

**Prestonwood Montessori at ED Walker
PTO Meeting Minutes**

Date: Tuesday, July 16, 2024

Time: 7:30 PM - 10:03 PM

Location: Microsoft Teams Virtual Meeting

PTO Record Keeper: Kellie Brown-Nelson

Attendees:

- Brittany Engram
- Deepa Mehta
- Rodney Gilbert
- Jennifer White
- Kellie Brown-Nelson
- Libby Hamer
- MacKenzie McCarver
- Megan Rasmussen Bollner
- Myeshia Carter
- Sean McCarver
- Christina Conway
- Ashley P. Toole
- Adriana Low
- Sheri Axe (Organizer)

Call to Order: 7:30PM

Meeting Agenda

- Set expectations and boundaries between Admin and PTO Board Members
- Discuss roles and expectations of each Executive Board Member
- Each VP shares yearly plans for their committee chairs
- Fundraising Teams: Share Carnival plans and what is needed from each VP to support the carnival's success

Meeting Purposes

1. PTO Culture: Reviewed mission, vision, values, and our objective at start of meeting.

2. Introductions: Executive Board

3. Treasurer Needed

- **Deadline:** Tax forms due November 15th
- **Responsibilities:** Balancing books, basic understanding of accounting and budgets, filing tax forms
- **Tools:** Program (application) assistance available
- **Support:** Nancy (former treasurer) can assist if necessary
- **Role Type:** Ad hoc; historically others have stepped in to assist
- **Qualifications:** Trustworthy with numbers/integrity
- **Membership Requirement:** No need to have a student in the school body to be a PTO member. Can be a family member (grandparent, aunt, uncle, family friend).

General Board

Open Roles:

- Carnival Raffle/Auction
- In Kind Donations
- Community Engagement
- Student Activities (2 positions)

Non-Vacant Roles:

- Courtney Smith: Membership
 - Rodney Gilbert: PTO/Teacher Liaison
 - MacKenzie McCarver: Charitable Giving
 - Brittany Engram: Winter Market
 - Kristine Diaz: Social
 - Angel Johnson-Brown: Athletics
 - Rebecca Shank: Website, SWAG
 - Paula Hill: Neurodiversity
 - Edwin Engram: BFAM
 - Ericka Alanis and Daisy Vargas: Familias Hispanas
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Main Goals

1. Leading by Example (Service Driven Community)

- **Objective:** PTO Executive Board Members: engage with the community through 5 events each
- **Parent Participation:** Encourage volunteering at least 3 events; focus on a service-driven community
- **High Desire:** Development of an outdoor classroom

2. Volunteer Goals

- **Target:** [Specify Number] volunteers – doesn't need to be a part of the PTO to volunteer!
- **Specific Events:**
 - **Meet the Guide Night (8/8: 4pm-6pm)** – 15-minute shifts
 - **New Family Orientation (8/9: 8am-9am)** – 15-minute shifts
 - **BTS Members & Athletics Kickball Game (8/10: 9am-11am)**
 - Exec & General Board help with setup and table coverage)
 - **Chalk Walk (8/11)**
 - **WooHoo BooHoo Breakfast (8/16)**
 - **Uniform Resale:**
 - Will need 8 people to set up & organize clothing an hour in advance.
 - Will also need 3 people for the entire time (in 30-minute blocks) during Meet the Guide/New Family Orientation
 - Board requested a 2nd Uniform Resale at the kickball game on 8/10/2024 (can leave the set-up as in from the previous event but will need 3 people for the entire time to manage the station.

3. Spirit T-Shirt Orders

- **Order Date:** Chris will have the order ready by 8/6
- **Spirit Shirts:** will be given out the New Family Orientation and the BTS Members and Athletics Drive & Kickball Game to help encourage Attendance.
- **SignUp:** Brittany proposed a roster signup to avoid double dipping with t-shirt distribution (MacKenzie confirms)
- **Action:** School nurse is relocating to a new room and her former office will become the PTO closet
 - Will need 2-3 volunteers needed to assist with the move (Deepa to organize sign-up)

Bylaw Updates

1. Bylaw Presentation by Sean

2. New Proposals:

- **Doors with Board Members:** Facilitated by dads but to include other board members instead of just limited to "Doors with Dads". Proposed name = "Doors with the Board"
- **Executive Board Motion:** Brittany Ingram motioned to add Sheri Axe as an authorized signer on the Prestonwood Montessori PTO bank account, citing the need for more efficient account management. All Executive Board members present unanimously agreed to this motion. The bank will be provided with these meeting minutes to process the necessary changes to the account.

