

## **MSP PTO BOARD MEETING MINUTES**

December 6, 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

**Secretary:** Lindsey Norenberg

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

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

**Social Media Chair:** Rachel Hunt

**Guests:** Robyn Havard, Rachel Trahan (via Zoom), Robin Desiree Bingham-Hubbard and West Hubbard, Holly Fulford

### **Absent:**

**Administration:** Maria Mikevicius

**Co-Treasurer:** Holly Houghton

**Fall Festival Chair:** Bre Garrett

- I. **Call to Order** - Roll was verified and quorum was present. Called to order at 8:34 a.m. by Erin.
- II. **Approval of Minutes** – Robyn motioned to approve the 11/1 minutes with the removal of Kathy Turtle under Faculty Rep. Rachel Hunt seconded.
- III. **Treasurer's Report** – Melissa provided last month's report. Some highlights include we have 33 minithon sponsors as of 12/5/23. The major expenses this month were the volleyball registration and didgeridoo presentation. Last year's tax return was filed.
- IV. **Administration Report** – Mary announced that the administration is getting information together for the re-enrollment process in January. She reminded everyone to fill out the volunteer involvement sheet. You can now earn up to \$300 per child. She also reminded everyone about the state scholarship that is available to our families. You can get \$7500-\$8000/per student per year. Administration is working on the calendar for next year. MSP is hosting the Holiday Bazaar next week. We have the Mathematics Overview on January 20<sup>th</sup>. If it is the first time you attend that specific overview, you get double the volunteer hours for participation. Lauren is still working on the Parenting Puzzle educational series that may be offered in January.
- V. **New Business**
  - a. **Fall Festival Wrap-Up** –
    - i. Final tasks remaining include, sponsor letters and thank you notes, clean out the shed, move/store photo background prop.

**b. Minithon –**

- i. Sponsorship Update – Melissa provided minithon sponsorship update.
- ii. T-shirt Order Update – t-shirt orders have come in and Melissa is working on reaching out to those families who have not provided sizing.
- iii. January – will need to plan sign-up forms for food and volunteers for the feast.

**c. Gala Planning Meeting**

- i. Need next meeting date
- ii. Erin is currently updating the donation letters and asking some of our previous donors to contribute this year.

**d. Parade Update –**

- i. The Holiday Parade is on 12/9/23 at 5:00 pm. The MSP family meeting spot will be the corner of Palafox and Wright Street.
- ii. West reported that we have all of the components for the float, and we just need to put everything together. We need volunteers on Friday to help decorate. Holly will take the gingerbread men home to cut and paint. We need to be in the line by 3:00. We can ask volunteers to be there at 2:00pm. West mentioned that we need at least one adult at each wheel of the float. We are number 31. A few volunteers should be at MSP at noon to load the props. West mentioned the chance of rain and asked MSP's policy on participating in the parade in the rain. Erin mentioned that the city will not cancel the parade unless there is a 100% chance of rain. Alisen and Kathy agreed that MSP will not participate if there is a chance of rain. West asked when we would need to make the final decision. It was agreed that administration will make the decision by noon the day of.

**e. Room Coordinator Updates –**

- i. Holiday gift-giving- Sarah is following up with room coordinators to remind them of the upcoming gift-giving deadline and coordinating with Melissa on the gift disbursement process.
- ii. Fill the Fridge- There was discussion regarding shifting back to PTO managing the fill the fridge process.

**f. Sports Update –** Rachel talked about wish list items for athletics. The number one priority is to get new soccer nets. The school already approved purchasing the nets. They ordered larger nets and athletics will purchase the smaller nets. An outgoing expense is the volleyball registration for CYSL. We are currently in basketball season. Rachel found an IB student to be the assistant basketball coach. Rachel asked if we have an inventory of our assets and whether they need to be tracked. It was agreed that all assets should be tracked in a Google sheet in the MSP PTO Google drive. In January, Rachel's priority is to book gym space for the Fall.

**g. Social Media/Boxtops Updates –** there are no updates for this month.

**h. Gardening Sub-Committee Update –**

- i. Need to schedule the next meeting with goals (need to budget out proposed projects). It was agreed that we will wait to have the next meeting until January. Lindsey will reach out to a landscape architect for a consult. Robyn mentioned Madison Jenkins (a Primary classroom mother) is a horticulturist.

**i. MSP Merchandise Store Update –**

- i. Updates on the ordering/payment process – There have been six orders and thirteen items so far.
- ii. Sarah mentioned that there is a shirt that is out of stock. When will it get replenished? Paula will look for another shirt to replace it.
- iii. We've earned a net income of \$29. Melissa is wondering if we can pause the store during down time, so we aren't assessed the monthly fee.
- iv. It was agreed that the PTO would send out a survey to families in January asking about other items they would like to see in the store.

**j. Parent Engagement Updates**

- i. December family event is the Holiday parade
- ii. January adult-only event, possibly at The Burrow and possibly coordinated with a Parent's night out event hosted at the 12<sup>th</sup> Ave campus.

Next board meeting is on January 10<sup>th</sup> at 8:30 a.m.

The meeting was adjourned at 10:06 a.m.