



Merryhill Midtown- Parent Teacher Student Organization

Minutes of the March 4, 2021 MMPTSO General Meeting

I. Welcome- Priya Chisholm

The meeting was called to order at 5pm. Priya stated that due to Covid 19 County Health Regulations, the meeting will take place virtually. Participants were asked to rename themselves with their full name and grade level for attendance purposes. Furthermore, there was a link to a digital attendance sheet posted in the chat box to capture all attendees who filled out the form. The attendance sheet will be reposted throughout the meeting.

Present: Priya Chisolm (President), Melissa Chechourka (Vice President), Stacey Edgar (Treasurer), Jackie Simon (Secretary), and Elaine Wesphal (Head of School). Student Government Representative was: Sadie Westphal (Secretary) and Copeland Williams (Spirit Coordinator). Other attendees listed in alphabetical order: Veronica Angin, Erika Arthur, Tia Chen, Kris Chisholm, Sally Chow, Ashley Cornejo, Nicole Gerdts, Morgan Lefforge, Nichole Morgan, Yoko Mortel, Shephali Patel, Hito Phew, Shellie Nast, Diana Nguyen, Kim Tanimoto, Stacy Toledo, Joseanna Tse, Katie Vavao, and Amber Williams.

II. Treasurer Report- Stacey Edgar

- A. Review of current finances- Deposits this month were \$617.74 including: monthly Nugget allotment, Amazon Smile quarterly disbursement, the Minted fundraiser check, and a reissued check for the School Cents program in 2019-20. No expenses this month. Current balance as of 3/2/21 is \$10,456.84.
- B. Of note in the Budget vs. Actual handout is that the organization is doing well. We are over budget in revenue by \$3,600.00 and under the yearly proposed budget expenditures by \$674.00. There is a payment pending for up to \$250 for T2 teacher appreciation.
- C. Stacey explained Teacher Appreciation Week is coming and we have additional funds to allot for expenditures.
- D. The Treasurer's report included 2 attachments:

- a. Profit and Loss statement July 1, 2020 to February 3, 2020
- b. 2020-21 MMPTSO Budget vs. Actual
- E. Priya asked to address the current budget for Teacher Appreciation. Original budget was set for \$1300.00. Stacey explained that Amazon Smile and Nugget payments will continue through the end of the year and the Mountain Mike's fundraising payment is pending which will add more funds.
- F. Jackie Simon asked for Stacey Edgar to explain to the members what the "restrictive funds" represent for newer members and those that might not remember. Stacey explained that these funds represent projects approved last year (2019-20) pre-Covid. When the school re-opens, the members may still want to complete these projects or members can vote to reallocate the funds or unrestrict the funds.
- G. Joseanna Tse clarified that at the end of this school year, the budget will be reviewed and money can be reallocated by vote by the members. Stacey agreed and shared that she would review with the next Treasurer on the Board.

III. Approval of the February Meeting Minutes- Priya Chisholm

The minutes for the February 4, 2021 meeting were approved as submitted.

IV. Update from Administration- Elaine Westphal

- A. There will be a lot of events happening between now and Spring Break so be sure to read the newsletters for updates. Historical events, like Pi Day, have been reinvisioned. Student Council will report on that later in the meeting.
- B. Mr. Kennedy will be launching his 3rd Fierce Challenge with a fitness game including a tangible game board and take home kit to play with the family. Families are encouraged to sign up and get engaged.
- C. An author event has been secured for the April Distance Learning day the afternoon of April 2nd. The author was recommended by a local teacher. The book integrates culture and music.
- D. The author day will also be the final day of the Virtual Scholastic Book Fair which begins on 3/29/21.
- E. Summer Camp details will be coming out around 3/15. The hope is to offer a full workday program operating from 7 or 7:30am - 4:30 or 5pm. The camp will operate in limited capacity following guidelines of cohorts with staff and students. Families should not wait to register due to the

limited capacity. The school will need to stay within Covid guidelines for summer camps.

