

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

Date: Tuesday, August 27, 2024

Time: 7:00 PM - 9:00 PM

Location: Tupinamba Cafe, 9665 N Central Expy, Dallas, TX 75231

PTO Record Keeper: Kellie Brown-Nelson

Attendees:

- Kellie Brown-Nelson
- Mackenzie McCarver
- Sheri Axe
- Jalesa Harrison
- Christina Conway
- Sean McCarver
- Brittany Engram
- Adriana Low
- Ashley Toole
- Deepa Mehta
- Nancy Mitchell
- Libby Hamer

Call to Order: 7:20 PM

Meeting Agenda

- **Code of Conduct:** Establish guiding principles that represent the PTO Board and administration's values and behaviors in their work.
 - **Budget Review:** Review and discuss updates to the 2024 draft budget.
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Meeting Purposes

Code of Conduct Development:

- The board participated in an activity where members paired with someone, they don't typically work with to discuss what "Inclusion" and "Accountability" mean and what they do not. The results will be used to develop the final Code of Conduct, which will include additional categories such as Transparency and Joy. Further subgroups will be identified in future meetings.

Important Alerts:

- **Major Issues:** Principal Toole emphasized the importance of alerting her immediately about any significant issues needing resolution, while also being mindful of timing and frequency. She shared her direct contact information with the group.
 - **GroupMe Chat Etiquette:** The group chat is intended for brainstorming and discussions, not for making decisions. If a decision is urgent, a poll should be posted, and the full group should be tagged to ensure everyone is aware. For more in-depth discussions, the group can schedule an ad hoc meeting or wait for the next scheduled PTO meeting.
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2024 Draft Budget Review

Board Request: A percentage column will be added to the budget to show the allocation of funds by category.

General Notes: Each budget category was reviewed, and the following updates were identified:

Fundraising Category

- **Membership Subgroup:** Increase PTO Membership Income from \$1,500 to \$1,700.
- **Donations Subgroup:**
 - Remove Readathon from being paired with Pup Pledge Drive and list it as a separate line item.
 - Pup Pledge Drive: Split into two categories—Personal Donations and Business Donations.
 - Increase Corporate Matching from \$3,000 to \$10,000.
 - Reduce Grants from \$3,000 to \$1,000.
- **Corporate Partnerships Subgroup:** Set Kroger Community Rewards to \$25.
- **Fundraising Sales Subgroup:** Concessions will be kept as a line item but zeroed out (from \$500 to \$0).

Student Support Category

- **Montessori Materials:** Principal Toole will clarify which items DISD covers versus what Montessori materials teachers are requesting to better allocate budgeted funds.
- **Field Day Subgroup:** Increase the budget from \$0 to \$2,000. Principal Toole will consult with Mrs. McKay (Physical Education Teacher) to determine the best use of these funds, such as for snacks, water, supplies, or t-shirts.
 - The group suggested pursuing grants to cover the cost of t-shirts, which would allow more funds to be directed toward Field Day activities.
 - Additionally, the idea of ending Field Day with a "Holi Day" event was proposed, where children could wear white t-shirts that would be decorated with Holi powder during the festivities.
- **Library Books Subgroup:** Keep the line item at \$500. Principal Toole will follow up with the librarian on the pending wish list of books. Kellie Brown-Nelson noted that Dollar General offers a \$4,000 grant for books that can be used for the 2025 school year.
- **Field Trips:** Goal for all students (Kindergarten and up) to attend two trips this year—one for Specials curriculum and one for their home class. The PTO may amend the \$2,000 budget for field trips in October 2024 if necessary.
- **Student Testing Support (STAAR) Subgroup:** Increase from \$0 to \$350.
- **Primary Classroom Supplies:** Correction needed to the blank row under this line specific item. Will replace blank row's title with Junior Players Theater Program. (Keep at \$3400)

Community Support Category

- **Meet the Teacher/Guide Subgroup:** Add \$200 to line item. This will cover a reimbursement to Ms. Low for funds spent on this year's Meet the Guide event.
- **Spring New Family Mixer and Show Me Night Subgroup:** These are the same event; remove one and keep the budget set to \$150.
- **Angel Tree (In/Out) Subgroup:** Increase from \$2,000 to \$2,500.

