

**MRPS Partners in Education
Meeting Minutes
2019-2020 School Year**

Contents

July 18, 2019 meeting

August 22, 2019 meeting

October 3, 2019 meeting

October 24, 2019 meeting

January 23, 2020 meeting

February 20, 2020 meeting

March 26, 2020 meeting

April 30, 2020 meeting

May 28, 2020 meeting

June 18, 2020 meeting

MRPS Partners in Education Meeting

July 18, 2019

2 Mather Terrace, Montpelier

MINUTES

Welcome

Adrienne opened the meeting at 5:33 pm.

Attendees

Board: Theresa Murray Clasen, Jolynda Burton, Adrienne Gil, Carolyn Desch, Lesley Allen

Visitor: Maria Arsenlis

New Board Members

Board members voted and approved the appointment of three new board members: Maria Arsenlis (UES parent group chair), Eric Anderson (UES parent group treasurer), and Tamela Browning (MHS Boosters).

Web Site

1. We now have two web sites on the Squarespace platform. One is the Montpelier Fall Festival (MFF) site; the other one is MRPS PIE with access to all four schools.
2. Our Partners page - show community supporters.
3. Add a section for Our Schools.
4. Under each school name, have the parent group name as a small subheading.
5. Link Meetings page for each school to MRPS district calendar? Parents will want to check for conflicts if they have kids at more than one school.
6. Add MFF sponsors to PIE supporters page? Yes, give Laura access to PIE web site to add sponsors.
7. What shall we do about the Donate page? Our basic account doesn't allow for donations.
8. Do we need five Paypal accounts, one for each school plus PIE. Or can we code donations to PIE for each school?
9. **Moving forward:**
 - a. Adrienne will add PIE content.
 - b. Aim to launch sites by the time school starts. Have it mostly ready for the back-to-school mailing.

- c. Present to each parent group at start of school year. Get them updated and on board. Share what the operational costs will be.
- d. Get MSMS content from Lynnea. Lesley will help.
- e. Upgrade to Squarespace business plan.
- f. Contact Laura to ask for her help with sponsor page for PIE site.
- g. Add content over the next two weeks and meet August 5 at 5:30 pm to review. Try to reserve MHS library and projector. Theresa will check if school is available. Content is a paragraph or relevant information on each section.
- h. Adrienne will send login information for the squarespace site.

Treasury Report (Carolyn)

1. Bank accounts were set up. MRPS Partners in Education is the main account holder. Each parent group has their own account "doing business as" under the main account at Northfield Savings Bank.
2. Most funds have been moved over, except for UES - they want to wait until all checks have cleared.
3. We need a budget and an invoicing process. This is part of our financial policy that still needs to be completed. What costs do we anticipate: web site, accountant, accounting software, regulatory fees, insurance (MRPS will pay for this). How do we pay for the annual PIE expenses? Keep money back for annual operating expenses from school committees each year.
4. Theresa will get insurance policy set up now that we have the bank accounts set up with each school under the same financial umbrella.
5. Carolyn will ask Eric about Tech Soup (accounting software).

Fundraising Activities(20 minutes)

1. We have raised \$6,500 in sponsorships and donations so far. The goal was \$9,000.
2. Jolynda is working on the kickball tournament. Some businesses are interested and asking for more information. \$50-\$100 sliding scale fee for business entrants.
3. Need a fun trophy for kickball. This is the prize.
4. Do sponsors get free entry or reduced fee for kickball? See what they are willing to do.

Next steps and adjourn

1. Date for next meeting: August 15 @ 5:15
2. Venue? Lesley will contact the school district to see if the high school is available.

3. Adrienne adjourned the meeting at 7:03 pm.

MRPS Partners in Education Meeting
August 22, 2019 at 5:15 pm
2 Mather Terrace, Montpelier

MINUTES

Present: Lesley Allen, Carolyn Desch, Theresa Murray-Clasen, Hannah Zajac (phone-in)
Apologies: Adrienne Gil, Jolynda Burton, Eric Anderson, Meghan McGeary, Lisa Mahoney

Call to Order

Carolyn called the meeting to order at 5:24 pm.

Approval of Minutes

1. A motion was made to approve the minutes of the previous meeting held on July 18, 2019.
2. Corrections were made to the minutes and the motion was approved.

Treasurer's Report

1. The treasury spreadsheet was reviewed.
2. Carolyn will be moving the spreadsheet into QuickBooks.

Fundraising Report

1. The 2019 Montpelier Fall Festival has brought in over \$7,000 in donations.
2. The Festival Committee decided to relocate the festival to the area of the garden. This allows the concessions to use the school's refrigerator.
3. The Festival of Fools is happening on the same day. Can the Festival Committee reach out to them? Maybe there is a way to collaborate.

