

MSP PTO BOARD MEETING MINUTES

January 10, 2024 @ 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 (via Zoom)

Administration: Mary Gaudet (via Zoom), Kathy Turtle

Faculty Rep: Alisen Spear, Lauren Southern-Godwin (via Zoom)

Social Media Chair: Rachel Hunt (via Zoom)

Guests: Rachel Trahan (via Zoom), Will Moore, Gwen Moore

Absent:

Administration: Maria Mikevicius

Fall Festival Chair: Bre Garrett

- I. **Call to Order** - Roll was verified and quorum was present. Called to order at 8:33 a.m. by Erin.
- II. **Approval of Minutes** – The December minutes have not been finalized. Lindsey had to leave early from December’s meeting and the Zoom recording was deleted. Erin will review and add to the minutes. Once finalized, the Board will review and approve via email.
- III. **Treasurer’s Report** – Melissa provided last month’s report. Some highlights include: we collected \$8300 for the 2023 holiday gift pool, there have been \$285 worth of Shopify merchandise sales, 404 Minithon t-shirts have been ordered, and we have earned 146,026 credit card points within the last year that can be used towards teacher appreciation gift cards.
- IV. **Administration Report** – The administration is getting ready for 2024-2025 enrollment. Enrollment information was emailed to current families last week. Mary urged everyone to apply for the state scholarship now that there is not an income limit. Tuition increased by 6% at the elementary level and 5% for early childhood. It was confirmed that 6% is a standard increase each year. Mary mentioned that during an internal review, it was recommended to increase tuition by 7% each year, however, the administration would like to keep it at 6%. The tuition increase continues to provide raises for the teachers each year.
- V. **New Business**
 - a. **Minithon** –
 - i. We exceeded our goal of 30 sponsorships by securing a total of 34 sponsorships. Erin would like to send each sponsor a hand-written thank you note.

- ii. The t-shirts should arrive a week before the event. Alisen mentioned 4-5 volunteers would be sufficient to help organize and distribute the t-shirts.
- iii. The sign-up forms for the feasts go out by classroom a week or two before the events, most likely the week of February 5th. To help clarify what food is still available, the forms should include a statement that says, "The items listed below are still needed". The forms will include a section to volunteer to help with set up and break down of each event. Paula will help with the set up and clean up and coordination of the volunteers.
- iv. Room coordinators will send out a reminder the Thursday before the events to remind families to sign up for the feast and mention the items that are still 'in need'.

b. Gala Planning Meeting

- i. Next meeting is 1/24 after drop off in the Media Center. Reminder will go out in the weekly news.
- ii. February meeting is 2/22 at 6:30pm via Zoom. Reminder email will go out the first week in February.
- iii. Silent Auction donation requests started.

c. Room Coordinator Updates –

- i. Holiday gift giving – When Melissa was reconciling the funds, she found another \$100 for upper elementary. It was agreed that we should give the teachers the cash (\$25 each). Alisen would like to send out a survey to the teachers requesting the positives and negatives of their experience and the room coordinators who coordinated the effort. She would also like to know the quantity of families that participated. In future years, Melissa would prefer the money to come to one person to make the whole process easier.
- ii. Fill the Fridge – not all classrooms are receiving snacks. It was agreed to go back to the sign-up sheets sent out via the PTO email (via Educate). The room coordinators will review what is needed and send out reminders. They will need to email Lauren and Alisen to send out the reminders via Educate. The 'from' will still look like the email is being sent directly from the room coordinators.

d. Sports Update – Rachel reported that we had to forfeit two out of three games for basketball due to lack of attendance. Currently, we have seven children signed up for kindergarten/first year soccer. Rachel is soliciting more soccer players and finalizing the rosters. The smaller nets for soccer have been purchased. Alisen asked if Rachel can provide the seasons for each sport next year so that she can coordinate with Coach Jim. He can offer the sport before the season begins to increase interest and participation. We sold out of all the succulents at the Holiday Bazaar. All proceeds will go to the Sports budget.

e. Social Media/Boxtops Updates – Rachel reported that we have seen an uptick in engagement in the last month.

f. School Lunch Options – Will Moore mentioned that Tijuana Flats has a school lunch option that can be delivered each week. They offer \$5 for a soft taco or burrito plus chips and salsa and \$7 for two soft tacos or a larger burrito plus chips and salsa. They

would need 24-hour notice for the order. Will offered to be responsible for this effort for the rest of the semester.

g. Gardening Sub-Committee Update –

- i. Next meeting is scheduled for 1/26 after drop off. Location TBD.

h. MSP Merchandise Store Update –

- i. The January Shopify charge of \$29.00 was processed.
- ii. It was suggested that we pause the store beginning the day after the last day of shipping for the holidays as well as January, February, and March. We should leave the store open from mid-July through the last day of shipping for the holidays in December.

i. Content and Marketing Strategy Group – Lauren mentioned that MSP is working with Skyland Solutions which is a marketing company. They will send out a survey in the next couple of days to all the MSP stakeholders about the website, the portrait of an MSP graduate and the MSP commitment statement.

j. Spirit Night – Spirit night is a fundraising event coordinated with local restaurants. Panera has a good program where they offer 25% of sales from MSP orders. It seems like a great option to raise money with little time and effort. Erin will get more information.

k. Parent Engagement Updates

- i. There will be no January social event.
- ii. Erin will look at a February date at The Burrow. We would like to coordinate the social event with Parent's Night Out at 12th Ave. Kathy mentioned that we would need enough teachers to staff Parent's Night Out.

l. Teacher Appreciation Week - Melissa suggested that we use the credit card rewards points to purchase gift cards for Teacher Appreciation Week. Erin mentioned that Fresh Market will donate for teacher appreciation week as well. She will investigate this further.

Next board meeting is on February 7th at 8:30 a.m.

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