- F. Progress is being made on hiring a school counselor. Ms. Westphal is hopeful of progress and eager to share more information soon.
- G. Priya Chisholm asked for administration guidelines on what parents can/can not do for staff during Teacher Appreciation Week. Ms. Westphal stated she is open to the possibility of decorating indoors once children are excused and staff, that may be uncomfortable, may leave as well. Lunch may occur, but it can not be served by PTSO.

V. Update from Student Council- Copeland Williams

- A. Pi Day is coming up (3/14). The Student Council has created a bingo card with a 5x5 grid. For every 5 items completed, a student gets an entry into a drawing. There is a maximum of 4 tickets to be won. The drawing earns the opportunity to throw a pie into Ms. Westphal's or Mr. Wallis' faces or other prizes. Entries are due 3/12/21.
- B. Spirit Week will be discussed at the Student Council meeting tomorrow.
- C. The Student Council is hopeful to plan an outside graduation breakfast with social distancing for the 8th grade class.
- D. Field Day is not likely to occur this year due to Covid. However, the Student Council is planning an optional activity for families and students to get up and move around that day.
- E. Jackie Simon encouraged Student Representatives to ask for money for Pi Day prizes if needed given the current status of our financials.
 - a. Priya Chisholm reminded Student Reps that with the updated bylaws, they can make and second motions. Board members are happy to help with making or wording the motion if needed.
 - b. Ms. Westphal reminded Student members that the school can not purchase gift cards for prizes, so that might be an item to request.
 - c. Amber Williams encouraged the Student members to request money today since the event will be next week.
 - d. Sadie Westphal shared that specific prizes had not yet been decided.
 - e. Stacy Toledo commented in the chat- "As a prize, can you get a gift certificate for the Real Pie Company which is down the street from school?"
 - f. Amber Williams made a motion for \$100 for Pi Day event prizes.
 - g. There was some discussion about spending up to an amount of \$100 and explaining the process to the Student members.

- h. Kim Tanimoto seconded the motion
- i. Poll was launched and there were 100% yes votes. Motion passes.

VI. Vote and/or Discussion-

- A. 8th Grade Virtual Auction- Priya Chisholm
 - a. The link for the 8th grade virtual auction will be sent out on 3/28 via the Sunday Family Newsletter.
 - b. There are approximately 40 items for auction.
 - c. Donors were thanked for their generosity.
 - d. All money earned goes toward celebrating the 8th grade class for graduation celebrations/events.
- B. Special Committee for Bylaws- Jackie Simon
 - a. The committee has separated out the sections for review and editing.
 - b. The committee will meet next Thursday for review.
 - c. The goal is to have the SOPs reviewed and approved at the April general meeting.
- C. Teacher Appreciation Week Committee- Priya Chisholm
 - a. Priya Chisholm shared that the Committee is seeking volunteers. Volunteers can email PTSO or sign up in the chat. A lead for the committee is the greatest need right now.
 - i. Nichole Gerdts volunteered in the chat.
 - ii. Erika Arthur volunteered in the chat.
 - b. Shellie Nast asked for the dates of the week which is 5/3-5/7.
 - c. Jackie Simon asked how many volunteers we have signed up to date so whomever steps up knows that there is volunteer support. Priya replied that there are 5 people on the committee so far.
 - d. Shellie Nast asked what the vision is for the week? Is it a daily event? Priya explained that the committee can design the week however they decide. There was much discussion on what happened last year which was planned and then halted due to Covid. Ms. Westphal and Jackie Simon offered to review prior notes and minutes for plans from last year.
 - e. Shellie Nast volunteered to lead TAP Week.
 - f. Last year, there was some kind of “up” theme. There were several comment in the chat:
 - i. Ashley Cornejo asked, “Who should we send our ideas to?”
 - ii. Shellie Nast posted, “who could share what we did virtually last year?”