Old Business

1. Financial policy
 - a. Carolyn met with treasurers for each school to review the policy.
 - b. Policy is still in process of completion. Need to get Quickbooks and set it up. Committee continue to work on it with the goal of presenting it at the next board meeting for review and approval.
2. Organizational structure
 - a. Carolyn stated there is confusion about MRPS PIE's structure. We plan to meet with each school's parent groups to address this (see next item).
 - b. Carolyn will add a note to the financial policy about withholding a portion of profits from the Fall Festival to cover MRPS PIE operating costs.
3. Presentation to school parent groups
 - a. Aim to get on agenda for parent groups' October meetings.
 - b. MHS Boosters hasn't set up monthly meetings yet. Needs someone to lead this. UES meets 3rd Wednesdays and MSMS meets 1st Tuesdays.
 - c. Meet with school principals to give an overview and information about PIE. For MHS, ask principal to help us present to parents and rebuild Boosters.
 - d. Ask principal for a table at Open House.

- e. Request opportunity to meet with MRPS admin team and provide them with 15-minute overview of new MRPS PIE 501c3.
4. Insurance
- a. The check for the policy is going out this week according to MRPS business office.
 - b. We have to print bank account records each month, get them signed by someone who is not a signatory to the bank accounts, and keep them on file.
5. Web site
- a. Maria is ready to hand over the web site. Laura Bozarth, Jim Hutton, and Lesley Allen volunteered to take it over.
 - b. Jim had useful suggestions to build on the work that has been done so far.
 - c. Team should get together and make progress.
 - d. Would be a big help to have MRPS admin team help us launch it.
 - e. What is the focus? MRPS PIE or individual school parent groups? Parent groups are the partners in Partners in Education.

New Business

1. Elect new board members
- a. A motion was made to elect Lynnea Timpone and Paulette Rise to board.
 - b. Tabled until September meeting as a quorum was not present.
2. Meeting schedule
- a. Our meeting dates have been set (this schedule assumes we will continue to meet monthly; if not, the schedule will be updated).
 - b. Board members should add the dates to their calendars.
 - 9/26/19
 - 10/24/19
 - 11/21/19
 - 12/19/19
 - 1/23/20
 - 2/20/20
 - 3/26/20
 - 4/30/20
 - 5/28/20
 - 6/18/20
3. Meeting times
- a. A suggestion was made to start our meetings later than 5:15 pm. Tabled until the September meeting when more board members are present.

Adjourn

The meeting was adjourned at 6:57 pm.

Completed by:
Lesley Allen
Secretary

MRPS Partners in Education Meeting

October 3, 2019 at 5:15 pm
Montpelier High School, Room 102

MINUTES

Present: Eric Andersen, Carolyn Desch, Theresa Murray Clasen, Lisa Mahoney, Adrienne Gil, Hannah Zajac, Lesley Allen, Jolynda Burton

Apologies: Meghan McGearly

Call to Order

Adrienne called the meeting to order at 5:23 pm.

Approval of Minutes

Motion made and seconded to approve the minutes of the meeting held on August 22, 2019. The minutes were approved with no changes.

Treasurer's Report

1. Preliminary numbers from the Fall Festival look good. Carolyn will finalize them by tomorrow and Jolynda will put out a press release. Net amount raised looks to be in region of \$15,000 with 585 people attending. Key success factors: the date of the festival and the good weather.
2. The accounts are being moved over to Quickbooks. It will be very easy to get the data from Northfield Bank and have the treasurers enter their numbers. Carolyn and Eric are working on a system for how to do that.
3. Thank you notes. We have to acknowledge donations of \$75 and over with a note if the donor gets a "quid pro quo" (e.g., a gift). When there is no quid pro quo, the threshold amount for thank you notes is \$250. Notes are not required for in-kind donations. There is a Google folder for filing and tracking acknowledgement letters. Notes should say the value of the donation if we know it. Carolyn has samples of thank you notes in the Treasury folder under Gift Acknowledgements.
4. Fundraisers at schools - do they know about the requirements for thank you notes?

Fundraising Report (Fall Festival, any other initiatives)

1. Fall Festival - see above under Treasurer's Report.
2. Roxbury PTO is doing a Yankee Candle fundraiser from 10/30 - 11/13. Should they send acknowledgements to parents? No, it's a fundraiser, not a donation and not tax deductible, therefore no letter needed.

Old Business

Presentation to school parent groups

1. Adrienne has presented to UES parent group, MHS Boosters, and MRPS admin team. Still to do: MSMS parent group and Roxbury PTO. Not many questions; people mostly listened.

2. Asked admin team to help us share our successes through school news channels.
3. We need a standard press release template to get information out quickly and counter any negative stories/perceptions. Every event, every milestone should have a press release.
4. Recent news: funding for field hockey and robotics (Boosters), apple orchard field trip (Roxbury)
5. Need a central person to get the information and distribute it. Theresa will ask Colin Meyn if he will be the PR person for MRPS PIE. Lesley offered if Colin can't.
6. Adrienne will write up a communications plan covering what we need to do to promote our work - collect info, have standard template, approval process, distribution list.

