

PTO Executive Board Meeting, 5.3.15

In Attendace - Heathir Speet, Jill Goodrich, Ginger Salmon, Joy Szymonski, Cyndi Klein, Jodie Lowe, Carter Herndon

- Review:

International Spring Picnic Feedback - the committee said the event cost \$1,000 - we raised over \$500 from suarez donation, popsicles, hot dogs and fuel pizza and bottled water. we may have more, because popsicles gave less than last year. committee feedback - we need more stamps for next year, the flow and spread was better - it was very busy, need more trash cans on field, food got very positive reviews except king of pops line was too long - need two employees, we need a rain date for next year - will ask Anna M about that. Will also need to request volunteers earlier in the process so that we have enough to cover. Ms. Candace wouldn't have singing again because it wasn't heard. The system isn't powerful enough for the large space. Joy needs expense requests in from the picnic. Heathir will ask Priti to remind exhibitors to submit them. Candace will continue to do a dance each year. The fun hour needs to be advertised earlier in the process. Henna was great, but we need more people to do Henna. May want to purchase tables for next year, Heathir and Maury will look into it. Also may do it a week or two later since it was the same week as Earth/Peace Day. Another option could be to do it on Cinco de Mayo. Next year it would be great to have 2 parents plan Earth Day/Peace Day promotions.

Beginner's Day - Heathir filled in for Jill. We had huge Spirit Wear sales, ~\$700 between office & Beginner's Day for April. Want to buy more, but we don't want to have items sitting in the closet. This decision doesn't need to be made until August - we ned items available for open house. Heathir will request the chairs put together a proposal for the fall. Per Jodie some kids were in there for 1.5 hours which was too long for young children unfamiliar with Montessori.

Jill announced that Kyle Kauffman and Karen Delozier have stepped up to be the new, incoming Treasurers for 2015-16 school year. Toni Ehmel will serve as Vice President and Susan Plaza as Secretary. Jodie Lowe will remain as the Communications Coordinator; Fundraising Coordinator and Community Coordinator are yet to be filled. Several committee chairs have been filled too.

Dara Whittle here from Montessori Adolescent Program - requesting a donation to invest in secondary education campaign. Build a website, design and produce t-shirts, produce signs for elementary schools to advertise. The cost is estimated at \$2,000. Many students struggle with outdoor trips and they'd like to have a scholarship fund for this, which would be \$1,000. And offer a stipend to participants in their occupational program which would total \$3,000.

Kids Camp program brought in \$480 - they host upper el kids during teacher workdays.

Montessori Market - kids sell merchandise

Invest in Secondary Montessori campaign, \$3,000 was spent on tents

There are only 50 families - total income for PTO budget is \$2,000

Chantilly agreed to support Adolescent Program with seed money. The total they need is \$6,000.

Ginger - could we put something in our e-bulletin about a graphic design need for Adolescent Program? Yes, that would be good - and could all of the elementary schools communication that too. Jill - are you looking for seed money right now or over time? Dara, we are just trying to get it up and going, we'd like to know for a few years that we could count on funding. The idea is to have a greater Montessori community - that supports all grade levels and eventually the high school. Jill - we would love to see the middle school students on our campus, volunteering and selling items. Dara - the teachers are drowning, and haven't had PTO support until this year. Dara will be with the program for many years and has ideas and passion for seeing things through. Chantilly is creating a PTO liaison position to promote and coordinate Adolescent Program and students. Jill - what is your timeline? Dara - we need to get marketing up in the Fall, so she'll need to know by August. Currently athletics are available at the middle school, but it's the entire school that participates. Eventually the idea is to have 7th-12th grades in a Montessori standalone school. Katie Parks will be our liaison and will communicate with Jodie on information to put out in e-bulletin.

Are we able to help fund this? Chantilly gave \$2,000. Joy is assuming that would come out of PTO funded (not marathon/invest). Yes. Right now we don't have the fund there, we will not be able to fully fund conferences next year. Montessori Mornings is \$3,000 short on what we had hoped to raise. We have raised a lot, and the program has done very well but we're not meeting the projection. Are there more Spirit Nights? So far we've only received Park Road Soda Shop, American Roadside and Jason's Deli. We are missing some checks for this. The spirit night chair needs to communicate how they deliver/write checks. There are also some expenses we may not incur.

For PTO membership, we don't have anyone keeping track of this except Treasurer. It's hard because Joy will get a stack of \$5 bills without names attached. Jill suggests we could have someone keep track of this, and try to get more participation from families and teachers.

For next year, we probably need to project less for Montessori Mornings. Ginger suggests a Mom bootcamp as a Montessori Morning, that could help increase our funds and Ms. Jocelyn could do it. She could do it multiple days a week, and the kids could be dropped off at another Montessori Morning.

