



Merryhill Midtown- Parent Teacher Student Organization

## **Minutes of the December 3, 2020 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 write their full name and grade level in the chat 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. Additionally, the meeting will try the polling feature on Zoom for voting this meeting. Members were reminded that they need to be in good standing to vote. Any questions can be directed to the Board privately or in the chat.

Present: Priya Chisolm (President), Melissa Chechourka (Vice President), Stacey Edgar (Treasurer), Jackie Simon (Secretary), and Elaine Wesphal (Head of School). Student Government Representatives were: Sadie Westphal (Secretary) and Copeland Williams (Spirit Coordinator). Other attendees listed in alphabetical order: Veronica Angin, Erika Arthur, Kai and Tia Griffin-Chen, CHris Chisholm, Morgan Lefforge, Yoko Mortel, Shellie Nast, Shephali Patel, Cathy Senderling-McDonald, Diana Nguyen, Aaron Okazaki, Sam Smalls, Adriana Smith, Rosemarie Speth, Monique Stovall, Kaoru Suzuki, Kim Tanimoto, Stacy Toledo, and Gurjeet Toor.

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

The minutes for the November 5, 2020 meeting were approved as submitted.

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

Ms. Westphal discussed the upcoming Staff Development Day, December 18, 2020. Ordinarily, the administration hosts a holiday event to celebrate, but gathering is not allowed due to Covid. Therefore, the administration is planning a "Good Job Raffle." The raffle will be outlined in the Sunday newsletter. They are looking for raffle items to be able to recognize and gift all staff members. Our parent community is often generous with teaching staff, but the administration

also wants to recognize other staff members: elective teachers, office staff, support staff, etc. There are no guidelines or restrictions for gifting. Creativity is encouraged. Gifts, gift cards, or “coupons” are welcome. Items can be shipped or mailed to school, or dropped off during student drop off/pick up through 12/17/20. The Sunday newsletter will also include a link to the One Voice Children’s Choir based off of an Alicia Keys song to highlight everyday heroes. Raffle prizes will be drawn throughout the teacher work day on 12/18/20.

- ❖ Question in the chat: Does the raffle include OA teachers too? Regardless will donate. <3
  - OA teachers will be taken care of separately because teachers reside all over the US. Administrative staff will be mailing gift cards to them. OA families are encouraged to recognize their teachers too.
  - When asked if custodial staff was included, they are not included in the raffle. However, it was proposed that PTSO donate money to purchase gift cards to custodial staff to recognize their work, as has been discussed at prior meetings. Ms. Westphal is willing to coordinate with the cleaning manager. Members will vote on this matter later in the agenda under New Business.

From the chat:

- ❖ I love that we are including everyone. Is security included?
  - Yes. DaRon and Tom (the PM security guard) are included in the raffle.
- ❖ Awesome!! Thanks!
- ❖ I appreciate we have security guards.
- ❖ ^Me too! We love them.
- ❖ also big snaps for having our security guards! love having them on duty to keep everyone safe.
- ❖ Just FYI - our overnight guard’s name is Tom. Daytime guard you all see is DaRon.

Ms. Westphal was asked how to give gifts to staff this year given the no contact policies in place. Drop off and Pick up staff is willing to help get gifts and items to staff as needed as long as they are well marked. Larger items that may require assistance to unload should be dropped at the end of drop off or pick up times so that traffic is not held up.

Priya Chisholm acknowledged that Student Council representatives are present. Sadie Westphal introduced herself as the Student Council Secretary. Copeland Williams introduced herself as the Spirit Coordinator. Sadie shared that the Student Council is currently working on a mask project called the “Merryhill Mask Showdown.” They are working with the Vice Principals to create

guidelines for decorating, voting, and prizes. They are also hoping to launch the annual "Give Back Bingo" game, but they are waiting to hear about the Governor's guidelines before they launch that event. They were invited to stay for the meeting. They did not have questions for PTSO when asked. However, Copeland expressed that she was happy to learn some of what PTSO was doing for the school.

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

- A. Review of current finances- The total balance as of 11/03/20 is \$9222.89. Monthly deposits and expenses were reviewed including a \$197.61 deposit for the Shoparoo 2019-20 program which was recently mailed to the school.
- B. Ongoing fundraising collections were mentioned briefly.
- C. The Treasurer's report included 2 attachments:
  - a. July 1, 2020 to August 31, 2020
  - b. 2020-21 MMPTSO Actual vs Budget

