



January 2021 PTG Meeting

Minutes

**Date: Tuesday, January 11, 6:00 pm to 7:30 pm
Via Zoom**

I. Called to Order by Laura Munoz at 6:05 pm.

II. Attendance

a. 2021/2022 Board/Committee Reps:

PTG Board:	Name:		Standing Committees:	Name:	
President:	Laura Munoz	X	Art Committee:	Emily Thompson	X
Vice President:	Angela Wong	X	Assemblies Committee	Megan Segle	
Recording Secretary:	Cindy Soulier	X	Communications Committee:	Mary Langley	
Treasurer:	Melisa Phillips		Hospitality Committee:	Taylor Casaccia	X
Parliamentarian:	Mariana Moore	X	Music Committee:	Ann Brooner (M.Wicklow)	X
Historian:	Nikki Sutherlin	X			
Corresponding Secretary:	VACANT		Volunteer Committee:	Safi Rifkin	
Financial Secretary:	VACANT		Yearbook Committee:	Cat Williams	X
MF Principal:	Rhonda Flemming	X	Fundraising Committee:	VACANT	
MF Teacher Rep:	Kate Estrada (Hale Burckin)	X	Overall attendance (PTG general members)	15	

III. Approval of Agenda - Mariana Moore moved to approve the agenda; Nikki Sutherlin seconded; approved.

IV. Review/Approval of Minutes

a. Approve November Minutes - accidentally skipped; will be revisited at next meeting.

V. Principal's Report by Rhonda Flemming

a. Books & Blankets and the Giving Tree in December were both a huge success and she and the staff are very grateful to the PTG.

b. COVID - MFE continues to adhere to our protocols; guidelines were revisited with the students last week.

c. Band - 4th and 5th graders are able to begin band this week after school on Wednesdays (outdoors).

d. STEAM Wheel - begins this Friday for grades 3-5.

e. Brick Space - to be scheduled soon for K-2 grades.

f. Schoolwide expectations (Be safe, Be kind, Be responsible) are being revisited:

i. What does it look like? What does it sound like?

ii. This month's word of the month is Kind.

iii. Song of the month will be unveiled soon; it will focus on Kindness.

- g. MFE was awarded a grant to partner with Mindfulness Life Project that will fund outdoor assemblies focused on social-emotional learning (SEL) and mindfulness.
 - h. NWEA assessments for reading & math - 2nd round will start soon.
- VI. President's Report by Laura Munoz
- a. PTG Meeting - in the December meeting, the Board decided to amend the bylaws so that all the meetings during the school year would be open to the general PTG. (This point was revisited under New Business)
 - b. Open positions - there are several open positions (see chart above)
 - i. Rachel Segle agreed to step up with Angela Wong to help with Yearbook, since Cat Williams is stepping back.
 - c. IRS non profit status - still pending, but expecting approval shortly.
- VII. Treasurer's Report by Melisa Phillips - not present, but Laura guesstimated that we have roughly \$60,000 in the PTG account.
- VIII. Faculty Report by Kate Estrada -
- a. The Scholastic book order arrived today with the books for each student.
 - i. This will be a New Year present from PTG to the student body.
 - ii. Teachers chose the book by grade level.
 - iii. Laura Munoz, Mrs Flemming and Michelle (front desk) will organize getting the books sorted and PTG stickers into the books so that they can be distributed.
 - b. Read at Home Program
 - i. Some of the teachers would like to revive and expand this program to all grade levels.
 - ii. How it worked in past for K-1: Each grade level sets a minimum number of minutes to read per month; if the student reaches the goal, they get to choose a free book (purchased by PTG).
 - iii. Kate inquired if the PTG would be interested in sponsoring this?
 - iv. Laura will check if the money is still in the budget. It used to be just for K-1, would like to expand it to upper grades...
 - c. One School, One Book -
 - i. Kate is reading the book now and is very positive about it (Fenway and Hatty)
 - ii. Megan Segle gave her a folder of activity options to consider.
 - d. Teacher reimbursement -
 - i. Each year PTG will reimburse up to \$250 of supplies for classrooms, as chosen by the teacher.
 - ii. Teachers are wondering about the process to get reimbursed for classroom supplies;
 - 1. Laura Munoz let her know that the forms are ready for teachers pick up in the teacher work room
 - 2. Forms can then be submitted to Laura through the PTG email.
- IX. Standing Committee Reports

