



# MSP Parent Teacher Organization

## Monthly Board Meeting

Location: Zoom

Time: June 10, 2025, 5:00PM

- I. **Call to Order** The meeting was called to order at 5:07 pm by Sarah Kuhl. Roll was verified and quorum was established.

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

**Guests Present:** Kim Adams - Zoom, Courtney Benestante - zoom

Sarah K welcomed everyone, acknowledging the start of summer and thanking the team for attending during a busy family season. Members shared lighthearted updates including swim lessons, robotics camp, and tennis, reflecting the relaxed summer atmosphere.

A question was raised about whether Mary would be attending. It was confirmed that Mary is no longer active in the role but remains available for limited transitional support.

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

- A. The board reviewed the minutes from the last meeting. There was a question regarding enrollment numbers for Lower Elementary which are notated in IV.C.2 as (approximately) ~65 so it was decided to leave it be even though we are now at 62 in LE.
- B. Sarah K motioned to approve the minutes. Javier seconded and the motion passed unanimously. Alisen can upload the minutes to the website at her convenience.

### III. Treasurer's Report

Statement of Activity  
Montessori Early School PTO Inc  
July 1, 2024-May 14, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
Fundraising Income	\$1,107.30
Fall Festival	0
Fall Festival (Day of)	1,250.00
Fall Festival Donations/Sponsors	2,525.00
Fall Festival Food	1,341.71
Fall Festival Presales	3,720.00
Fall Festival Raffle	1,140.00
<b>Total for Fall Festival</b>	<b>\$9,976.71</b>
Gala Night	0
Gala Donations	1,990.00
Gala Glasses	10.00
Gala Live Auctions	8,750.00
Gala Silent Auctions	12,717.06
Gala Sponsors	20,750.00
Gala Tickets	8,270.77
<b>Total for Gala Night</b>	<b>\$52,487.83</b>
Minithon	0
Minithon Pledges	12,615.60
Minithon Sponsors	7,000.00
Minithon Tshirts	725.00
<b>Total for Minithon</b>	<b>\$20,340.60</b>
<b>Total for Fundraising Income</b>	<b>\$83,912.44</b>
General	\$26.00
Garden Club Income	4,253.00
Sports Fund	\$3,863.50
Sports Expenses	-5,208.71
Sports Registrations	210.00
Sports Sponsorships	3,330.50
<b>Total for Sports Fund</b>	<b>\$2,195.29</b>
<b>Total for General</b>	<b>\$6,474.29</b>
Sales of Product Revenue	19.77
Unapplied Cash Payment Income	125.92
<b>Total for Income</b>	<b>\$90,532.42</b>
Cost of Goods Sold	
<b>Gross Profit</b>	<b>\$90,532.42</b>

Statement of Activity  
Montessori Early School PTO Inc  
July 1, 2024-May 14, 2025

DISTRIBUTION ACCOUNT	TOTAL
Expenses	
FUNDRAISING EXPENSES	0
Fall Festival Expenses	\$359.25
Fall Festival Expense - Other	2,821.05
Fall Festival - Food	353.94
<b>Total for Fall Festival Expenses</b>	<b>\$3,534.24</b>
Gala Expense	\$1,603.15
Entertainment - Gala Night	3,909.20
Food & Refreshments	65.17
Gala - Children's Art	282.35
Gala Decor	160.78
Gala Glasses	411.00
Gala Print	185.04
Live Auction - Gala Night	43.83
Silent Auction - Gala Night	371.26
Space - Gala Night	10,055.70
<b>Total for Gala Expense</b>	<b>\$17,087.48</b>
Minithon Expense	5,904.57
<b>Total for FUNDRAISING EXPENSES</b>	<b>\$26,526.29</b>
GENERAL EXPENSES	\$193.30
Bank Fees	1,627.66
General Expenses - PTO	748.44
Office Supplies/Software	393.40
Taxes & Licenses	461.25
<b>Total for GENERAL EXPENSES</b>	<b>\$3,424.05</b>
Merchandise Store	464.84
PROGRAM SERVICE EXPENSES	0
Classroom Expenditures	6,461.10
Enrichment	19,545.83
Garden Club Expense	6,872.74
Teacher Appreciation	1,068.22
<b>Total for PROGRAM SERVICE EXPENSES</b>	<b>\$33,947.89</b>
Unapplied Cash Bill Payment Expense	100.00
Uncategorized Expense	224.72
<b>Total for Expenses</b>	<b>\$64,687.79</b>
<b>Net Operating Income</b>	<b>\$25,844.63</b>
Other Income	
Other Expenses	
<b>Net Other Income</b>	<b>0</b>
<b>Net Income</b>	<b>\$25,844.63</b>

