

## **MSP PTO BOARD MEETING MINUTES**

March 1, 2023 @ 2:15 p.m.

Montessori Drive Campus via Zoom

### **Present:**

**President:** Paula McCollum

**Past President:** Julia Bush

**Vice President:** Erin Currie

**Treasurer:** Melissa Satyanarayana

**Secretary:** Lindsey Norenberg (via Zoom)

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

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

### **Absent:**

Maria Mikevicius

**I. Call to Order** - Roll was verified and quorum was present. Called to order at 2:19 p.m. by Paula.

**II. Approval of Minutes** – Paula voted to approve the 2/1 minutes. Erin seconded.

**III. Treasurer's Report** – Melissa provided the January financial reports. Alisen requested that we start a new PayPal account because we use a different email account. Melissa says that the PayPal rep recommended using the 'donate' button because it looks more like a charitable contribution rather than a 'sale'. It was decided that we will not charge the minithon sponsor who received a shirt but did not pay and is not an MSP family anymore. Mary reminded Melissa that she needs to renew the FL tax exempt status (it will be expiring at the end of this year).

**a. PTO Funds Approval Process:** Melissa explained that now that we have PayPal and Venmo, we need to figure out what is required to be preapproved and what is already approved as a purchase (i.e., budgeted, allocated, or additional approval required).

**i.** The current process is to use a purchase order request form (the form includes the requested item(s) to be purchased, what the purchased item will be used for, and the amount of the purchase) and then it gets reviewed/approved by Kathy or Alisen. If it is an online purchase, the teachers put the items in an online cart and Alisen reviews the cart, gives it a PO number, and pays for the items. She then sends it to the treasurer for review. It must be enrichment related or an event.

**ii.** Melissa asked if we could move to an online format, and should we have another layer of approval such as the PTO President before it goes to her? It was agreed that the PO request will get submitted to Alisen, she gives it a PO number and reviews the purchase, then sends it to the President for review and

then to Melissa for review and payment. Alisen and Tracy are working on the online PO form. It is a Wufoo form and provides the ability to upload the receipts directly into the form.

#### **IV. Agenda Topics**

##### **a. PTO Fundraising Events –**

**i. Minithon:** Alisen thinks that minithon made more money than ever before. The donations for lower elementary are not divided by classroom-the funds are spread evenly to each classroom. Anyone who has not paid their minithon pledge will receive an email reminder.

##### **1. T-shirts:**

- a. Mary mentioned that there were several families who wanted an extra t-shirt; however, we did not order extras. In the future, we need to send out a picture of the shirt design prior to the submission deadline so families know to order extra t-shirts if they like the design.
- b. Mary mentioned that we need to consider raising the sponsorships from \$150 to \$200 because the shirt prices have increased.
- c. It was noted that before the t-shirt goes to print, the sponsorship checks need to clear so that the sponsor names are not printed on the shirt if they do not pay.
- d. Lauren mentioned that we need t-shirt samples of the different sizes in each classroom so that the students can try them on to know what size to order.

##### **ii. Gala:**

1. The save the date cards were a bit delayed. Paula is hoping that they will be sent out tomorrow.
2. An informational email should be sent out today describing the event. Paula would like the email to be sent out before families receive the save the date cards in the mail.
3. Silent auction items are still needed and should be our main focus. Laura King has a lot of connections and can help. Kathy mentioned reaching out to large donors of past families. Kathy suggested we assign a silent auction chair to focus on the auction items. Alisen suggested that we send out a standalone email about the silent auction after the initial informational email is sent out. Kathy suggested reaching out to Keith to see if he would be willing to donate a small catering event. Alisen mentioned that we can extract parents' businesses/companies from TADS and send out customized emails asking if their business would like to donate.
4. We are going to submit the order for the signature drink glasses soon.

The signature drink will be a mojito.

5. Jen Manual is responsible for getting the decorations arranged. Paula will host a bottle painting party which we will use for decorations. We reserved a photo booth and the band. Jeff Drake will help with setting things up. Clean up after the event is organized.

6. Event insurance – our school insurance has written a separate writer for the event. Mary will work on that.

7. We propose that the invitations be sent out in late March to give the families a month's notice.

8. The next committee meeting is scheduled for March 23<sup>rd</sup> at 6:00pm. Location TBD.

**b. MSP School Accessories** – Paula would like for the board members to go to printful.com by 3/8 and review the merchandise. We need a list of what we want to sell so we can order samples to assess the quality before we launch the MSP online store.

**c. Parent Questions/Concerns -**

i. Can the MSP website provide teacher/staff bios and pictures?

The current website lists all teachers and staff; however, the new website will launch soon and, it too, will list all teachers and staff.

Administration will consider posting pictures of willing teachers/staff.

Lauren asked the PTO to provide feedback on the new website.

ii. The enrollment fee is \$300, and for families with multiple children, it can be a big expense at one time. Can the enrollment fee be incorporated into the tuition payments?

Mary noted that if a family came to the administration and asked to incorporate the enrollment fee into the tuition payments, they would gladly do it. The enrollment fee is a commitment from the parents that the child will enroll in the next academic year. Families can back out of their commitment up until May 1<sup>st</sup>.

iii. Will lower elementary go back to two classrooms next academic year?

We have 55 lower elementary students enrolled for next year. Twenty seven lower elementary third years are moving out of lower elementary so most likely we will go back to two classrooms for next year.

**d. Room Coordinators** – We need a room coordinator conversation at the beginning of next academic year. Room coordinators should have very specific duties throughout the year which may include the minithon feast, Valentine's Day classroom rosters, fill the fridge, etc. It was noted that fill the fridge might not need to be every month and we can possibly limit it to the teachers' birthday or other special occasions.

**V. Administrative Report** – We are doing great with enrollment for next year. Congrats to Alisen on her promotion and kudos to Maria.

Next board meeting is on April 5, 2023 at 2:00 p.m.

The meeting was adjourned at 4:04 p.m.