- a. Art Committee - Emily Thompson
 - i. Art Zone update -
 - 1. The volunteers met over the winter break to discuss new ideas:
 - a. Sandwich signs - used to communicate that the zone is open and which classes can come that day.
 - b. Wondered if 2 volunteers are necessary or can it run with just one? Mrs Flemming noted that for K-1, we definitely need 2. But for upper grades, one volunteer would be sufficient.
 - 2. The donated wagon is super helpful for carting supplies around
 - 3. Water nozzle for the hose in the garden has not been available, which would be helpful for clean up, but Mrs Flemming noted that with a little warning she can make the wellness/art room available for water or the nozzle for the hose.
 - 4. Storage shed for art supplies-
 - a. Would be helpful to have water proof shed near or in the garden.
 - b. It would need to be moveable because of pending construction.
 - c. Discussion around other possible storage spaces to be used such as the kiln room.
 - d. Emily asked the PTG to consider putting money in the budget for next year for the storage shed.
 - ii. One School, One Book - Emily is motivated to provide a possibly school wide art project connected to the all school book. This idea was warmly received.
- b. Assemblies Committee - Megan Segle - not present
- c. Communications Committee - Mary Langley - not present
- d. Hospitality Committee by Taylor Cascian -
 - i. Books and Blankets - PTG gave out candy canes and chocolate milk to kids on the last day before winter break;
 - 1. The cart was apparently darling (looking for photos...)
 - 2. Ideas for next year:
 - a. Do it at recess so kids who want it can come to cart (opt in) and not disturb classrooms.
 - b. Consider the afternoon.
 - c. Possibly a lower sugar option or not the same milk served in cafeteria.
 - d. Consider options (juice) or something warm.
 - e. (Group was limited by COVID restrictions this year)
 - ii. Teacher appreciations - first week of May; wants to include teacher "likes"
 - 1. First week of May
 - 2. Taylor would like to continue the tradition of collecting teacher "likes" to distribute to parents.

- e. Music Committee by Ann Broon Brooner
 - i. Ann Brooner and Melanie Wicklow will reach out to Mrs Fleming about coordination - (spirit rally for Jan 27th and 28th)
 - ii. There may be a music element at the first Spirit Rally on Jan 27th and 28th.
 - f. Volunteers Committee - Safi Rifkin - not present.
 - g. Yearbook Committee
 - i. Angela Wong and Taylor Segle will be stepping in to coordinate the yearbook as Cat Williams steps back.
 - ii. Cat Williams reported that the cover has been submitted and that photos are needed!
 - iii. Photos are needed!!
 - 1. Parents and staff can submit photos to the dropbox:
 - 2. MFYearbook (Jan Robson offered up the address to the drop box).
 - 3. Marly Langley can post the MFYearbook drop box on social media sites
 - h. Fundraising Committee - Vacant
- X. New Business
- a. One School One Book - starting in Feb. (more info above under Faculty Report and Art Committee)
 - b. Nominating Committee -
 - i. PTG needs 2-3 people to serve on the committee.
 - ii. Election in May.
 - iii. Committee members seek out potential volunteers for the Board.
 - c. Change PTG Bylaws (see President's Report above for more context)
 - i. Intention:
 - 1. To make all meetings, while school is in session, to general meetings in which any PTG member (all parents) can attend.
 - 2. This would include every meeting except the June and August meetings, which will remain for Board only and will serve as planning meetings for the year.
 - ii. Actual amendments needed are twofold:
 - 1. Change "Bimonthly" to "monthly"
 - 2. "Held two times per year in June and August"
 - iii. Taylor Moved to amend the bylaws as Laura stated; Mariana Moore seconded; approved.
 - d. Reminder: **Fun Run** Apr 25- May 3!
 - i. Boosterthon will run it again.
 - ii. PTG involvement -
 - 1. We have a \$2k deposit
 - 2. possibly coordinating Tshirts for students -

- a. Tshirts are usually sponsored by a local business -
- b. Rachel Segle said that their family business may be interested in doing this!
- iii. PTG website - Web designer needed for the PTG website - will ask Laura Munoz and Mary Langley to pursue finding a person.

XI. Announcements

a. **Upcoming Meetings:**

Tuesday, January 4, 2022 6pm
Tuesday, February 1, 2022 6pm
Tuesday, March 1, 2022 6pm
Tuesday, April 5, 2022 6pm
Tuesday, May 3, 2022 6pm
<i>Tuesday, June 7, 2022 6pm (Board Only)</i>

XII. Adjournment -

- a. Mrs Flemming thanked everyone for coming and encouraged them to ask questions; there may be a delay currently, but a response will be given!
- b. Laura Munoz noted the excellent turn out this evening- best ever!
- c. Nikki Sutherlin moved to adjourn meeting, Taylor seconded; approved 7:17 pm.