



Merryhill Midtown- Parent Teacher Student Organization

## **Minutes of the February 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: Copeland Williams (Spirit Coordinator). Other attendees listed in alphabetical order: Miguel Aguallo, Kris Chisholm, Tony Cuny, Kristy Dias, Caroline Dunn, Natalia Garcia, Nicole Gerdts, Morgan Lefforge, Jessica Mills, Yoko Mortel, Stacey Muse, Shephali Patel, Hito Phew, Shellie Nast, Diana Nguyen, Mellonie Richardson, Cathy Senderling-McDonald, Sam Smalls, Kim Tanimoto, Stacy Toledo, Joseanna Tse, and Amber Williams.

### **II. Approval of the January Meeting Minutes- Priya Chisholm**

The minutes for the January 7, 2021 meeting were approved as submitted.

### **III. Update from Administration- Elaine Westphal**

- A. There are a number of projects in the works, but more will be revealed at the next meeting and beyond.
- B. The school is gearing up for the annual CTP testing which is always completed in the springtime.
- C. Re-enrollment for current family is complete. Our school was the #1 for the percentage of re-enrollment (96%) in the entire company. Our phone lines have been ringing off the hook with new families and some families that left are returning.

- D. Priya prompted an explanation of Kindness Week. Ms. Westphal explained that Kindness week would be combined with a Spirit week theme and Valentines Day. Staff will have a kindness challenge also. The purpose is to promote positive thinking and build on empathy. There will also be a collection drive for a local non-profit. Check the newsletter for more information.
- E. Valentine's Day guidelines will require students to bring items in early so that staff can assemble Valentine gifts by student in ziploc bags. This allows for time in between items brought from one family and delivered to another. Individual families can make decisions on how they wish to handle the items. No parties and no homemade treats.
- Question in the chat by Nicole Gerds- when will the list of students be sent out for next week?
  - Ms. Westphal answered that teachers will be handing out lists in their Friday newsletters. Parents are recommended to use the term "friend" rather than the name of the student the younger the grade.
- F. Ms. Westphal was asked about the status of the school counselor position. She stated that she has been interviewing and has not found the right fit. She is trying to be patient and find what the school is looking for in the position. Ms. Dayton left her position because she opened up her own private practice.
- G. There is a new Director of Admissions. Her name is Roxanne Lopez. She is not someone parents may see a lot, but she is a new staff member.
- H. Student Council Representative, Copeland Williams, shared that their first meeting was full of ideas. They are working on planning an outdoor 8th grade breakfast, Pi day, Spirit Week, and virtual Field Day. Priya reminded members that the first Friday of each month allows for Student Council to meet via Zoom. Jackie reminded Copeland that PTSO has money to use that is designated for 8th grade if they need assistance.

#### **IV. Treasurer Report- Stacey Edgar**

- A. Review of current finances- The total balance as of 2/3/21 is \$9839.10. Nugget and Box Tops checks were deposited. The only expense was the Bingo night prizes. The Minted fundraiser check is pending arrival.
- B. 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

- C. Question was asked about current membership numbers this year. PTSO budgeted for \$875.00 and we have brought in \$1520.00 to date. Memberships have dropped off at this time of the year, which is typical.

**V. Vote and Discussion- Priya Chisholm**

- A. Special Committee for Bylaws- Jackie Simon
- a. Committee members were introduced and thanked: Miguel Aguallo, Veronica Angin, Caroline Dunn, Renee Rodgers, Sam Smalls, and Kim Tanimoto.
  - b. Covid motivated PTSO to update the current bylaws. Typically, bylaws are renewed every 5-7 years, so this is timely.
  - c. Priya created the Special Committee. Jackie agreed to lead the committee because she was on the original committee that created the bylaws when they were created in 2014. PTSO recruited volunteers and the committee had a wonderful diverse group of veteran and new members.
  - d. The committee met regularly over the last few months and collaborated as a team as well as breaking into smaller groups.
  - e. Bylaws are a framework for the organization. They are less detailed than they could be to allow some flexibility in procedures. The committee will create SOPs in the future to give more detailed procedural guidelines. Bylaws will go into effect once they are approved by the membership, hopefully tonight. SOPs will take effect once they are created and adopted at a later date.
  - f. As this is Jackie's final year at Merryhill, the committee has decided to move ahead and finish this process so the project is complete before the end of the school year.
  - g. Comments from the committee- The committee was dedicated, thoughtful, and a wonderful cross-section of members. The committee enjoyed working together and produced a good product. Parents are encouraged to review, ask questions, and participate in discussion.
  - h. Discussion-
    1. Commercial paper section was stricken from the documents, but upon further review and advice of a paralegal the commercial paper section should be reinstated as it was in the original bylaws.
    2. Shellie Nast asked for clarification on when the bylaws are in effect. The answer is, "immediately after they are approved."

3. Stacy Toledo commented in support of keeping the “commercial paper clause” in. She also recommended that we verify if our organization needs to turn in the bylaws to the Secretary of State, as it may not be required since it is an internal document.
4. Priya shared, as a practicing attorney, she supported the recommendation to keep the “commercial paper” clause.
5. Stacey Edgar said she would check on that point.
6. Stacy Toledo asked about the wording under “parliamentary authority.” She cautioned the committee to not be bound by Robert’s Rules of Order, but rather be “supplemented by the addition of Robert’s Rules of Order.”
7. Priya added and the committee agreed and recommended that the clause be corrected to say “including but not limited to the current edition of Robert’s Rules of Order.”
8. There was a request for a motion regarding the bylaws.
9. Shellie Nast made a motion to accept the bylaws as edited on this call.
10. Sam Smalls seconded the motion.
11. Voting commenced with some technical issues. Therefore, Priya requested that members post their votes in the chat to be documented for the minutes. The final count= 19 yes, 0 no, and 7 abstentions.

