



**MONTESSORI**  
House for Children

**PAV 2016 2017**  
**MINUTE #2**

**DATE:** Tuesday, October 11, 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 Brahmbhatt	Grace Young Baechle	Amira Plascencia
Norma Ortega	Hanna Ottosson	Patty Rishforth (EC1)	Beth Korsos (EC3)

**AGENDA TOPICS**

**1. Call to Order**

**TIME ALLOCATED:** 5 min

**PRESENTED BY:** Grace Young Baechle

**Discussion:** Personal Introductions

- Next PAV meeting will be moved to Nov. 1<sup>st</sup>, 2016.

**2. Meeting Minutes Approved**

**TIME ALLOCATED:** 5 min

**PRESENTED BY:** Grace Young Baechle / Barbara Nelson

**3. Committees**

**TIME ALLOCATED:** 25 min

**PRESENTED BY:** Norma Ortega, Grace Young Baechle, and room parents.

**Discussions:**

**1. Room Parent Sharing –**

a. *Remarks:*

- i. Some room parents need updated lists of parents to organize recreational activities within their rooms or to spread information.
- ii. Lower Elementary has their first field trip on Oct. 13, 2016. Museum of Natural Sciences.

b. *Conclusions:* Norma Ortega will provide the parents'lists to room parents, if necessary.

## 2. Volunteer update –

### a. Remarks:

- i. The volunteer positions have been completed.
- ii. “Meet the Room Parent” coffee morning will be on Oct. 13<sup>th</sup>.

## 3. Book Fair Committee- Book Fair to take place from Nov. 7<sup>th</sup> -11<sup>th</sup>

### a. Remarks:

- Norma Ortega, Theresa O’Toole, Susanna El Mogazi, and Grace Young Baechle will visit the books warehouse on Oct. 27<sup>th</sup>.
- The Book Fair Committee will be called soon to start working on this event.
  1. Sign-up genius will be send (probably by Stacey Ripple) to the Committee for organizing.
- The place to do this event is still in consideration because there are 33 children napping in the entrance room. We need to consider the napping time, and space available. LE room is a possibility.
- We need 3-5 volunteer while the children shop their books.
- The teachers’ wish list is completed. The Eco-School Committee is checking what books could be useful.
  2. We need to prepare the “Donated by” stickers to place them in donated books.
- The flyers to advertise the event will be done by Amira Plascencia.
- We need to buy Ziploc bags, and containers to place donated books.
  3. The containers could be decorated to remind shoppers about wish-lists for classrooms, and also make the wish-lists visible.
  4. Wrapping books is a possibility to make Christmas presents.

### b. Conclusions:

- The funds raised from this event will be part of the MEFI.
- The event is already being prepared.
- Recording earnings for this event is crucial to inform the school member and parents. We need to make sure what the percentages are to avoid discrepancies.
- Parents will be informed about the earnings and also the use of it in MEFI.
- New ideas have come up to enhance this event (wrapping books, decorated containers.)

## 4. Eco-School Action Committee and Field of Dreams committee

### a. Remarks:

- i. Five groups have been created:
  1. Biodiversity group
  2. Consumption and waste
  3. Community
  4. Curriculum
  5. Information’s dissemination
- ii. The groups are setting their goals and already started to work as teams.
- iii. Field of Dreams (LE garden):
  1. Oct. 22: Volunteers will meet to start working on DIY projects.
  2. Sign-up genius has been sent to the elementary’s parents to sign-up.

- b. *Conclusions:*
  - i. The committees have started to work towards their goals.

#### 4. Old Business

**TIME ALLOCATED:** 15 min

**PRESENTED BY:** Grace Young Baechle and Room Parents.

##### Discussions:

##### 1. Legacy Wall Status

###### a. Remarks:

- ii. 50% of earnings from this project (around \$2,000).
  - 1. Parents will be notified about the active use of this funds for MEFI.  
Friday E-blast is an option to notify.

##### 2. Annual Campaign Kick-off

###### a. Remarks

- i. Thermometer has been placed on the main entrance.
- ii. We should place a reminder near the thermometer stating MEFI's mission and goals for the year.
- iii. Report about collection should be done on a monthly basis.
- iv. The dollar amount of the collections should be placed on the thermometer, not just the percentages.

###### b. Conclusions:

*- It is important always to let the parents know what happens with MEFI's funds. Concrete goals and objectives should be stated in every campaign or event for fund raising.*

#### 5. New Business

**TIME ALLOCATED:** 15 min

**PRESENTED BY:** Grace Young Baechle, Alessandra Carvalho, Barbara Nelson, and Room Parents.

##### 1. Texas Borders Bar and Grill

###### a. Remarks

- i. The meet-up's date is Nov. 4<sup>th</sup>, 2016, from 4:30 pm until closing time.
- ii. Logistics of the event are organized by Alessandra Carvalho and Amira Plascencia.
- iii. A 15% retribution of the sales is expected.
- iv. It is needed to prepare flyers with MEFI's information to give the customers in the restaurant.

###### b. Conclusions:

*- It is important to remind parents and customers about the school's meet-up. Sometimes parents forget about stating they are in the restaurant to support the school. Therefore there will be a meet-and-greet in the restaurant's main entrance to do this reminder, and will give them little flyers with MEFI's main goals. There is also the possibility of using the school's banner to place it inside the restaurant. Finally, we could ask the cashier to ask the customers if they would like to support the school's fund.*

##### 2. Parents' Business Directory

a. *Remarks*

- i. Remind parents via Friday E-blast about this project.
- ii. Patty Rishforth (EC1) proposes to do a morning of paper's silhouettes with her business: Heart, paper, scissors. That way networking among parents could start to resonate.
  - a. 50% of the earnings will be donated to the school's fund.
- iii. November's parent coffee's theme will be: Networking. The parent's business directory could be announced there as well.

b. *Conclusions:*

This project is a work in progress.

3. Treasurer Report

- a. Income and expenses have not changed from last month.
- b. Annual Campaign has not been counted this month yet.

4. Elementary School Building:

- a. No completion date yet.
- b. The workers are still working on the details.
- c. The grand opening is expected on January 2017.

**APPROVAL:**

(Signature & Date) \_\_\_\_\_