

MBE PTO Meeting Minutes

October 7, 2020

Meeting at the home of Stephanie Brown

In Attendance: Hill Weathers, Amy Moore, Stephanie Brown, Ashley Seligson, Kate Brinkley, Bridget Drennen, Sumner Rives, Susannah Baker, Shannon Cooley, Kitty Brown (via telephone), Lindsey Druhan, Mary Virginia Mandell

President - Hill Weathers

- CDC rules guide MB Schools decisions on distance and quarantining. Administrators are doing every thing they can to bring Jr High and High School back to 5 days; Sixth graders getting lockers; switching classrooms, and in-person Specials (no more carts). We are enjoying the little victories, moving in the right direction.
- Sixth graders can run the Hallow-eeek booths for the classes on Friday, during the PE shifts.
- It was decided to cancel the Book Fair for this year, but we will plan for having it in Winter 2022.

Kate Brinkley moved to waive reading of the September minutes as they were previously emailed out to the Board. Kitty Brown moved to adopt the September meeting minutes, and Sumner Rives seconded. Motion was passed unanimously.

VP Fund Development - Bridget Drennen

- Lancer Sponsors has wrapped up, raising \$190,000. The PTO budget for 2020-2021 is \$115,000.
- They are working on the names for the directory and signage and still deciding how to handle events (how they are executed, seating, etc.).
- Waiting for designs for Sportswear. The ordering window will be open for two weeks, with smaller inventory. They plan to deliver in the classroom unless intended as a Christmas present. Sportswear orders may be put in teachers boxes (like Scholastic books).

Treasurer - Stephanie Brown

- Moved Pay Simple processing fees to expenses section of budget.
- Haven't taken out September Pay Simple fees, another \$2000 to be taken out for Pay Simple.
- Sportswear sales made a small profit for water bottles and gaiters.
- We have used quite a bit of the Discretionary Fund for the outdoor bags and Lancer Sponsor gift cards. Ashley McCombs will highlight a team each week, and each staff member gets \$25. Stephen Faust's company will do personalized gift cards and a portal. Cards will be MBE branded. It will take 4-5 weeks for merchant approval. 85 staff members = \$2125; fees incurred—going forward no additional fees approximately \$2300 total
- Gift to the school—last year we gave \$65,000 3x a year (gave \$60,000 in July). This year, the money didn't go to normal items, but rather covering COVID-specific expenses; other considerations: kept a large carry over, \$122,000 (since we didn't know about how Lancer Sponsors would go in 2020). Balance is now around \$190,000, close to where we were. Finance Committee recommends giving \$80,000 this Fall instead of \$65,000,

more money to spend on the “normal stuff” that was postponed due to COVID-related expenses. The carryover would still be around \$100,000, enough for another big gift in the Spring if the Board chooses; gives flexibility to the administration

Treasurer Stephanie Brown made a motion to increase the Principal Discretionary budget item to \$80,000 total, per the Finance Committee recommendation. The motion was seconded by Treasurer-Elect Ashley Seligson and passed with unanimous support.

- Hallow-eek: Beginning to make payments and reimbursements, possibly will be over budget.

Mary Virginia Mandell mentioned Healthy Halloween gift bags that Jr High was provided teachers (includes Kleenex and hand sanitizer)

VP Technology - Lindsey Druhan

- Directory is at the printer early. After researching, keeping the printing at TransAmerica is still the cheapest option.

Treasurer Elect - Ashley Seligson

- Veterans Day is in full swing.
 - Volunteers are collecting pictures;
 - 5th grade will do a performance on the field (matching shirts and masks) 50 Nifty United States (with state posters); everything videotaped, presentation on the field. Something will be on the back of signs; compiled with photos.
 - It all will be sent to parents for a big viewing; working on sound quality.
 - Tyler Pilz is working on video, Coach K is using a drone; confetti canons;
 - Teachers are involved too. Veterans Service project, hosted by Ms. Andrews. They will be writing letters to Veterans, class poems.
 - 5th grade take over announcements that week instead of LCA, play Taps, Reveille.
 - Ms. Gravlee will do video footage of all the projects, this will also go into the final video project;
 - They will be creating care packages for Veterans.
- Holiday Program
 - PreK-3rd grade each will have one song.
 - Cross-artistic genres—some will use sign language, sing in Spanish, a rhythms piece, dance, a theatrical performance of the Night before Christmas; compiled into video pajama party (everyone can see it)
- Polar Express
 - Kids will have hot chocolate and cookies.
 - Winter Wonderland in the hallways.
 - Chairs for the Holiday Program;
 - May need someone to dress up as Santa?

VP Events - Sumner Rives

- Halloween
 - New name for Boo Bash
 - Stretching it to one week with theme dress up days (all are themes that use things people will already have at home) and sprinkling the contests through the week.
 - Pumpkin decorating- entries will be dropped off on Monday; it will give the teachers a reason to leave the classroom (walk through and vote on the various age groups)
 - A couple of "Day Of" events- costumes on Friday, six booths per PE (blacktop or field); gym v. porte-cochere

VP Volunteers - Shannon Cooley

- Candy—volunteers to prepare bags of candy;
- 3 ways to volunteer
 - (1) October 21st-23rd candy bag filling
 - (2) October 25th (Sunday) need 4 volunteers to decorate the school, lunchrooms and porte cochere,
 - (3) 9 volunteers- 6 for set up, 3 for break down, although no cap—can be more volunteers
- Substitutes- 15 people lined up by Amy Reese; Kelly's services 1.5 of training; finger print at Drug Testing place in 5 Points; certification is good for 5 years.
- Expressions - Upload the writing and photography; Art drop off could be done like the pumpkins for the decorating contest; Lots of people coming in at one time; Create a video of Winner announcements rather than an in-person ceremony; consider going all virtual. Possibly do yard signs for the winners; The theme is Reflections of Kindness.

President-Elect - Amy Moore

- Nominating Committee- working on it this month, announcing soon. According to the By-laws, the committee is the Parliamentarian and 2 people, not on PTO Board this year or next; they will meet with Ashley McCombs; Ideally will choose parents with children in different age groups so that there is grade representation.

Parliamentarian - Mary Virginia Mandell

- Discussed Board of Education level changes to COVID policy; most affect the upper grades (Jr High and High School)

VP Communications - Kitty Brown

- Carla Ward has been doing great with Village Living reports.

Other Business

By-laws were last updated in April 2018. Stephanie Brown noticed a couple of outdated things in the by-laws. Hill requests we look through the sections between now and February to ensure that the processes meet our current procedure. Please send any revisions to Kitty Brown.

The meeting was adjourned, and the next PTO Board Meeting is scheduled for November 5, 2020 at 12:00pm at the home of Hill Weathers.

Submitted by Kate Brinkley
MBE PTO Secretary