



MSP Parent Teacher Organization Monthly Board Meeting

Location: Montessori Drive Media Center and Zoom

Time: January 9, 2025, 8:15AM

- I. **Call to Order** The meeting was called to order at 8:19 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 - Admissions	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	Z		
Past President	Erin Currie	P		
Fall Festival chair	Bre Garrett	A		
Gala chair	Robyn Havard	P		
Minithon/Garden	Maya Williams	P		
Sports chair	Rachel Trahan	A		
Social Media chair	Rachel Hunt	Z		

- II. **Approval of Minutes - December 2024** Alisen motions to approve the minutes. Aimee Seconded the motion. The motion passed without objection.
- III. **Treasurer's Report** Sarah E reported that everything is posted except for some expenses that she is talking to Alisen about. No major concerns noted
- A. The month of December saw \$3000+ in sponsorships over paypal and \$800 in checks. With a total of around \$5,000 coming in from paypal.
 - B. Sarah K had an anonymous donation from the Pumpkin party of \$10 for sports.
 - C. The inflatables company is disputing the check that has already been cleared and paid. Sarah K has been in communication with them in hopes that they can reconcile the account. Something needs to be submitted in writing.
 - D. Sarah E has some checks that need to be signed.
- IV. **Administration Report**
- A. **Early Registration**

1. Registration for the next school year begins, with an early registration discount of \$100 until February 1. After February 1 it will increase to \$400.
2. Parent involvement hours are available to be used towards the registration fee or tuition
3. Have tuition assistance applications done by January 21 so that it can be approved by the 28th.
4. Please opt out by February 1 to allow us to offer those spots to our waitlisted and incoming families on February 10.
5. There will be a 6% increase on tuition.

B. Schedule Changes:

1. Early dismissal for elementary and middle school every Friday to allow teacher planning time.
2. Extended care will remain available.

C. Transition to Galileo Ownership:

1. Galileo now owns the school, with Alisen as the head of school. Nothing else will change this year.
2. Discussions on teacher retention and reassurance about maintaining school values.

D. Upcoming events:

1. Special visitors week 1/21-1/24
2. Elementary winter performances
3. Language overview 1/18

V. New Business

A. Bylaws and Governance

1. Proposed changes:

- a) Change "Carnival" to "Fall Festival" in all relevant sections.
- b) Adjust the term "owners" to "owner(s)" to reflect the new singular ownership under Galileo and to account for any possible future changes.
- c) Clarify board roles and representation.
- d) Adjust maximum faculty and administration representative positions.
- e) Article IV Section 2.d shall state: "The administration positions are filled by the current owner(s) of the school and the Head of School who represent MSP."

2. Sarah K motioned to approve proposed changes and Robyn seconded the motion. The motion passed with no objections.

B. Gala

1. **Committee Update** Sponsorships and volunteer roles discussed.
2. **Next Planning Meeting:** Meeting scheduled for January 15 to finalize logistics.

C. MSP Sports In Rachel's absence Sarah K reported:

1. Images for sponsor banners have been submitted to Logo Motion. The files have been given to Rachel H. to put on social media. Yearbook sponsorship ads will also need to be created, possibly using those files as well.
2. Soccer signups underway. The jerseys need to be submitted to the company soon for ordering.
3. Planning for a spring track event.

D. Minithon

1. Committee Update

- a) There are 38 sponsors confirmed.

- b) 414 shirts totaled.
- c) Ribbons ordered. We will be invoiced when they ship out.

2. Remaining Tasks

- a) **Feast Planning/Sign Ups** Alisen will coordinate with the teachers
- b) **Sponsor Thank Yous**
 - (1) Standalone communication with sponsors listed.
 - (2) Names of applicable sponsors announced at each event.
 - (3) Teachers are encouraged to share gratitude and updates with families.
- c) **T-Shirt Distribution and Pledge form**
 - (1) communication going out on the 20th and 27th.
 - (2) Working meeting scheduled next week to go over with Alisen, Maya, Sarah and Javier attending.

E. MSP Spirit Wear

- 1. **Plan for Remaining Shirts** 4 shirts were sold at the bazaar. We can sell some more next month at family night on 2/25 and 2/27.
- 2. **Storage** Some sample sizes are stored in the office. Need to purchase a container to store them in the attic.

F. Community Engagement

1. PTO Shed Clean-Out/Community Service Project 1/25

- a) **Dumpster Rental Approved 11/2024 (\$300)** 10 ft L x 5 1/2 ft W for \$315 or 10 ft L x 7 ft W for \$345. It was generally agreed upon to get the larger one.
- b) **Scope and Schedule** Rent it for a week and have it delivered a day before cleanup day on 1/25 so from 1/24-1/31
- c) **Garden Committee Involvement** so many of the projects that Maya wants to do are dependent upon clearing out existing stuff because you can't plant if there's grass in the garden you want to plant in. There is plenty of manual labor that needs to be done. She intends to send out a general newsletter with a call to action on this date included in it.
- d) **Communication Plan** an email will go out asking for volunteers to sign up to gauge availability and to plan any specific jobs or needs. Sarah K will work on that communication which will include that children are welcome but childcare will not be available.
- e) A walkthrough after next week's Gala meeting is scheduled to make plans.

2. Room Coordinator Updates

- a) **For January: Gala Baskets, Fill-The-Fridge** communication has gone out in the fall with gala basket assignments and fill the fridge. Sarah K would like to send out communication again this month through the room coordinators with updated information.
- b) **Review of 2024 Holiday Giving Strategies**
 - (1) 2 classrooms, Primary MD and 12th ave west, organized their own giving campaign totally separate from the PTO or the school. It was very much appreciated by the teachers.
 - (2) Robyn is willing to organize any future giving campaign to possibly include teacher appreciation week.
 - (3) There was a lot of discussion but it was generally agreed upon that PTO does not want to organize this moving forward but

there were some interested in a schoolwide effort. If it happens again it needs to be conscientiously done to ensure equality across the board.

3. January 5TTK

- a) Community Service day 1/25
- b) Minithon general information
- c) Gala baskets and silent auction donations
- d) Gala meeting - Come be a part of the planning
- e) Parent Involvement hours with a link to the volunteer hour form

G. Teacher Engagement

- 1. Encouragement for teacher participation in meetings while addressing scheduling constraints.
- 2. Teachers' voices to be represented through faculty representatives and direct input.

H. Next PTO Board Meeting: Rescheduled to Jan 30, 2025 at 8:15am due to Minithon

I. Other Questions, Comments, and Concerns

- VI. Adjournment** The meeting was closed by Sarah, seconded by Javier and adjourned at 10:35 am. We will meet again on 01/30/2025 at 8:15 am in the media center or via zoom here

<https://us06web.zoom.us/j/81321676678?pwd=tynEOeaUKzwX81XOSKaoR3KXCLDvPQ.1> Meeting ID: 813 2167 6678 Passcode: PTO

Yours in service,

Aimee Erb

MSP PTO Secretary 2024/25