



MONTESSORI
House for Children

PAV 2016 2017
MINUTE #1

DATE: Tuesday, September 13, 2016

TIME: 5:00 PM

LOCATION: Lower Elementary Room

MEETING CREATED BY: Parents Association of Volunteers

MINUTE TAKER: Amira Plascencia

TYPE OF MEETING: Monthly Update

TIMEKEEPER: Grace Young Baechle

FACILITATOR: Grace Young Baechle

ATTENDEES PRESENT:

Barbara Nelson	Dipa Brahmhatt	Amira Plascencia	Maneisha (EC1 Room Parent)
Norma Ortega	Alessandra Carvalho	Theresa O'Toole	Patti Rishforth (ECI Room Parent)
Reisha Bouska	Grace Young Baechle	Gordon Roberson	Denisse (Room parent) Melissa Taylor (T1 Room Parent)

AGENDA TOPICS

1. Call to Order

TIME ALLOCATED: 5 min

PRESENTED BY: Grace Young Baechle

Officers are: Grace Young Baechle (President), Hanna Ottosson (Vice President), Amira Plascencia (Secretary), Alessandra Carvalho (Treasurer)

Discussion: Personal Introductions

2. Elementary School Update

TIME ALLOCATED: 5 min

PRESENTED BY: Barbara Nelson

Discussion: The building's construction is following the expected timeline. The teachers expect to move to the new building on Columbus Day weekend (Oct 8-10)

Conclusion: N/A

3. Old Business

TIME ALLOCATED: 20 min

PRESENTED BY: Norma Ortega and Grace Young Baechle

Discussions:

1. **Parent Coffee Committee-** First Parent Coffee meeting on Thursday, September 8.
 - a. *Remarks:* Filled completely. Success. Approx. 25 parents attended.
 - i. Successful event because there were more communication channels to announce the event: News-blast, flyers, and personal invitations during carpool.
 - b. *Conclusions:* Communication channels need to be forged ahead to maintain interest from the parents.

2. **Book Fair Committee-** Book Fair to take place from Nov. 7th -11th
 - a. *Remarks:*
 - i. Norma Ortega has spoken with the warehouse about the type of books needed for the event.
 - ii. The Book Fair Committee has 11 people this year.
 - iii. Norma Ortega will visit the Warehouse with 3 more people from the committee to do the final book selection for this year.
 - b. *Conclusions:*
 - i. The funds raised from this event will go towards MEFL.
 - ii. Communication channels open to let the parents know about the event (news blast, flyers, personal invitations through Admin., etc.)
 - iii. Room parents can be a great liaison between the committee, teachers, and parents for this event.
 - iv. *A Sign-up Genius needs to be created to participate in this event.*

3. **Care Committee**
 - a. *Remarks:*
 - i. This committee needs more volunteers because it has four volunteers so far.
 - ii. This committee provides assistance to families within the school, at time of need.
 - b. *Conclusions:*
 - i. Invite volunteers through room parents, parent coffee, news blast, personal invitations through Admin.

4. **Drive Through Helpers**
 - a. *Remarks:* Seven people so far helping.

5. **Year Book Committee**
 - a. *Remarks:*
 - i. Theresa O'Toole leads this project.
 - ii. There are two people interested in the project so far, and they need more.
 - b. *Conclusions:*
 - i. Invite volunteers through room parents, parent coffee, news blast, personal invitations through Admin.
 - ii. Interested people should contact Theresa O'Toole.

6. **Event Committee**
 - a. *Remarks:* Twenty-three people are interested (depending on the event and volunteer's availability.)
 - b. *Conclusions:*

- i. Events will be announced within a proper timeframe to check volunteers' availability.

7. Volunteer Acknowledgement for Legacy Wall

- a. *Remarks:*
 - i. Over 20 parents helped the children to make their art project. Thank you!
- b. *Conclusion:* N/A

8. Legacy Wall Installation

- a. *Remarks:*
 - i. Volunteers needed to install tiles on 2 walls - 1 in the Main building, and the 2nd in the Elementary building.
 - ii. Design pending.
- b. *Conclusions:*
 - i. Necessary to make a call for volunteers. "Sign up Genius" will be initially emailed to Event Volunteers and Room Parents.
 - ii. The wall's design is preferred with a mix up of tiles from each classroom.