- A. Sarah E presented a closing snapshot of the PTO's finances. The ending balance for the year was described as healthy, thanks largely to successful fundraising efforts. Some

numbers have changed from above due to Gala expenses still coming in through the end of the year. Totals to date are as follows:

1. Gross profit to date: **\$91,148.42** (represents all the earnings)
  2. Expenses as of today went up to: **\$73,071.32**
  3. Net income has gone down to date: **\$18,077.10** (profit minus expenses)
  4. Current account balance as of today is: **\$81,900.19**
- B.** There was a suggestion to implement a deadline for expense submissions for ease of accounting. There is a 30 day limit noted on the expense requisition that isn't always followed.
- C.** There was a consensus that Sarah E has been doing a fantastic job as treasurer and many thanks and praises were made by the board. Sarah E reminded us that Melissa was a huge help by having a good process in place with Quickbooks as well as all her other assistance. Thanks ladies for all the hard work! We couldn't do it without you.

#### **IV. Head of School Report**

- A.** Alisen provided insight into campus happenings post-year-end.
- B.** Closing ceremonies went well and the feedback was overwhelmingly positive for the venue change to Hillcrest Church for all the primary classes. We will be utilizing the church again for future ceremonies for all classes and dates have been set for next year.
- C.** She is working with all the lead teachers this week on curriculum, coordination and accreditation. They are all working hard at learning and creating for the upcoming school year.
- D.** There is one spot in entry still available with all the other classes at capacity or waitlisted with the exception of the middle school class which doesn't accept new students.
- E.** The school calendar is up to date with all the closing ceremonies. She is looking to finalize 2 dates at this meeting today to update the calendar with.
- F.** Alisen and family will be going to Ireland next week for two weeks. She will be doing some meetings for new hires this week as well as some zoom meetings while out of the country to fill the open positions. An email will be coming out tomorrow about the new hires and positions available.

#### **V. New Business**

##### **A. 2024-2025 Wrap-Up**

1. **General Meeting/May PTO Recap** Sarah K emailed out the slideshow and statement of activity to all those that may have not been able to attend the last general meeting. There has not been much feedback. The next general meeting will be in August.
2. **Survey Results** The board reviewed results from two recent surveys presented by Javier:
  - a) **Volunteer Survey** 23 responses were collected
    - (1) Parents appreciated the clarity of communication, especially through email reminders and class-specific announcements but some are still complaining about the frequency of emails and amount of information provided in those emails.
    - (2) 5TTK was overwhelmingly appreciated with only a small issue with mobile reading being difficult for links in the Canva image for some
    - (3) Timing of events and meetings is a concern for some working parents which we will take into account moving into the new school year and when considering scheduling.

- (4) 26% of parents who responded were not aware of the parent involvement form
  - (5) Many expressed interest in volunteering, but said they'd like to learn about opportunities earlier in the school year.
  - (6) Suggestions included having a simple handout or slide during orientation to explain the PTO's purpose and how to get involved.
  - (7) A general interest survey can go out after the general meeting in August with reminders about the parent involvement form included. It was suggested that we generate a QR code for future surveys for ease of access for busy parents.
  - (8) It was suggested that we link the calendar on all communications and consider using the new text options available to spread out the frequency of emails and access to the information.
  - (9) Multicultural night, blending of the 2 campuses and capital campaign for larger fundraising efforts were among the top recommendations made and noted
- b) **Gala Survey** 28 responses were recorded. 24 of the responses were attendees and 4 were not. Of those 28 responses 16 participated in the silent auction, 16 believed it was a good value and 3 did not.

