

**1. RECAP (feedback / recommendations):**

- BTS Packets, recommendations for future
  - Recommend no more stickers, Heathir going to inform Anna Moraglia when they meet as a courtesy
  - Need Internet/Media permission form ahead of time to include in packet.
  - Make text larger on the volunteer sign-up form.
  - Exploring the idea of pushing directory updates to existing members. Joy working with volunteer Amala to get going on the directory.
- Open House
  - A few concerns about the time of day. Heathir going to discuss a possible evening time with Anna Moraglia.
- Parent Breakfast Bash
  - Continue to do the same way – one day, invite all. It was fabulous!
- PTO Meeting / BTS & Parent Ed Night
  - Need to be sure to emphasize 2 sessions in all communication (e-bulletin, staff, web site).
  - NEW IDEA: Email communication to all teachers. Laura Slesinger is also a good resource to send out staff email.
  - **Childcare:** Appreciated by parents, but a need more structure with the number of children involved.
  - Ideas for child care going forward (Jill):
    - 100% movie night... that is, pick a G-rate movie, advertise that it will be showing in the gym (or wherever) for the duration of the Parent Ed Night. Youth Helpers and Adult volunteers will be on hand to “stand watch” during the movie. (1-2 adult volunteers, 10:1 ratio of children to youth volunteers)
    - Movie night in the gym for ages 5 and up and advertise the movie title (G-rated); story time for ages 0-5 in the Media Center (2 adult volunteers, 10:1 ratio for children to youth volunteers)
    - 3 stations throughout the school with limited space available (sign up via SignUp Genius, first come, first serve): a) Upper El students in the gym for structure gym play (e.g. dodge ball), b) Mixed grade levels in the cafeteria for board games (e.g. chess, UNO, monopoly, etc.), c) 3 groups in the media center, two for read-aloud story time and a third for students that just want to sit and read on their own (4 adult volunteers, 10:1 ratio for children to youth volunteers).
  - Need dates for all childcare needs to solicit volunteers and set up activities.
- Yearbooks for classrooms – 15 @ \$15 each = \$225 (paid this?)
  - We will increase the cost by \$1 to cover the cost of yearbooks for the classroom teachers that request. We will truly see the interest from teachers for next year.
- Video Camera
  - Heathir communicated with Cynthia Wood who is confirmed to spearhead this project and research the warranty; option 1 \$460 total (2 year warranty), option 2 \$962 (5 year warranty). Kathy Foushee informed us that we have a date camcorder that just needs a mic. Unclear on who would use it and when since only 7 teachers signed up and two of them simply wanted a mic. All teachers have iPads too, so the question arose about use of this

## PRM PTO Executive Board Meeting Minutes

7 Sept 2014, 6:30 pm @ Heathir's House

new equipment.

- What iPads add-ons are there? What is the true purpose and will it be used and available?
- Suggesting that the teachers let us know their feelings about a shared video.
- Suggests that teachers share with PTO their videos with iPads or their own personnel devices so we can see value of this purchase in use.

- Web page initiative

- Heathir will set up a template for a launch page on the parkroadmontessori.com for each teacher (see Ms. Jeanne's site). She has a team of volunteers working with her to collect and upload this information.
- Suggest Shutterfly to teachers for pics, blog, storage space, etc.

- Teacher lounge:

- Huge morale booster; teachers love it. \$3300 total spent. Joy applying \$3000 to the budget and the remainder to the Sept. Teacher Appreciation budget to cover the costs of Keurigs (approx \$500)
- Cyndi researching new vending machines; Heathir has a connection as well.
- A/C being fixed soon (according to Anna M, the part is here and work order is in)

- Montessori Mornings Update

- As of tonight, risk of being cancelled is Embroidery, Spanish, Thursday yoga.
- Board pleased with \$7000 profit projection.
- Crossfit a huge hit, so consider two day offerings next year.
- Spirit wear sales Update (HMS to provide from Maury and Maureen)
- Stats to date: 390 visitors to web site, \$1800, 100 pieces sold
- first delivery 9/8; one week turn around from now on
- Big Frog will cut checks to us monthly; First check will come to PTO in Oct.
- Idea from Heathir: give old magnet to those that pay membership and a voucher for the new magnet
- Idea from Ginger: randomly slap magnets onto cars during Winter Village; we like this idea in the holiday spirit
- Heathir going to solicit a proposal from vendor for a new magnet.

## 2. UPCOMING:

- Deadlines:

- Spirit Wear (Thrs, Sept 11) – send reminder
- PRM forms from BTS Packets (Thrs, Sept) – send reminders

- Favorite Things (Cyndi collecting, Joy exporting, Heathir marketing & posting)

- 46 responses out of 73 and team will do another push to solicit.
- Deadline 9/22
- Post on website by end of Sept.

- Spirit Night at Jason's Deli (This Thursday, Sept 11)

- Peace Day (Fri, Sept 19 @ 9:30 AM) - do we do anything for this?

