

**MRPS Partners in Education  
Meeting Minutes  
2018-2019 School Year**

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## MRPS Partners in Education

Special Meeting  
February 22, 2019 at 5:00-6:30  
Location: Montpelier High School Cafeteria  
5 High School Drive

### MINUTES

- A. Welcome (10 minutes)
1. Welcome and introductions (Adrienne)
  2. Meeting for success; ground rules. (Adrienne and Hannah)
- 5:07 call to order
  - Attendees: Adrienne Gil (Montpelier), Hannah Zajac (Roxbury; husband on school board), Lisa Mahoney (UES), Leslie Allen (Middle School Parent Group), Meghan McGearry (UES), Carolyn Desch (High School), Teresa Murray Claussen (parents group head for years)
  - Adrienne Ground Rules (group feedback):
    - Robert's Rules: Motion, Discussion on motion, Everyone has chance to speak on motion, then further discussion, motion to approve or motion to edit, then vote aye / nay on motion
    - Respect all opinions; everyone leading with best intentions
    - What is objective / goal? Keep on task.
    - Keep to time; self-managing time
    - We can add.
- B. Bylaws (Carolyn) (20 minutes)
1. Review and Finalize (See bylaws on Google Docs; Bring your own laptops)
    - a. Discussion of roles

By Laws Review: 5:25 to 6:17

- Carolyn: legally need bylaws signed off on today, can amend later
- Group review and edit of bylaws
- Adrienne: How do we track fundraising income in accordance w IRS regulations? What does this mean?
- Meghan: need to create policy around fundraising: record keeping, fund acceptance, acknowledgment, expenditures, sponsorships, etc.
- Lesley: Secretary; Meghan: VP
- Lesley: how much is the work of the parents group committees managed? Group discussion. President will coordinate with directors and committees. Keeping people on same page, providing guidelines / policies, answering questions.
- Carolyn: calendar year fiscal year for now
- Meghan: how to vote as board to remove director if needed
- Lisa: add conflict of interest to bylaws
- Meghan: what is the budget needed for MRPS PIE? What is the percentage / calculation for parents groups to cover fees of MRPS PIE? Are the larger fundraisers going into MRPS PIE account and then split amongst schools by some percentage / calculation and

how much goes into MRPS PIE to cover costs? Group discussion. This needs to be clear and written into policy. Carolyn: fees for incorporation were split between parents groups based on student population at the time. Adrienne: First sub-committee project? Under policy to help guide committees and board on record keeping, funding, and expenditure requirements. Does it include how there is fundraising coordination? Ultimate goal is to organize fundraising in way where it optimizes support and there is buy-in.... MRPS PIE is an umbrella organization comprised of each parents groups of the 4 schools existing as sub-committees.

- Motion to approve bylaws: Adrienne called for motion once editing finalized to approve bylaws
- Second the motion: Lisa
- All in favor? Unanimous

C. MRPS Financial Structure (Carolyn) (See treasurer's report) (30 minutes)

1. What does it mean to be a small nonprofit (less than \$50,000/year)
  - a. How does that impact what we can do?
  - b. Future Plans.
  - c. What if we go over?
2. Reporting requirements including but not limited to thank you notes.
3. Insurance (embezzlement)

- Carolyn: Grant Geissler has embezzlement insurance link; MRPS district will pay the bill; Carolyn is pursuing
- Teresa: Can we look into board of directors insurance? This would cover the parents groups too. Look into comprehensive policy that would cover board of directors and liability insurance.
- Adrienne: how do we establish a budget of anticipated costs? Carolyn and Lisa will work on that. Need this first to identify financial policies.
- Moving remainder of Treasurer Report / Agenda to next meeting.

D. Set future meeting dates and communication structure (15 minutes)

- Next mtg: insurance, budget, fundraising policies
  - Carolyn & Lisa: budget
  - Carolyn: insurance
  - Group mtg: fundraising policy
- Adrienne: how do we publicize meeting minutes? Lesley check w. Mike Berry on website for MRPS PIE and 4 parents groups
- Email best communication vehicle
- 1 per month meeting for early months? Meghan we need to finalize some policy before groups start fundraising under 501c3, which we could have within a month... week of March 11/18
- Adrienne will share shared drive, where Meghan will post minutes, until we hear from Lesley and can post online
- Teresa: Montp downtown business association might help us leverage more money if there is structure, clear communication, organized fundraising etc. ...after house in order... go pitch them... part of outreach, marketing plan / strategy