**(1) Feedback was largely positive:**

- (a) Guests praised the event atmosphere, decor, venue and auction selection.
- (b) Many enjoyed the food and gambling, saying it felt festive, welcoming and fun. People overwhelmingly preferred the inclusion of the activity of gambling.

**(2) Areas for improvement:**

- (a) There was one comment claiming the need for more bartenders.
- (b) Better vegetarian/vegan options were requested
- (c) Music was lacking and will be a bigger focus this upcoming year with the New Orleans theme
- (d) The auctioneer Monica was a little polarizing. There were only 2 negative responses from people who had issues with the auctioneer, with one of those being opposed to the curse words and language used. There were at least 7 overwhelmingly positive responses in support of Monica calling her an amazing addition to the event.

**(3) Recommendations for next year**

- (a) Keep the silent auction out of the venue to save space and to let the auction stay open until Sunday for more bidding opportunities.
- (b) It's good to have an activity
- (c) Do it outside or make it more casual such as a picnic or barbeque.
- (d) Casino night again
- (e) Havana Nights/Latin dance

- (f) Derby theme
- (g) Luau theme
- (h) A DJ or better music

3. **MSP Sports** Kim reported as the incoming Sports chair

a) **Charleston Wrap Fundraiser**

- (1) She signed the contract for \$200 in free product set tentatively for September 1 to run for 2 weeks
- (2) The goal needs to be set and Kim would like to find the highest gross profit to base that goal off of.
- (3) If we encourage group orders for a discount on shipping rates, we shouldn't have a problem reaching our goal.
- (4) She has an understanding that we can do catalogs with online orders and no paper forms with no negative consequences as long as we reach our goal.

b) **Committee Update**

- (1) They are looking for court space for volleyball starting at the end of summer and beginning of next school year.
- (2) Kim plans on attending the CYSL meetings in support of the new sports director.

**B. Fundraising and Planning Ahead 2025-2026**

1. **Fall Festival 10/17/25 (pending)**

- a) Early brainstorming began around the Fall Festival, planned for October.
- b) Vendor booths need to be locked down over the summer to possibly include a professional face painter in addition to the other vendors we are planning on hiring such as Pensacola Inflatables and Iron Horse Stables. The possibility of renting a tent was also discussed to provide more shade than our existing easy ups that are in storage.
- c) Committee meetings don't need to start until a few weeks after school starts around the end of August. Typically we've met every other week or so until the day of the event, day and time of said meetings to be determined by the committee.
- d) Robyn has agreed to host the salsa cutting party again this year the Wednesday before Fall festival. It was inquired as to whether margaritas are welcomed and they are encouraged.

2. **Minithon first week in Feb 2/1-2/6**

3. **Gala 4/11/26**

- a) Sarah K has agreed to head up the Gala committee this coming up school year.
- b) New Orleans is the proposed theme with the possibility of a live band and dancing or murder mystery dinner as the activity. There may also be a caricature artist, fortune teller, and/or tarot card reader.
- c) A New Orleans style menu will be easy for Seville to accommodate and go further than the basic menu offerings to provide a vegetarian main course such as jambalaya or a grits station and they recently won an award for their gumbo which aligns with the theme
- d) There is an appointment to look at Heritage Hall in Seville (which has a capacity of 170 people for a cocktail event with mostly high tops or 150 seated for a dinner event) coming up tomorrow at 9am that the board

was encouraged to join Sarah at to see if it'll be big enough to accommodate us. We had approximately 155 attendees last year.

- e) One space saving thing we are considering doing this year is keeping the silent auction items in the media center for ease of setup and take down and to allow the auction to stay open over the weekend.
- f) There was discussion about childcare options and the schools liability due to the drinking at the event. It can not be organized by a representative of the school or the PTO, but the parents are more than welcome to organize together with the help of teen alums or another organization not associated with the school.

**4. Teacher appreciation 5/4-5/8**

- 5. Committee Assignments** Felipe has volunteered to do graphics and social media with his pro Canva account which will be useful for that position, Courtney has been considering coordinating Fall festival, Sarah has some people in mind for minithon, Sarah K will be coordinating Gala, Kim Adams will be taking over Sports, and Maya will be moving forward with Garden committee while looking for a co-chair to assist her.

