

PRM PTO Executive Board Meeting
MAR 1, 2015 – 6:30 PM @ Dianna's House
Address: 604 E. Tremont Ave / 704.607.0569 Heathir's mobile

MINUTES

1. RECAP:

- Montessori Mornings looks good for next session, which opens for registration this week (deadline is March 12th). Classes begin March 16th and run through May 11th.
- Bringing golf back, they need to be somewhere else on March 27th b/c of Montessori Marathon; all should start up in 2 weeks, Jodi working on web page and will get done this week to post in e-bulletin
- Drama class no longer offered b/c CTC continually late; theater class will be an offered with older kids and there will also be a drama class for younger class
- Spirit wear sales update:
 - No new line for Spring
 - Sales during Spring Picnic, Beginner's Day, parent appreciation breakfast; Heathir will follow up with Maury to confirm inventory.
- Snowflake Dance
 - Do not know if we broke even or not, don't have final #s but we think we came out ahead
 - Suggestions for next year's committee:
 - Need to brighten up the gym (more string lights, such as basketball goal to other goal)
 - No bean bag toss games in the cafeteria next year
 - Is this exclusive b/c we limit the # of guests and then we also limit the # of face paint/glitter spots
 - Instead of face paint/glitter, let's provide Pre-made glitter tattoos for ticket holder
- MACTE Conference findings were briefly shared by decided to table for a future meeting. The issue is what role, if any, does PTO have in supporting teachers regarding Montessori teaching credentials and their importance. We did think it was a good idea to follow up with Carey Montgomery to see how we can communicate the issue to and bring awareness to parents via e-bulletin, which Heathir will do.
- Cafeteria – The "Underground Café" painting project is looking great! Jo Vega and Linda did a fantastic job! One volunteer, former student Emma Goodrich, also helped. Jodi will follow up with Jo to see if there needs to be another painting job. Ginger will talk to Linda about another lighting option that is less expensive than the cloud lights Linda requested. The PTO gave Jo the \$88 Toys & Co. gift card as a thank you. A write up will go in the quarterly newsletter. Also, the question of enough seating was discussed, but all agreed it is something Linda needs to request because maybe it's really not an issue and just tight right now b/c of bad weather (and inability for classes to sit outside).

2. UPCOMING EVENTS & DATES:

- PTO Meeting (Tues, Mar 10)

- Montessori Marathon (Mar 3-27)

- All PTO Executive Board members need to order t-shirts to make sure everything is working
- Extra e-bulletin for t-shirt order and one for fundraising piece (Ginger will pick two dates and get back to Jodi)
- Video will be launched this week
- Need a poster in lobby and carpool line, but not all over school
- Need new logo stickers printed
- Debbie, Andrew, and Anna will do something wacky if we hit 50 states goal

- Int'l Spring Picnic (Apr 23)

- Food on black top (King of Pops, hot dog vendor, hot dog vendor)
- stage for a variety of performance in baseball diamond, but is that too hot?
- Be mindful of darkness and shut down before dark
- Idea to have a Fun Night fundraiser for kids 4-6 pm, and the picnic 5-7 pm
- Need more Henna people
- Art project will be featured – ideas include a cave painting board, wooden pole to paint, some kind of lasting piece of artwork to represent the theme each year

- **Beginner’s Day (May 1)**
- Jill will need to present to parents (Yikes!); need to prepare goodie bags or something
- **Teacher Appreciation Week (May 4-8)**
- **PTO Volunteer Breakfast (June 10)**

3. TO COVER / DISCUSS:

PTO Funding Document - We reviewed the feedback from Anna and staff and incorporated it into the document. Jill will create the final draft to share with Anna this week and then present to all staff and membership at the PTO General meeting next week, 10 March.

6th Grade Trip Funding Discussion - Ginger suggested that she and Jill attend the Upper El round table to see how PTO can help.

Yearbook Update - Yearbooks – minimum order has not yet been reached, but we anticipate orders will come in at the last minute; suggestion to use something like Dropbox to solicit candid shots since Box.com is not working well for many teachers. A request for a special e-bulletin was denied. [Note: Special e-bulletins reserved for our two fundraising events only, as a general guideline.]

Website – Two teacher portal pages (Ms. Maggie and Ms. Charlotte) will be promoted in an upcoming e-bulletin to feature what these launch pages are and hopefully encourage other teachers to submit their information. We will also ask room parents to please offer to assist the teachers in this effort or to request a PTO Board member to help.

Staff Sign - Have digital portraits of all teachers and staff, in process / measured this week; will not use frames and instead will use a board that allows for easily replacing photos. Heathir looking into where to put the sign.

PRM Cares – no update

Car Pool Etiquette – Discussed that this ongoing issue is a PRM staff responsibility and PTO will certainly assist if asked.

Car Pool Sign (let’s set a budget and get this done!) – This project has gotten lost in the shuffle. Need to set a budget and get it done! Jill will mention to her Boy Scout troop. Heathir will follow up with Montessori Dads group, as well as PRM Cares.

2015-16 school Year – The idea to hold a “Career Day” program in the Fall came from Rishoba and she is seeking PTO support. We tabled this discussion until next time.

Montessori Training/Conference budget roll-over request – approved the request for Primary conference funds for Ms. Priti

E-bulletin – Jodi expressed concern that people send info for the e-bulletin too late, incomplete. She will write up brief guidelines for submitting articles for all to see and post on parkroadmontessori.com

ACTION ITEMS:

<u>Who</u>	<u>What</u>
Heathir	Follow up with Maury regarding spirit wear inventory
Joy	How did we do financially with the Snowflake Dance? Did we break even? Make/Lose Money?
Heathir	Follow-up with Linda re: extra table in the cafeteria needed?
Heathir	Follow-up with Carey and Anna on what and how to communicate Montessori teaching credentials/licensing issue with parents (via e-bulletin)
Ginger	Follow-up with Linda regarding lighting idea in cafeteria
Jodi	Follow-up with Jo to see if another Underground Café painting job is needed
ALL	Order your Montessori Marathon t-shirt online
Heathir	Request more henna people for International Picnic
Heathir	Follow-up with Tricia re: Int’l picnic art project
Ginger/Jill	Meet with Upper El to discuss how PTO can support end of year trip fundraisers

Cyndi	Request of room parents to please encourage teachers to submit their info for the web site teacher portals and to offer to do it for them, or request an appointment with a PTO Board member (Heathir or Jill)
Heathir	Follow-up with Montessori Dads re: car pool sign project, as well as PRM Cares (for volunteer helpers)
Jill	Reach out to Boy Scout troop to see if anyone wants to do the sign as an Eagle Scout or other community service project
Jodi	Post "how to submit an article" for e-bulletin guidelines on parkroadmontessori.com
Jill	Produce final draft of PTO Funding document