E. Next steps and adjourn (15 minutes)

6:31 adjourned

# Board Meeting

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14 MARCH 2019 / 5:15 PM / ROOM 102, MONTPELIER HIGH SCHOOL

## ATTENDEES

Adrienne Gil, Lesley Allen, Carolyn Desch, Meghan McGeary, Theresa Murray Clasen, Hannah Zajac

## NOTES

### 1. Welcome (5 minutes)

- a. Adrienne opened the meeting at 5:24 pm.
- b. Review of minutes from last meeting.
  - i. Suggestion to list action items in a list next time (see list under ACTION ITEMS heading below).
  - ii. Carolyn: motion to approve minutes from 2/22/19; Meghan: second. All approved.

### 2. Bylaws (10 minutes)

#### a. Elect Theresa Murray Clasen per Article III, Part C.

- i. Carolyn: Motion to elect Theresa Murray Clasen as a director of MRPS PIE; Hannah: second. All approved.

#### b. Discussion on updating and maintaining bylaws.

- i. Carolyn: How do we make further changes? For example, Article IV, Part E related to voting.
- ii. Adrienne - update as necessary and archive old versions.
- iii. Carolyn got comments from John Hollar which she needs to look at and update bylaws accordingly. Next meeting we can look at the edits from JH and also decide on suggested changes.
- iv. Meghan - Article IV, Part E makes sense. No changes needed.
- v. Meghan - can Carolyn circulate JH's changes to us before the next meeting so we can read them? Yes.
- vi. Invite Peter Kelman to May meeting to discuss diversity issues (Carolyn).

- vii. Add video conferencing to Article IV, Part D (ways that directors and committee members may participate in a meeting).

### 3. MRPS Financial Structure (25 minutes)

#### a. Insurance (Theresa)

- i. Theresa: Denis Ricker & Brown can't compete with the quote from AIM, so we should consider AIM. They specialize in parent group insurance.
- ii. AIM recommends commercial liability and extended medical for injury at events; professional liability; fidelity bond. Total = \$450/year. School district might pay for it.
- iii. Individual parent groups can't come under umbrella policy if they keep their own bank accounts. They can get their own policies (don't have to be a 501c3) but will then need a structure (directors, bylaws, etc). Can each school be a sub-account under main umbrella bank account? Carolyn will contact each parent group about moving to a sub-account. Carolyn will talk to TD Bank (Mark Millington) about how to set it up.
- iv. Don't need general liability for onsite events because school district covers it. Only needed for offsite events/activities.

#### b. Treasury Report (Carolyn)

- i. Budget - \$400 in account (Fall Festival seed money).
- ii. Nate Hawley may help set up books for PIE and parent groups. Will also help with 990 form (<\$50k income per year).
- iii. Meghan: we need a financial management policy that includes how we handle our money - how bank accounts are set up, who has access, database tracking for donations, who does acknowledgments for donations, etc.
- iv. Carolyn distributed printout of Gift Acknowledgment requirements. Link to IRS guidelines in financial management policy.
- v. Carolyn distributed printout of gift acknowledgment letters. Meghan - add officers' titles to names. Theresa - add list of projects we have funded. Meghan - letter needs to show specific account that donation went to (e.g., UES, MSMS, Fall Festival).
- vi. Need to come up with database donation tracking system.
- vii. Need info on types of fundraisers and what kind of expenses are allowed.
- viii. Need system/policy on how parent groups decide how to spend the money. What happens to PG activities that are not non-

profit fundraising? Can't sell another company's product or advertise for them under MRPS PIE umbrella. How do we handle the bank accounts and the acknowledgments? Can the non-profit handle that fundraiser or do the parent groups handle it and donate the money to the non-profit? Carolyn needs to discuss these kinds of questions with Nathan Hawley and John Hollar.

- ix. Budget - will need to pay Nathan Hawley for accounting. Could be around \$500 or more.
- x. Adrienne - come up with financial policy and guidelines and examples (85% complete) based on best practice; then meet with parent groups for collaborative discussion on proposal. What did we miss? Does it work? Have conversation to get their buy in. Adrienne will find examples of financial and fundraising policies to start us off.
- xi. What donor tracking system do other parent groups use? Carolyn will ask Stowe; Adrienne will ask her friend.