PTO Meetings (Updates)

1. In-Person Meetings:

Courtney Smith will arrange childcare for in-person meetings

2. Bi-Lingual Meetings:

- **Format:** In-person with two people at the front (Sheri will secure a trained interpreter)
- **Virtual Meetings:** Mainly in English with a breakout room in Spanish as needed

3. Treasurer Responsibilities:

- **Budget:** Fill in draft budget (button needs fixing)
- **Repair:** Sean McCarver will address the issue in the draft budget sheet. Will confirm when this has been completed.

4. Calendar Planning:

- **Events:** Board would like a calendar that includes all school-sponsored and PTO-sponsored events
- **Code of Conduct:** Part of orientation; Principal Toole wants to weigh in on what's included and plans to discuss at the next in-person meeting when the new assistant principal is available. Will follow-up on final list on 8/8.
- **Action:** Include the Code of Conduct sheet to be signed upon renewal of membership (add to Cheddar Up)
- **Off-Campus Events:** Add to the school calendar and Facebook (Sean/McKenzie will follow up on vendor submissions, deadline 8/5)
- **Weekly Update:** One-pager calendar to be sent out during the Pupdate. Will also be posted in school. The QR code on the calendar will include the most recent updated copy o the calendar should changes be made after physical printing.

Additional Topics

1. By-Laws: (proposals for 2025-2026 school year)

- **Dad's Club:** Move to the affinity group model, under Brittany Ingram's Diversity & Inclusion role
- **Proposed Changes (For Discussion):**
 - Combine PTO/PTA Liaison role (Agreed)
 - Revisit combining Parliamentarian & Record Keeper roles (More discussion required)
 - VP Committees = VP Membership with a Volunteer Chair? (More discussion required)

2. Language Change Proposed for Article Four (Section 5):

- **Toole's Suggestion:** Do not specify a start date in the bylaws, include mention of 2 weeks after election (re: Official start date for newly elected board members)
- **Succession Planning:** Stick with the current plan for the O&I role to fulfill the VP role

3. Inclusion of BFAM:

- **Affinity Groups:** Asian community is inclusive of the BFAM group. Edwin confirmed information to be included in the BIPOC information session to include mention of such.

Upcoming Events

1. Spring Carnival:

- **Objective:** More representative of the school body
- **Follow-Up:** Principal Toole will check if inflatables are approved. Will follow-up 8/1

2. Giving Tuesday: Megan will discuss with Deepa offline how to set up a system for corporations to contribute donations, aiming to enhance the bottom line.

3. VP of Communications:

- **Objective:** Bridge communication gap between PTO and parents
- **New Method:** Text messages (Principal Toole will clarify to parents that the first contact (parent) listed in the system gets the text message updates)

4. Dad's Club:

- **Dad's & Doors:** 12 dates shared (September 2024 through May 2025)
- **Campus Clean-Up:** TBD but will have at least 4 (following school events)
- **Spring Dance:** 2/1/2025
- **Fun Run:** Will coincide with Field Day
- **Social Events:** Approx 8-10 event in the pipeline. Asked to get confirmation from group on which would be approved. Sean is awaiting confirmation from a few vendors as well.

5. Open Positions for Student Activities Chair

- **Events:** Homecoming Booth, Winter/Spring Showcases, Kinder Bridging
 - **Swag:** Big Frog (website) is open all year. Brainstorm ideas to reinforce this message to parents (More discussion needed)
 - **Social:** Goal to be more inclusive and offer events that will cater to various audience that represent school body
 - **Athletics:** Year-end awards banquet to celebrate athletes (awaiting Angel's confirmation)
 - **Feedback:** in reflection to Caroline's process for collecting volunteers last year. What worked well? What changes can be made? Provided a consolidated list of volunteers. (More discussion needed)
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Future Meeting Schedule

- **Next PTO Meeting:** 9/3/2024 at 6:00 PM
 - **Ad Hoc Meeting:** A meeting may be scheduled before the next PTO meeting when Principal Ashley Toole identifies a successor for the vacant Assistant Principal role, to allow the Board to meet the new Assistant Principal.
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Adjournment: 10:03PM