B. 2nd Trimester Teacher Appreciation (3/5) Shellie Nast and Cathy Senderling-McDonald

- a. T2 Teacher Appreciation Proposal was shared including 3 suggestions:
- b. Popcorn bundles (4 packages) \$100-\$150  
Coffee bundles (2 packages per teacher) \$225-\$275  
Bagel Bar- (bagels, smear, and coffee) \$175-\$225
- c. Questions in the chat/live:
  1. Mellonie Richardson, “Does the 68 include OA teachers?”
  2. Jackie asked if the committee would like to consider a dollar amount rather than a particular package so that if there are challenges with implementing the plan, the committee can use their judgement to make a final decision.

3. Jessica Mills, "What if they are tea drinkers? is there an option for that?"
4. Jackie said "I can send you the favorites lists."
5. Jessica Mills, "All great suggestions!"
6. Sam Smalls, "I like the option of adding tea to coffee packages."
7. Morgan Lefforge,"Love the idea that the coffee/tea bundle supports small business."
8. Sam Smalls asked if the popcorn bundles include flavorings?
9. Mellonie Richardson, "Like the theme idea and make sure that money is included for packaging the items."
10. Committee was asked if they wanted a specific amount. They replied that they would ask for no more that \$225.
11. Stacey Edgar made sure that packaging is included. Based on her assessment of the financials, the budget for Teacher Appreciation for the year is \$1300 of which \$215 has been used. Stacey reminded members that we are over \$3000 budget in revenue.
12. Priya clarified that would leave \$800 for the rest of the year. At which time, we could request additional funds since the budget was created without knowing the future in regards to in person or OA schooling.
13. Jessica Mills made a motion to support a T2 Teacher Appreciation budget not to exceed \$275.
14. Mellonie Richardson seconded the motion.
15. Voting commenced with some technical issues. Therefore, Priya requested that members post their votes in the chat to be documented for the minutes. The final count= 20 yes, 0 no, and 7 abstentions.
16. Cathy shared that tea is offered in pitcher size tea bags with the Community coffee company.

## **VII. Recent Events- Priya Chisholm**

### **A. Virtual Bingo event- Adriana Smith and Morgan Lefforge**

#### **a. Request for feedback:**

1. Priya shared that her family attended and had a great time.
2. Jackie shared she enjoyed watching the kids get excited and they had a ton of enthusiasm. Noah Nast was the oldest kid,

7th grader, and when he won he gave his prize to a younger student. She also loved the music, kids' jokes, and the chicken dance.

3. Shellie Nast shared that her student had a great time and would do it again.
4. In the chat:
  - a. Cathy Senderling-McDonald, "Bingo was fun even though my kiddo and I didn't get a bingo!"
  - b. Jackie Simon, "I had a BLAST! I loved listening to all the kids get excited!"
  - c. Shellie Nast, "My 7th grader loved bingo night."
  - d. Mellonie Richardson, "I hate we missed it."
  - e. Shephali Patel, "We enjoyed it as well. Mr. Wallis was helpful with the link to the cards. Yes, I wish we could have engaged older kids as the young ones like them."
  - f. Mellonie Richardson, "Can't wait for the next time"
  - g. Jackie Simon, "Maybe the Student Council could help host the game night?"

### **VIII. Upcoming Events- Priya Chisholm**

- A. Virtual Online Danger Seminar for Adults (TBD)- older students can attend with parental supervision. If the first seminar goes well, we will try to schedule something with families.
- B. Virtual Silent Auction for 8th Grade (End of March)- google form can bid on items live. Proceeds raised will benefit the 8th grade. If you wish to donate, contact us via email by 2/24/21
  - a. Question in the chat:
    1. Shellie Nast, "do you take \$ donations or only tangible items?"
    2. Jackie Simon, "We will take anything you want to give!"
    3. Stacey Edgar. "We will take money earmarked for the 8th grade class."
- C. Virtual Water Science Assembly (3/5 from 1-1:45pm)- Administration is coordinating a water science assembly with the sewer district.
- D. Teacher Appreciation Week (5/3-5/7)- likely to be virtual. Volunteers are needed. Please sign up in the chat.
- E. Board Elections (5/6)- All positions are open. We need a nominating committee. Looking for volunteers. Please sign up in the chat.

- F. Virtual Online Dangers Seminar for Kids (TBD)- If the first seminar goes well, we will try to schedule something with the

**IX. New Business- Priya Chisholm**

- A. Sam Smalls announced that he participated in the financing for the new Powerhouse Science Museum and he recently toured the facility. It looks fantastic. The Museum is trying to launch a soft opening of summer camps as an augmentation to summer events for students.
  - a. Cathy Senderling McDonald, “Thanks for the update Sam! This is so exciting.”

Next meeting is on Thursday, March 4, 2021.

Meeting is adjourned at 6:05pm.

Submitted by Jackie Simon, Secretary \_\_\_\_\_