#### **V. Event Fundraising- Melissa Chechourka**

- A. Mountain Mike's funds will be received within 4-6 weeks of the event which was at the end November, so hopefully the check will arrive soon.
- B. Fleet Feet fundraiser raised a little over \$100. Stacy Toledo shared that the store would like to partner with us again next year.
- C. 8th Grade Holiday Chocolate Shopping- A fundraiser for the potential of an 8th grade graduation event. Virtual shopping is available through 12/4/20. So far, \$325.56 of profit has been generated by 2 participants. Sales to date are \$1231.80. When asked if this fundraiser was available for future fundraising. Yum-raisers are available at any time, but the Christmas holiday generates the most money. Easter is second and Valentine's Day is 3rd for funds generated. Money can be made quickly. The profit to date is more than PTSO makes at most fundraising dinner nights. Shipping for candy items is fast. The following questions/comments were in the chat:
  - a. Can you share the link for the Sees fundraiser?- Jackie will get links and share them with members who requested them.
  - b. yes, I was not aware there was a link. Thank you, Jackie!!!!
  - c. fat cat bakery has a great fundraiser. organizers get 50% back. we just did it for scouts and the troop raise \$1700 in 2 weeks with very little effort. the scones and cookies sell themselves
- D. Minted- December- Priya Chisholm

- a. Ongoing through 12/31/20.
- b. Raised approximately \$185 to date.

**VI. Special Committee- Bylaw Updating- Kim Tanimoto**

- A. We are meeting regularly to trim them down the bylaws and be clear on main points and move details to SOPs.
- B. We plan to present the bylaw draft in January to the membership. SOPs will be worked on later.

**VII. Recent Events- Priya Chisholm**

- A. Virtual Run to Feed the Hungry- We had almost 50 participants and raised approximately \$900 for the Sacramento Food Bank.

**VIII. Upcoming Events- Priya Chisholm**

- A. Stuffed Animal Drive- on 12/16/20 we will be collecting new or gently used stuffed animals for the Family Services of the Sacramento Food Bank during the am/pm drop offs and pick ups.
- B. Virtual Bingo Night- Adriana Smith and Morgan Lefforge are working to host a game night on 1/22/21 from 6:30-7:30pm. There was a question about this conflicting with the Student Council Bingo, but that is a different kind of event to complete service activities as individuals. Ms. Westphal also advised Morgan Lefforge to connect with Mr. Wallis about using the school Zoom account to save money for PTSO. Prizes for 1st, 2nd, 3rd and a grand finale are planned which will require funding.
  - a. Call for a motion for \$100 for Bingo night.
  - b. Kim Tanimoto made a motion for \$100 for prizes.
  - c. Melissa Chechourka seconded the motion.
  - d. There was no discussion.
  - e. Virtual Poll was launched after discussion of how to vote on a mobile device was explained. 15 yes, 0- no and 1 abstained. Motion carries.
- C. Second Trimester Teacher Appreciation- scheduled for the end of February. Priya Chisholm made a request for volunteers. A member requested a description of effort required by the volunteer needed. Priya explained that volunteers can get creative and make it their own. Coffee and donuts, and caramel apples have been done in the past. Funds are available to use. Historically, PTSO has allotted approximately \$100 per trimester. However, PTSO currently has more money for membership dues than budgeted. Therefore, PTSO asks that if there are ideas and

additional funds needed for an event, the request should be presented at a meeting for approval by the membership. Teaching staff is approximately 40, but with ancillary staff the total is 60. Ms. Westphal requests that the items be labeled with names and easily dispersed, and not a communal event. The end of the trimester is 2/26/21. Report card day is 3/5/21. Ms. Westphal stated the later date is better if Covid precautions are in effect because no students are on campus. Ms. Westphal would like to encourage local shopping. Shellie Nast volunteered to coordinate the second trimester appreciation event.

- D. Online Dangers- Shephali Patel recapped her prior discussion and shared that she has received feedback from parents and staff about her fact sheet and made updates accordingly. The final draft will be shared with Ms. Westphal soon. Shephali has made contact with a local FBI agent for an online and gaming education presentation and she is hoping to schedule a speaker in the Spring. The fact sheet will be shared with a future MH newsletter.

**IX. New Business- Priya Chisholm**

- A. This agenda item was added to connect with the various groups within the school (OA, AM, PM).
- B. There was a request for the staff favorites list for the holidays. There was discussion about how to distribute the favorites list to families utilizing reps and PTSO member emails. Jackie Simon will email all members with the favorites list.
- C. Request for a motion for \$150 for the janitorial staff to acknowledge them over the holidays. Discussion encouraged supporting local businesses.
- D. Morgan Lefforge made a motion for \$150 gifts for the janitorial staff.
- E. Erika Arthur seconded the motion.
- F. Virtual Poll was launched. 18 yes, 0- no and 0 abstained. Motion carries.

**X. Resources- Priya Chisholm-** Resources were reviewed as listed in the agenda.

Next meeting is on Thursday, January 7, 2020.

Meeting is adjourned at 6:00pm.

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