



MSP Parent Teacher Organization

Monthly Board Meeting

Location: Montessori Drive Media Center and Zoom

Time: March 6, 2025, 8:15AM

- I. **Call to Order** The meeting was called to order at 8:20 am by Sarah Kuhl. Roll was verified and quorum was established.

POSITIONS	NAME	P-Z-A	FACULTY & ADMINISTRATION	P-Z-A
President	Sarah Kuhl	P	Mary Gaudet - Administrator	Z
Vice President	Javier Otero	Z/P	Kathy Turtle - Early Childhood	P(late)
Secretary	Aimee Erb	P	Alisen Spear - Head of School	P
Treasurer	Sarah Echevarria	P		
Co-Treasurer	Melissa Satyanarayana	A		
Past President	Erin Currie	P		
Fall Festival chair	Bre Garrett	A		
Gala chair	Robyn Havard	A		
Minithon/Garden	Maya Williams	P		
Social Media chair	Rachel Hunt	Z		
Sports chair	Rachel Trahan	P		

Guests Present: Desiree' Bingham-Hubbard, Felipe Muñoz - Zoom

II. **Approval of Minutes - February 2025**

- A. Minutes from the February meeting (held on January 30 due to the Mini-thon schedule) were reviewed.
 - 1. Mary mentioned that she should be noted as Administrator and not admissions in the call to order roll section which Sarah K already noted in the minutes before this meeting.
- B. Alisen made a motion to approve the minutes and Sarah E seconded. The motion passed.
- C. Reminder to post minutes online.

III. **Treasurer's Report**

- A. Over \$11,000 in pledges received for Minithon, with more coming in.
- B. Sarah focused on Minithon pledges but will review previous balances.
- C. Classrooms to provide order requests for the upcoming conference.
- D. Exploreum Science Center deposit paid; remaining balance due on the day of the event.
- E. Discussion about parent payments for the Exploreum trip.

- F. Concerns raised about Wufoo forms and PTO credit card receipts.
- G. Plan to create a Google form to replace Wufoo for receipt submission.
- H. Discussion about pledge submissions and potential errors with per-lap charges.
- I. PayPal fees noted.
- J. Follow-up needed on unclaimed pledges.
- K. Waterproof storage bins needed for shed items.

IV. Head of School Report

- A. Registration is ongoing.
- B. Current enrollment is 256 for next year with a few openings still in primary (not kindergarten level) and possibly entry
- C. Summer enrollment for various classrooms and camps is being handled.
- D. AMS re-accreditation visit scheduled for March 1st-3rd, 2026.
- E. Accreditation process and team visit details discussed.
- F. Roundtable with Mark and Galileo folks being scheduled.
- G. Galileo's involvement and role discussed.
- H. Claire (CFO) and Josh (HR Council) to visit the week of April 14th/15th for staff meetings and other matters.
- I. Discussion about Galileo's marketing responsibilities.
- J. Standardized testing platform to change from ed performance to macro (MAP Growth).
- K. Discussion about state scholarships and potential federal changes.
- L. Roundtable options discussed (lunchtime and after-work).

V. New Business

A. **MSP Sports** In Rachel's' absence Sarah K reported

1. **Soccer**

Practices are going well. Our coaches are amazing. After two weeks of games, we are now on break until 3/29. We still do not have a full schedule because of field availability at the new location (NEP on 9 mile). We hope to have the full schedule by the end of the week. (Growing pains: they said tonight at the CYSL soccer meeting that they have 900 kids signed up for soccer. They are struggling to meet this demand, with both the venue and game scheduling.)

- a) Felipe reported that the K/1 team would like to do a team photo for the yearbook by the end of the month.

2. **Track and Field**

Rachel will be creating an email this week to distribute school wide, K-8. We would like to do six weeks of practice, starting the week after spring break, to prepare for the track meet on May 3rd likely in Fort Walton.

3. **Charleston Wrap**

CW has been calling to ask if we're going to do the fundraiser in the Fall. Rachel is open to board recommendations. Reminder: participation was down last year, presumably because of high shipping. There was a request to have a group order for each class. They will be doing the \$200 credit for display purposes again. I think we decided it would be fun to put Ali's face on some wrapping paper or socks or something.

- a) Discussion consensus was that the ship to school option would be ideal. We don't want to have to place and be responsible for a group order

B. Gala

1. **Committee Update** In Robyn's absence Sarah K reported
 - a) Invitations sent out via email. Printed invitations to be distributed through classrooms and are being prepared.
 - b) Ticket sales, glass purchases, and playing cards available online. 9 Purchases made so far with 1 being a glass, 1 playing card and 3 teachers.
 - c) Sponsorship opportunities announced; \$12,250 committed so far with 1 Hearts, 1 Clubs, 2 Spades, and 1 Royal Flush
 - d) Classroom basket Google forms to be sent out next week, then again after spring break.
 - e) Sponsorship graphics needed.
2. **Scheduled Planning Meetings:** 3/26/25 (Alisen's office), 4/2/25 (media center), 4/9/25 (working meeting for basket assembly)

C. MSP Spirit Wear

1. Inventory taken; list of available sizes recorded as 7- 3T's, 8- 4T's, 7- 5T's, 3- YS's, 2- YM's, 6- YL's, 6- M's, 9- L's, 5- XL's
2. T-shirt sales at family nights were successful. 4 shirts were sold
3. Plan to sell remaining inventory at closing ceremonies.
4. QR code and payable form to be created for sales/pre-orders.
5. Discussion about potential summer orders.
6. Maya will coordinate with Jamie to sell the spirit wear at closing ceremonies.
7. Minithon tie-dye shirts are also available and are in the office in sizes 1- YXS, 2- YS's, 1- YM, 1- AL, 4- AXL's
8. Discussion about potential issues with tie-dye shirts (holes).