#### **4. Fundraising Plan (30 minutes)**

- a. Some initial discussion was held at an earlier meeting on what events to hold. For now, we all agree to stick with Fall Festival for the first year and iron out the kinks.
- b. Adrienne - we want to look at who the schools are asking for money and coordinate it better. Goal for year 2 or 3.
- c. Discussion on succession plan for UES parent group. Get names of motivated parents from teachers and principal. Ask HSG to talk to them or we can divide them up among the board.

#### **5. Website/Email Status (10 minutes)**

- a. Web Site
  - i. Carolyn has a parent volunteer helping her develop a web site for MRPS PIE and individual schools' parent groups.
- b. E-mail account
  - i. Carolyn created a gmail account. Theresa - we should have an mrps.org account for better visibility and credibility. Carolyn and Lesley will meet with school district central office on April 2 at 11:30 am to discuss further.
  - ii. Meghan - who checks gmail account? Carolyn - plan is to have a couple of people checking it.

#### **6. Set future meeting dates (5 minutes)**

- a. AG: set up dates and times. Meet once a month.
- b. Future meetings will take place on the fourth Thursday of the month from 5:15 - 6:45 pm. Dates: April 25, May 23, June 27, July

25 (may change bec AG away), August 22 (may change bec AG is away).

## 7. Next steps and adjourn (5 minutes)

- a. The meeting was adjourned at 6:45 pm.

## ACTION ITEMS

- a. **Carolyn** - update bylaws with John Hollar's comments. Also add video conferencing to Article IV, Part D.
- b. **Carolyn** - circulate above bylaw changes to board members before next meeting.
- c. AIM recommends commercial liability and extended medical for injury at events; professional liability; fidelity bond. Total = \$450/year. School district might pay for it. **WHAT WAS THE ACTION ITEM FROM THIS DISCUSSION AND WHO IS DOING IT? THERESA?**
- d. **Carolyn** will contact each parent group about moving bank account to a sub-account of MRPS PIE.
- e. **Carolyn** will talk to TD Bank (Mark Millington) about how to set it up.
- f. **Adrienne** will find examples of financial and fundraising policies that we can use as a starting point for ours.
- g. **Carolyn** will ask Stowe what donor tracking system they use; **Adrienne** will ask her friend.
- h. Discussion on succession plan for UES parent group. Get names of motivated parents from teachers and principal. Ask HSG to talk to them or we can divide them up among the board. **WHO IS DOING THIS?**
- i. **Carolyn** and **Lesley** will continue to work on the web site.
- j. **Carolyn** and **Lesley** will meet with MRPS central office on April 2 at 11:30 am to discuss getting an MRPS e-mail address.
- k. **All** - put future meeting dates on your calendar.

## NEXT MEETING'S AGENDA AND DATE

- a. Next meeting: April 25 at 5:15 pm. Location TBC.
- b. Possible agenda items:
  - i. Look at the bylaw edits from John Hollar (Carolyn)
  - ii. Review draft financial management policy (Adrienne)
  - iii. Update on insurance (Theresa)
  - iv. Update on web site / e-mail address (Lesley, Carolyn)
  - v. Update on succession plan at UES and MSMS (Lesley, Carolyn)



# MRPS Partners in Education

## Minutes of Board Meeting

25 APRIL 2019 / 5:15 - 6:45 PM

ROOM 102, MONTPELIER HIGH SCHOOL

### Attendees

Board members: Adrienne Gil, Carolyn Desch, Lesley Allen, Lisa Mahoney, Theresa Murray Clasen. A quorum was reached.

Guests: Jolynda Burton

### Agenda

- 5:15 - 5:20 Welcome and approval of minutes from March meeting
- 5:20 - 5:35 Community engagement grant (Theresa)
- 5:35 - 5:45 Bylaw changes (Carolyn)
- 5:45 - 5:55 Treasury report and bank accounts (Carolyn)
- 5:55 - 6:20 Financial policy (Adrienne)
- 6:20 - 6:30 Fundraising activities (Adrienne, Lesley)
- 6:30 - 6:40 Web site and e-mail address (Lesley, Carolyn)
- 6:40 - 6:45 Next steps and adjourn (Adrienne)

### Notes

#### Welcome

1. Treasurer Carolyn Desch called the meeting to order at 5:25 pm.
2. Welcome to Jolynda Burton. She would like to join the board. She has experience in nonprofit management and grant writing experience.
3. Ann Gilbert and Geoff Beyer are writing a grant for a community engagement project. They want to consult with us and possibly partner. They could not make it to tonight's meeting.

#### Election

1. Motion to elect Jolynda Burton to the board per Article III, Part C. Motion was approved.

#### Minutes

1. Board members in attendance who were not present at the last meeting can vote on minutes.
2. Motion to approve the minutes of 3/14/2019. Motion was approved.