4. New Business

TIME ALLOCATED: 35 min

PRESENTED BY: Grace Young Baechle, Dipa Brahmhatt, Reisha Bouska, Alessandra Carvalho, and Room Parents.

Discussions:

1. Role of Room Parents

- a. *Remarks:*
 - i. How could we involve room parents more effectively? What is successful from other classrooms? What works from the parents' perspective?
 - ii. Room parents are a communication channel between Admin., PAV, and each classroom's community.
 - iii. Room parents help to spread PAV's mission and goals, and are to attend at least 2 PAV meetings.
- b. *Conclusions:*
 - i. Room parents can gather info about events and concerns. Include on the meeting agenda.
 - ii. Room parents should introduce themselves to classroom. They are encouraged to organize classroom meet ups, and play dates.
 - iii. Gather data – Surveys, perhaps?

2. Eco-School Action Committee

- a. *Remarks:*
 - i. A National Wildlife Federation program. Montessori House is the ONLY Eco-School in Katy, Richmond & Fulshear.
 - ii. Dipa Brahmhatt leads the committee this year. Seventeen parent volunteers are interested. This incorporates past garden committee, and will help new Elementary garden.
 - iii. The school got a new composter for the elementary school garden. Expected to reduced food waste.
 - iv. Last year "Waste & Consumption" pathway was the focus, and has reduced 55 pounds of waste per day.
 - v. The Committee needs student participation.

b. *Conclusions:*

- i. It is necessary to have less waste and recycle. Continue to involve the students in this process.
- ii. Dipa will present to Elementary School Sept 14. To achieve the Silver Award school, the Committee needs 50% Elementary student participation in the committee.
- iii. Committee will meet September 30, 12pm. They will begin process to determine which Green initiative/ pathway will be their focus.

3. Elementary School Garden

a. *Remarks:*

- i. A playscape and garden; not just a playground: *The Field of Dreams*.
- ii. Possibly to be part of the Elementary School curriculum.
- iii. Blueprint:
 1. Enough running space.
 2. Looking for natural elements to play. As green as possible. Quiet zen area, fruit tree area, vines, bamboo, and possibly a hill.
 3. Try to eliminate heights.
 4. Large beds assigned per classroom. Children help decide what to do with their flowerbeds.
 5. Round-up logs were donated. *We need volunteers to cut them and place them.*
- iv. Timeline:
 1. The elementary school's construction is expected to be finished at the end of September.
 2. Contractors will level the garden area after the building's construction is done.
- v. Funding:
 1. Not enough funds to do the whole plan at once. Therefore, the plan will be done by phases.
 - a. *Phase one: Sprinkle system and basic plants and herbs.*
 2. Reisha Bouska is looking for more donations outside the school's classroom communities.
 3. Looking for grants is another idea that has come through in the last weeks. *We need volunteers to help writing applications for grants.*

b. *Conclusions:*

- i. We need volunteers to work on the garden, donate plants or tools (or lend tools), write applications, or ask for funding in matching fund program from companies.
- ii. Funding to get the garden done is being considered outside the immediate parent community. For this project the idea is not to ask for money from the parents, but to ask for their time, volunteer work, plants, tools, or to ask for matching donation plans in the companies they work.

4. Treasurer's Report

a. *Remarks:*

- i. 2016-2017's annual budget is \$1,000.00 for PAV's events. No expenses so far.
- ii. Legacy Wall Funds (MEFI):
 1. Gross Total Earned: \$3,265.00
 2. Funds Earned: **\$2,500.00** (approx.)
- iii. Annual Campaign (MEFI):
 1. Kick-off will be done after the wall's installation. Fundraising thermometer will be placed in lobby.
 2. Already collected from parents: **\$300.00**

iv. Book Fair (MEFI):

1. Last year's earnings: \$724.71
2. Expected Earnings this year: \$1,000.00

b. *Conclusions:*

- i. We need to raise a total of **\$7,000.00** for MEFI this year.
- ii. We have raised approximately **\$2,800.00** with the wall project and the annual campaign.
- iii. Teachers will meet to discuss a teacher-run fundraiser.
- iv. We need to promote the remaining two fundraisers, and think about ways to raise the remaining funds for this academic year.
 1. Grants? Pan Cake Breakfast donations? Raffles?

Meeting adjourned at 6:03pm