Staff Support Category

- **Teacher Meals Subgroup:** Keep set at \$2,000. Discuss potential amendment at the next PTO Executive Board Meeting. Note that Rusty Taco, Shake Shack, and Penne Pomodoro may sponsor 2-3 meals.
- **Specials Curriculum Subgroup:** Remove the line item.

Campus Improvement Category

- **Capital Projects (FY23) Subgroup:** No change but board agreed that added transparency regarding the use of funds from the Fun Run (\$20,000). Illustrate how these funds were used.
- **General Improvements Subgroup:** Currently set at \$1,000. Mrs. McKay requested a wooden shed for bikes used in her class. Sean McCarver will recruit members of the Dad's Club to assist. Target goal is to utilize about \$800 of this line item to buy supplies needed for this task.

2025 End of Year Budget Deficit

- In preparation for the upcoming September 3, 2024, PTO Full Board Meeting, Nancy Mitchell will pose a scripted question to Jalesa Harrison (Treasurer) about the \$20,000 deficit in the 2025 End of Year Budget line item. To anticipate the PTO member's concern and to further facilitate a transparent discussion, Jalesa will explain in layman's terms that the PTO is operating with zero surplus this year. Sheri Axe will assist with creating a basic visual (e.g., pie chart) in the PowerPoint slide to illustrate this during the presentation.

Action Items

1. Principal Toole:

- Clarify which Montessori materials DISD covers versus those requested by teachers.
- Discuss the allocation of Field Day funds with Mrs. McKay, specifically regarding snacks, water, supplies, and t-shirts. Explore the possibility of partnering with affinity group and incorporating a "Holi Day" event at end of field day.
- Set a target deadline for teachers to finalize field trip destinations.
- Follow up with historical request to the librarian on the wish list of books for the library.

2. Kellie Brown-Nelson:

- Share the Dollar General grant information for books to be used in the 2025 school year.
- **Link:** <https://grantprograms.dgliteracy.org/en/>

3. Nancy Mitchell:

- Prepare a scripted question for the September 3 PTO meeting to address the \$20,000 budget deficit.

4. Jalesa Harrison and Sheri Axe:

- Collaborate to create a visual (pie chart) for the September 3 PTO meeting presentation to illustrate the 2025 budget deficit and overall budget allocation.

5. Sean McCarver:

- Coordinate with members of the Dad's Club to build a wooden shed for bikes used in Mrs. McKay's class.

6. Myeshia Carter

- Include a new fundraising opportunity to the school newsletter, where parents can pay a fee to have a personalized birthday message for their child displayed on the school sign. Follow up with Sheri Axe for added detail.

Adjournment: 9:09 PM

PTO Meeting Attendance 8-27-2024

Timestamp	Meeting Date	Name	Email
8/27/2024 17:26:33	8/27/2024	Kellie Brown-Nelson	kellie.n.brown@gmail.com
8/27/2024 19:07:13	8/27/2024	Mackenzie mccarver	mackenzie.mccarver@gmail.com
8/27/2024 19:07:23	8/27/2024	Sheri Axe	sheri.axe07@gmail.com
8/27/2024 19:07:28	5/27/2024	Jalesa Harrison	harrisonfamily1714@gmail.com
8/27/2024 19:07:43	8/27/2024	Christina Conway	foreverconway@gmail.com
8/27/2024 19:11:54	8/27/2024	Sean McCarver	sean.mccarver@gmail.com
8/27/2024 19:15:24	8/27/2024	Brittany Engram	thebrittanyengram@gmail.com
8/27/2024 19:16:13	8/27/2024	Adriana low	adcampos@dallasisd.org
8/27/2024 19:16:17	8/27/2024	Ashley Toole	atoole@dallasisd.org
8/27/2024 19:17:48	8/27/2024	Deepa Mehta	deepaashah@gmail.com
8/27/2024 19:17:50	8/27/2024	Nancy Mitchell	nancyd.mitchell@gmail.com
8/27/2024 19:20:50	8/27/2024	Libby Hamer	libby.hamer@gmail.com