- iii. Stacy Toledo shared, "I miss the door decorations :("
- iv. Elaine Westphal posted, "Drink it up, Cheers it up, wake up, sweeten it up, fork it up."
- v. Shellie Nast shared "love the day of the week "up" themes."
- vi. Elaine Westphal stated "Thank goodness for Shellie :)" and "Yes, about 68 +/- [staff]"
- vii. Ashley Cornejo commented, I volunteered to help with teacher appreciation week. Should I email Shellie with ideas?"
- g. Joseanna Tse asked if the budget for the TAP week could be revisited. There was much discussion about money.
 - i. The current amount for TAP week after the T2 allocation is \$834.00
 - ii. Shellie Nast was willing to make that work.
 - iii. Jackie Simon recommended increasing the amount to at least \$1200 for the week since finances are so good. Shellie Nast agreed that could work.
 - iv. Joseanna Tse asked if the committee could get more if we have the ability in the budget to spend more.
 - v. Sally Chow agreed that more money would be nice given that \$1200 is only \$18 per person which is not much.
 - vi. Shellie Nast made a motion for spending up to \$2000 for the 2021 TAP Week.
 - vii. Stacey Edgar seconded the motion.
 - viii. Poll was launched. 20 yes, 0 no, 1 abstention. The motion passed.
- h. Kim Tanimoto requests flexibility so that the committee could come back and ask for more funds if needed.
- i. Priya Chisholm agreed that members can always make that request.

D. Election Committee- Shellie Nast

- a. Priya Chisolm shared that all Board positions are open. Roles were reviewed.
 - i. President- The primary role of the President is to work collaboratively with the PTSO Board, members, teachers, Student Council and administration regarding activities and events. The bulk of the President's time is spent answering

questions about PTSO and the school. Priya shared that it's a great way to meet parents and families. The main tasks are to run the general meetings and the Board meetings.

- ii. Vice President- Melissa Chechourka explained that her primary role is to support the role of the President and other duties as assigned.
 - iii. Treasurer- Stacey Edgar shared that her role is to collect funds, deposit funds in the bank, and disperse funds per member approval. The treasurer also prepares an annual budget for review and approval and presents the monthly financials at every general meeting. The treasurer also files annual tax returns.
 - iv. Secretary- Priya explained that Jackie Simon is the current Secretary and that her role is to take notes during meetings and records them for the organization.
 - v. Ultimately, the Board works together to support each other and roles sometimes fluctuate depending on needs. The Board is a collaborative effort.
- b. If members are interested in running for a Board position, contact Shellie Nast via email. Her email will be posted in the chat.
 - c. The election will be on 5/6/21 which is the last general meeting of the year.
 - d. Nominations will be actively solicited for 2 weeks from 4/19-4/30. Shellie will coordinate with Ms. Westphal for information to be shared in an upcoming family newsletter. Candidates can be nominated at any time and will be accepted up to the last minute.
 - e. All Board members are able to answer questions and welcome inquiries.

VIII. Upcoming Events- Priya Chisholm

- A. Virtual Water Science Assembly (3/5 from 1-1:45pm)
 - a. More info in the teacher emails
- B. 2nd Trimester Teacher Appreciation (3/5)- Shellie Nast & Cathy Senderling
 - a. Beverage care packages were created with coffee, tea, and hot cocoa based on preferences stated in the staff favorites lists. The color scheme was Merryhill Mustang colors. Packages will be delivered tomorrow.

- b. Stacey Toledo asked if the OA staff was included. Shellie Nast replied they were included.
- C. Virtual Online Danger Seminar for Adults (3/18 from 6-7:30pm)
- D. Virtual Silent Auction for 8th Grade (end of March)
- E. Teacher Appreciation Week (5/3-5/7)
- F. Board Elections (5/6)
- G. Virtual Book Fair (3/29-4/2)

IX. New Business- Priya Chisholm

- A. Stacey Toledo would like to recognize Jackie Simon as an active member and founding parent with some sort of gift because this is her last year. Stacey asked knowing that Jackie had left the call and was hoping to have it be a surprise. Priya explained that meetings are recorded for her to complete the minutes. Priya requested more discussion be done offline.
- B. Priya asked Ms. Westphal if the water science assembly is accessible to all students in OA or only Midtown families. Ms. Westphal stated that she wasn't sure, but believed it was only for the Midtown campus. There are some events that are specific to certain campuses to accommodate for numbers when planning, although if some students from other OA campuses attend, it's not a big problem.

Next meeting is on Thursday, April 1, 2021.

Meeting is adjourned at 5:58pm.

Submitted by Jackie Simon, Secretary _____