- It has been lost in translation... perhaps Anna needs to clarify with the teachers what is the purpose of Gardening Day.
- Totally run by teachers, but PTO needs to communicate, especially for Primary student

## PRM PTO Executive Board Meeting Minutes

7 Sept 2014, 6:30 pm @ Heathir's House

parents. We need to articulate the expectations (e.g. Primary parents need to leave event, but can they stay in garden on campus?). Will speak with Ms. Charlotte about her expectations and communicate to all teachers about spreading the word, in addition to placement in e-bulletin.

### - Book Fair:

- Per email from Kathy F., Teacher Preview Day is 25 Sept, Thursday, after 12 pm. Refreshments are expected and will be paid for out of what budget (?). Is this from Media Center funds? Teacher Appreciation funds? Book Fair funds? Joy???
- Food and bottled water set up on Thursday by Heathir. Jill will breakdown on Friday afternoon.
- Kathy Foushee thought there were PTO funds for Media Center.
- Jodi look into cost of bookstand (2 for \$7) – would like a few
- Kathy would like replacement tablecloths and she will contribute \$50 Invest to this effort. Ginger going to research IKEA fabric and will ask her office manager. Throw away existing sheets that shield the books. Jodi will look into bin of regular tablecloths. \$18 roll of brown paper from Office Max (50 lbs., 94" x 50")

### - Fall Picnic (Thrs, Oct 2)

- Nothing to discuss, all on schedule: Roaming Fork, King of Pops, Cake Walk, Anna finalizing School of Rock

### - Other:

- No funds going out without receipts; Sandy Wade's \$1000 check request not approved.
- WATER BOTTLES @ SCHOOL STORE
  - Idea to sell a water bottle and vote on the style?
    - Cost up front, ~\$250 / 100 (minimum order) - sell for \$10
    - Heathir ping'd Sandy via email this week, no response as of yet
- OUTDOOR ENVIRONMENT
  - Jill going to follow-up with Ms. Charlotte b/c her proposal exceeds \$1600 PTO budget
  - Ideas to receive donations (time and supplies) via parent volunteers, Boy Scouts, Montessori Dads, grants, and local landscape/home improvement stores.
  - If additional requests are made, they must accompany a formal quote and may not exceed said quote (if it's approved) without consultation with PTO BEFORE quote is exceeded
- INVEST PLAN
  - New stickers / banner are done
  - Launch happened, followed by eBulletin
  - Ginger will begin robo calls on Sept 15<sup>th</sup> and every Monday until the end of launch
  - Invest updates sent via separate e-bulletin on Fridays beginning this Friday, 12 Sept. (include \$ and % of families)
  - Will evaluate whether or not an INVEST push needs to be made at Fall Picnic, the last day of the campaign.
- Heathir found two new volunteers to take over bulletin boards. Yay!
- Car Pool Marquis: needs to be replaced or cleaned up. What about a wooden case with a Plexiglas door with a whiteboard; would need a lock.
- Budget not discussed due to time and no pressing issues.

PRM PTO Executive Board Meeting Minutes  
7 Sept 2014, 6:30 pm @ Heathir's House

**To Do (in no particular order):**

1. Add to car pool etiquette: Reminder to car poolers – parents must not get out of car, children need to leave the car quickly, and open doors themselves; need to have a fourth cone (Heathir/Jodi).
2. Set up a system to email staff/teachers on a regular basis in addition to the PRM e-bulletin, which they may not always read. Laura Slesinger also a good resource for all staff e-blasts (Heathir).
3. Need all dates for Parent Ed, Moving Up nights, etc. to set up childcare volunteers and activities (Heathir).
4. Research new vending machines (Cyndi)
5. Solicit proposal for a new PRM car magnet from vendor (Heathir)
6. Set up (old) "magnet mania" during Winter Village (Ginger?)
7. Send reminders about Spirit Wear, BTS forms in e-bulletin this week (Jodi)
8. Post teacher "Favorite Things" on web site by end of Sept. (Cyndi and web site team)
9. Draft an email/discuss with Anna and teachers of how PTO supports Peace Day, but this event and Gardening Day needs to be communicated directly from teacher to student families; particular clarity for primary parents since there is not a gardening day for primary classrooms in the Fall. (Jill/Heathir)
10. Allocate funds for Teacher Appreciation refreshments on 9/25 (Joy/Jodi/Ginger).
11. Finalize tablecloth needs for Book Fair (Jodi).
12. Research brown paper to shield books during book fair (Ginger/Jodi).
13. Talk to Ms. Charlotte re: 1) Outdoor Environment budget proposal and 2) Gardening Day expectations (Jill)
14. Set up weekly INVEST updates via e-bulleting (Jodi/Ginger)
15. Set up weekly INVEST robo calls on Mondays (Ginger)
16. Investigate car pool marquis options and present Board – possibly a service project by the Montessori Dads. (Heathir)
17. LIST TO DISCUSS WITH ANNA M (Heathir):
  - a. Central Learning Community having a meeting at PRM (maybe – Anna's trying to move it,) 9 AM on Tues, Feb 17. Not clear whether PTO should pay for this.
  - b. BTS Packets / Labels (not using next year, teachers write names on them anyway and too much switching is a waste of resources)
  - c. Other Parent Ed nights during the school year
  - d. Access to the PRM website to clear out all outdated info and direct families to our PTO site for current data
  - e. School of Rock for Fall Picnic