**C. Community Engagement**

**1. Garden Committee**

- a) The board touched briefly on revitalizing the Garden Committee and summer plans for maintenance of plants at both campuses.
- b) **Needs for 2025-2026:**
  - (1) Co-chair needed
    - (a) Likely will need new chair in 2026-2027, and will certainly require a new chair in 2027-2028
  - (2) Volunteers needed as caretakers for classroom plants (1x/mo)
  - (3) MORE VOLUNTEERS!!!
  - (4) There was talk of planning fall and spring service days at both campuses and there was overwhelming support for that among the parent volunteers that participated last year
    - (a) In preparation for the March 1-4 accreditation visit Alisen has scheduled a staff work day on Feb 16 for last minute beautification. Alisen plans on listing Maya as the chair of the beautification committee for the accreditation. We should schedule the PTO service days in advance of the accreditation visit as well.

**2. Room Coordinator Role for 2025-2026**

- a) The idea of having designated Room Coordinators was **discussed** but **ultimately not approved** for implementation.
- b) Concerns were raised about:
  - (1) The **burden on teachers** to manage another point of contact and the redundancy.
  - (2) Potential **confusion or overlap** with PTO responsibilities.
  - (3) Lack of clarity around **how the role would be introduced and supported**.
- c) Decision: **The board decided not to move forward** with this role for the upcoming school year but may revisit the idea in the future if needed.

### 3. Fill the Fridge Campaign

- a) The campaign was **acknowledged as a nice gesture in the past**, but there was **limited interest** in organizing it again.
- b) Discussion points included:
  - (1) It requires frequent coordination and donations.
  - (2) Some concern about **food safety and perishables**.
  - (3) Desire to focus teacher appreciation energy on **more structured, high-impact weeks**.
- c) Decision: **Not moving forward** with this initiative for 2025–2026. We will still organize a list of the teachers favorite things to be distributed amongst the families and to be linked to future centralized communications.

### 4. Community Events Pre-Planning

- a) The board brainstormed ways to improve early engagement in the 2025–2026 school year.
- b) Suggestions included:
  - (1) A PTO-sponsored “Meet & Greet” social in August.
  - (2) Parent education nights and casual coffee hours during the first quarter.
  - (3) A fall community service event, such as a campus clean-up or donation drive.
  - (4) A multicultural night to be scheduled in coordination with the school calendar
  - (5) Possibly utilizing the Friday afternoon early release which will be every Friday now for future events and planning
  - (6) Parent’s Night out event in conjunction with childcare to be provided by Middle School again
  - (7) Get some dates from Nikki’s and Fred’s shows to coordinate event planning
- c) The goal is to balance fundraising with fun, mission-aligned activities that build school spirit and connection.
- d) Events will be prioritized at the August planning meeting.

### D. Other Questions, Comments, and Concerns

- 1. Maya suggested putting together a graphic or handout with pictures of existing key parent volunteers as contact points. The possibility of utilizing the school portraits photographer **Natalie Zepp Photography** was brought up. Felipe or Dawn are possibilities as well. Name tags were also mentioned.
- 2. Consider having the General meeting on the evening of Thursday August 28, 2025 at 5:30 pm.
  - a) Potluck was suggested. In lieu of asking families to bring food we could provide some appetizers from the PTO budget possibly assigning board members responsibility to bring something
  - b) It was suggested that we have a raffle for incentives like extended care hours, homework passes for elementary students, tardy passes or the like
- 3. There was then discussion on time and days for 2025/2026 regularly scheduled board meetings. Possibly doing 1 meeting a quarter in the evenings to accommodate families and teachers.



- a) Thursday mornings at 8:30 am works with most of the board members' schedules with the option to change some to evenings which we can discuss at August's board meeting.
- b) The first meeting will be on a Tuesday instead to accommodate schedule conflicts.
- c) All remaining meetings will be the first Thursday of the month with the exception of January 8th, 2026.
- d) February's meeting will be one of the 3-4 evening meetings to accommodate the minithons that are scheduled in the morning. We will identify the other possible evenings at the August meeting.

VI. **Adjournment** The meeting was closed by Sarah, seconded by Javier and adjourned at 7:26 pm. We will meet again on 08/12/2025 at 8:30 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