When is the next parent's night out? Alisen said that the students are considering dates for the next parent's night out. It was suggested that we coordinate the next parent's night out with one of our adult-only events. Alisen reported that parent's night out went well.

Next board meeting is on December 6, 2023 at 8:30 a.m.

The meeting was adjourned at 10:38 a.m.