### **Bylaws**

1. John Hollar reviewed the bylaws and advised us to keep them as simple as possible.
2. Discussion around Article II, Purpose. Agreement to wait on finalizing purpose statement until we get buy-in from the community, then work on mission, vision, purpose, who we serve with all the schools.

### **Treasury Report**

1. Carolyn reported on the bank accounts for MRPS PIE and the schools. She is reconsidering whether to move all our accounts to TD Bank. It might be better to keep the relationship with Northfield Savings Bank or Community National Bank and have a conversation with them about partnership opportunities. Tell them we are looking for a sustainable partner. Would reduce repeated requests from schools for sponsorships. Theresa and Carolyn will meet with the banks before our next meeting.
2. We can't get insurance until all the parent groups are on the same bank account.
3. Carolyn has not set up a meeting yet with Nate Hawley. He is willing to look at our accounts for us: how the bookkeeping looks, how it would function under the MRPS PIE umbrella. Carolyn and Lisa will meet with Nate Hawley.

### **Financial Policy**

1. Adrienne reported that she reviewed samples of financial policies from PTOs across the country. Looked at their structures and policies for reimbursement, funding requests, etc. Our first step should be to decide which policies and procedures we need off the bat.
2. Invite parent groups to next PIE meeting on May 30. Start with general overview with all who are interested, then move on to specifics of financial policy. Aim to get buy in and generate excitement about PIE. Have a presentation or visual and a potluck. Theresa - main dish; Carolyn - coleslaw; Lesley - salad.
3. Adrienne reviewed the current MRPS parent group structure: PIE is the umbrella organization for the four schools' parent groups. School PTOs have autonomy to do their own fundraising, and PIE ensures legality and insurance to cover PTOs. One vision, to be debated: wouldn't it be great for PIE to work with funders (banks, National Life, BCBS, etc) and show them programs available to fund? This is a few years down the road as we have to build trust and establish the financial policy first. Need to figure out each school's needs and how to fundraise for it. Long-term vision. Immediate need - trying to build the structure and get the groundwork in place. Could take a year.
4. Next step - meet with Nate Hawley to get financials set up ahead of next meeting on May 30; invite as many people as possible.

## Fundraising

1. Carolyn has grants out asking for funds for Fall Festival. Date set for September 29, 2019. Planning committee is meeting.
2. Lesley reported that MSMS and MHS are doing a discount card fundraiser in in August/September.

## Communications

1. Lesley is working with a parent (Jennifer Silverwood) on a web site for PIE and each school.
2. Suggestions: add link to 990 on web site; Add link to PIE site on district site and all schools' sites.
3. Carolyn is trying to get together with Libby Bonesteel and Mike Berry to get an mrpsvt.org domain e-mail for PIE.

## Sponsorships requested for Fall Festival

1. Carolyn has started approaching businesses for support: Community Nat Bank, CVMC, HMC (\$700 - platinum), Kinney Drugs, Jay Ericson Photography, Keurig, Montpelier Alive, National Life Group, NSB, People's United Bank (not supportive of our mission but willing to give us swag from Burlington Marathon), SunCommon (bouncy house donation), TD Bank, Union Mutual, VT Mutual, Washington Electric Coop, Casella, Cody Chevrolet, BCBSVT
2. Need more outside funding this year because we are lowering the price for the tickets.
3. Other businesses to ask: Shippee Eye Care, Bates & Murray Electric, Ryall Plumbing, alarm company on Barre St., Caledonia Spirits, Skinny Pancake, Montpelier Animal Care, ECI Consulting (has contract for UES playground), VELCO, accountant and attorney for MRPS.
4. Theresa will get the list of Community Based Learning businesses.

## Adjourn

Adrienne Gil adjourned the meeting at 6:47 pm.

## Action Items

1. Meet with the banks (Carolyn, Theresa)
2. Meet with Nate Hawley to get financials set up (Carolyn, Lisa).
3. Invite parent groups to attend next meeting on May 30 (Adrienne, Carolyn, Lesley).
4. Develop a presentation for May 30 meeting (Adrienne).
5. Bring food for May 30 meeting (Theresa - main dish; Carolyn - coleslaw; Lesley - salad).
6. Get the list of Community Based Learning businesses (Theresa).

## **Next Meeting**

May 30 at 5:15 pm.

Minutes compiled by Lesley Allen, Secretary.