The revenue will not change materially. Right now for net expense we're favorable but some expenses are still coming in. St. Augustine is a line item, but it may not need to be - it hasn't been used. Jill will reach out to Kathy F to discuss. \$1,500 left over in cultural arts was for curtains. Heathir told Candace it has been reallocated, we will likely need it for conferences next year. Candace spent \$4400 this year, many parents didn't know what the money was used for (African drums and music) - reach out to Candace to communicate that to the school. We are carrying over one Primary conference but it may be that we won't have that money next year. We may still only be able to fund 2 Primary teachers next year - not the 3 even though we said

they could carry it over. That was communicated to them at the PTO meeting. The problem is that right now we are under \$3,500 so we may not be able to carry that \$1,400 over because we won't have the money. This is why the plans are so important for budgeting, we need to move/increase/decrease money and we need to know what people need/want and why.

SLT/PTO and administration need to work together, and we need to communicate to SLT that we may or may not have \$ for conferences without some additional fundraising efforts. Joy will work on a preliminary budget for next year and send it to Jill in June. There are some teachers going on conferences this summer, there is still additional money to be paid for those. 2/3 of that expense has already been paid. Based on teacher spending for conferences, we have \$1,100 favorable - money that teachers didn't spend. So we have the \$1,500 from curtains and this money - we may still be ok and not be under for this year.

Our fundraising goals were met with offsets from late matching. Teachers can't spend the money we've raised until the summer/fall. It's communicated in July. We have almost \$20,000 in invest money that is unspent. We ask teachers at the end of the year if they need the money, please let us know and what you plan to use it for - if they want to carry it over. Some teachers continue to carry over large amounts, at some point shouldn't that expire? Parents contribute so that their children can benefit, if teachers are spending the money for years those kids aren't benefiting. So we will likely have some extra funding from teachers who don't use/need these unspent funds - but we won't know how much until summer.

Our QuickBooks version is now outdated and there is a deal to get the new version that will be online QuickBooks. The online capability is \$350/year - the deal is that it will be \$200 for the first year. Jill uses a free online accounting service, could we move to something like that? And quickbooks does not offer a non-profit rate. Joy isn't sure, she took over what was given to her - the only issue is we have 10 years of history with QuickBooks. But that might be able to be imported. Jill will ask the new treasurer if he can research this further. Joy will need to let the new Treasurer know all of the capabilities we need. If we do stick with QuickBooks, Joy recommends going to the new online version. Joy's goal is to help transition and be done with the role by the end of July. Joy also has suggestions on ways to split up the role.

- Overview of response for PTO Exec Board for 2015-16 - Jill has two treasurers set up for next year. And is getting great responses for chairs. She still needs a secretary, vice president and fundraising chair. Joy will continue to do the directory.

- Discussion of Upper El Fundraiser Assistance - Do they want/need our help? Ginger and Jill planned to have a conversation with upper el about their fundraisers, but they put that on hold. We're wondering if they may need an upper el liaison on PTO? Jill says Mr. Curt is the liaison this year. But Ginger wonders if we need a PTO liaison to help them with their fundraising efforts, since some of them have asked for help, but we don't want to micromanage. This has become an issue because it has overlapped with our events, and there hasn't been communication around that - we do need better communication. Curt said in the PTO meetings that the other classes really need help with their fundraising efforts. SLT also tried to get involved because they felt that autobell was not Montessori, but nothing came from it. So do we

need an upper el fundraising liaison? Jill wants a fundraising chair that can oversee this, it doesn't necessarily need to be a role. Ginger will circle back and ask them if they feel they need support from the PTO. Ginger wants to share ideas and support them, without doing the work. Their fundraising efforts affect the treasurer and communications chair so we need to know what's going on.

We don't have a volunteer for the newsletter. There was discussion of moving it to an online blog where articles can be posted. Heathir will reach out to Jim about turning that feature on on the website.

Carpool sign discussion - maybe we can reach out via e-bulletin to see if there are boy scouts or anyone else who can help put this together. Heathir will write a blurb.

Heathir is still working on the staff photo board for the lobby. But right now we don't have the funding to pay for it.

Cyndi with communication issue. Room reps were supposed to be used only for classroom specific communication, not things that are going in the e-bulletin about school-wide events. There was an issue with the SLT wanting to send an e-bulletin out with just their voting information. but we suggested they send this out through rooms reps, but that was against the rules we set up for room rep communication. parents read things from teachers and room reps more readily than the e-bulletin. It's something to think about for next year.

- Upcoming:

Field Day, 6/11

Volunteer Breakfast, 6/11 (Kathy F. coordinating)

Final Day of School Year, 2014-15, 6/11

- Teacher Appreciation Week, Week of 5/4/15 (This week!)

- Field Day

Help needed day of – coach encouraged to use Sign Up Genius

Can we ask Coach Strait for a schedule of the day?