D. Teacher Appreciation Week, May 5-9, 2025

1. **Planning Update**
 - a) Proposed theme: "Welcome to the Adventure" (National Parks theme).
 - b) Proposed gift: Tote bags (~\$600 cost). 4inprint was recommended to get car totes as a gift
 - c) Erin volunteered to co-chair with Jamie.
 - d) Desiree also volunteered to help.
 - e) Budget considerations for meals, gift cards, and potential alternative gifts.
 - f) Decision to check credit card points for funding gift cards before finalizing purchases.
 - g) Discussion about the format of lunches (grab and go vs. sit-down).
2. **Current Tasks**
 - a) Graphics needed
 - b) The budget needs to be increased possibly through email communications before the next board meeting for ordering purposes.

E. Minithon

1. Thank you to Maya and everyone involved. Success noted; over \$11,000 raised.
2. Issue: PayPal payments not always indicating student names and classrooms. Need to add a required field for future events.
3. Discussion about t-shirt brand (Toltex vs. Gildan) and sizing. Feedback was positive about the softness of the new brand.

4. Eye-Dye told Maya that the variations in colors were due to components of the dyes splitting because of the temperature during the winter storm while the shirts were being dyed in the ice baths and the ice not melting properly.
5. Samples of Gildan shirts to be distributed as smocks or donated.
6. Communication with a summary to be included in the April 5TTK

F. Community Engagement

1. PTO/Garden Committee Community Service Projects

- a) **February 1st Event Wrap-Up** The event was successful; dumpster and garden clean-up completed with a great turnout of parent and student volunteers.
- b) **Upcoming Event at 12th Ave April 5th, 9:00AM**
 - (1) Discussion about childcare and kid involvement at the 12th Avenue event.
 - (2) Sidewalk chalk suggested for kid activity.
 - (3) Soil budget discussed;
 - (a) Javier motioned that \$250 additional be allocated from the general fund to the garden committee fund for the April 5th event. Sarah K seconded and the motion passed.
 - (4) Rachel to create graphic for event
 - (5) School to provide snacks
- c) **Additional Garden Committee Updates**
 - (1) Classroom pot painting and repotting project in progress.
 - (2) Maya suggested using unified white or simple color pots for classroom plants

2. Room Coordinator Updates

- a) Gala basket information to be sent out.
- b) "Fill the Fridge" snack requests to continue to be paused for March.
- c) Need to find a room coordinator for Primary.
 - (1) Erin volunteered to fill in for the remainder of the year.
- d) Discussion about improving parent communication.
- e) Reminder to Room Coordinators to check in with teachers

3. Tentative Adult Social: 3/27/25 (no childcare) Canceled

4. Family Night Out: 5/1/25 Christopher's Concerts with PMD Teacher Nikki and Crosstown Band

- a) Check with Allison about Mr. Fred's events. His band students are known to join him at his gigs on occasion.

G. Other Questions, Comments, and Concerns

- VI. **Adjournment** The meeting was closed by Sarah, seconded by Erin and adjourned at 10:18am am. We will meet again on 04/03/2025 at 8:15 am in the media center or via zoom here
<https://us06web.zoom.us/j/81321676678?pwd=tynEOeaUKzwX81XOSKaoR3KXCLDyPQ.1> Meeting ID: 813 2167 6678 Passcode: PTO

VII. Action Items

- A. Alisen to post meeting minutes online.

- B.** Follow up on unclaimed Minithon pledges and finalize Minithon fund allocation to classrooms.
- C.** Create a Google form for receipt submission.
- D.** Explore group order and ship-to-school options for Charleston Wrap.
- E.** Send out classroom basket Google forms.
- F.** Create sponsorship graphics for Gala.
- G.** Create QR code and payable form for spirit wear sales/pre-orders.
- H.** Check credit card points for Teacher Appreciation Week gift cards.
- I.** Jamie to coordinate Teacher Appreciation Week planning
- J.** Maya to coordinate classroom pot repainting project completion within next month and a half
- K.** Allocate \$250 to the garden committee fund for the 12th Avenue event.
- L.** Create a flyer for the 12th Avenue service day.
- M.** Check with Allison about Mr. Fred's events.
- N.** Distribute samples of Gildan shirts.
- O.** Room coordinators to check in with teachers regarding upcoming needs

Yours in service,

Aimee Erb

MSP PTO Secretary 2024/25