Web site

1. We have a site administrator, Jim Hutton. Lesley, Jim, and Laura Bozarth are working on site design and content. They will set up access privileges and make the site secure.
2. Adrienne will find out how to set up a Facebook page as an authorized non-profit so people can donate to us through Facebook.
3. We will track analytics on the site and review every three months.
4. Use "Montpelier Roxbury Partners in Education" for our group's name.
5. Add Funding Request form to the site (ask: are there other sources of funding for this program?)

New Business

School Board fundraising policy

1. Decision on policy content should be data driven. Collect data first so we all know what is happening with fundraising in our schools.
2. MRPS PIE is a separate organization from the school board. They can have a rep on our board. They don't govern us. Important to have communication between us.
3. There is a need to organize parent group fundraising to reduce burden on retailers and neighbors.
4. How much money is coming into our schools that is not included in school budget?
5. Possible way forward for PIE and/or parent groups: prepare budget in the spring for next school year and survey teachers/clubs/athletic groups about their needs for next year.
6. We are willing to provide info on our structure and plan for fundraising. Can provide info from the parent groups. Need to partner with the other groups to get big picture. We are a piece of the puzzle.
7. Eric - write statement for the School Board meeting. Lesley and Jolynda will attend.
8. Message: here to partner and learn more.

Montpelier Community Fund board

1. Funding opportunity from the city. Should we apply for funds for general operating expenses? Jolynda will write a grant proposal.

Elect new board member, Lynnea Timpone

A motion was made and seconded to elect Lynnea to the board. The motion was approved.

New signer on bank accounts

Carolyn needs another signatory who is not a treasurer. Lesley will do it.

Adjourn

Meeting adjourned at 6:57 pm.

Next meeting

October 24, 2019

5:30 pm (note later time)

Montpelier High School

Respectfully submitted by:

Lesley Allen

Secretary

Approved 10/24/19.

MRPS Partners in Education Meeting
October 24, 2019 at 5:30 pm
Montpelier High School, Room 102

APPROVED MINUTES

Present: Theresa Murray Clasen, Carolyn Desch, Lesley Allen, Adrienne Gil, Jolynda Burton, Maria Arsenlis

Apologies: Eric Anderson, Lisa Mahoney, Meghan McGeary, Hannah Zajac

Call to Order

Meeting called to order at 5:35pm.

Approval of Minutes

Discussion about tracking action items from meetings. We need a spreadsheet of action items, due dates, who is responsible. Lesley will set up a Trello account and give everyone on the board access.

A motion was made and seconded to approve the minutes of the meeting held on 10/3/19.

Treasurer's Report (Carolyn)

There is approximately \$15,000 in MRPS PIE account (cumulative amount from fiscal year 2019).

Refunds for Fall Festival expenses are coming from Skida and possibly Woodbury Mtn Toys. Budgeting for next year: FY2020 expenses will be about \$2,500. Keep back \$3,000 and disperse \$12,000 to schools.

Fundraising Report (Fall Festival, any other initiatives)

Nothing new.

Old Business

Financial policy (Carolyn)

Covered under the Treasurer's Report.

Presentation to school parent groups (Adrienne)

Adrienne will meet with RVS parent group and MSMS PAG.

Web site (Lesley)

Our site manager is creating new login credentials for each school parent group and will distribute them to a designated person. Maria needs the USPG login soon for an upcoming event.

Use mrpspie@gmail.com as the contact e-mail on the web site.

School Board fundraising policy (Adrienne)

There was no updates about their progress on this policy. In the meanwhile, we should continue to work on getting our fundraising spreadsheet filled out to the best of our ability.

Montpelier Community Fund (Jolynda)

Jolynda will write and submit a grant request. She will reach out for help as needed. Due 11/13/19.

Someone from PIE should attend to answer questions when City Council discusses the applications.

New Business

Holiday fundraising for needy families

Emma Bay-Hansen requested our support and input around a fundraiser for the holidays. She met with the school social workers and they have a goal of \$9,000 for gift cards for 60 families. People who want to make a larger tax-deductible donation can do it through MRPS PIE.

Discussion points:

This request highlights the need for PIE to have a decision tree on fundraising. Do this at our next meeting.

We need to look at existing fundraising policies and discuss at our next meeting.

Get the fundraising spreadsheet filled out so we have the data. Decide on 3 or 4 annual campaigns and a fundraising goal. Have a structure where we accept requests for funding.

Application for funding. Timeline for accepting requests.

CD will get input from John Hollar and Nate Hawley. Can we raise this money through MRPS PIE?

AG will talk to Hannah and Lynnea.

Facebook page

AG set up a Facebook page for PIE.

AG and CD will talk about making donations through Facebook.

Communications between School Board and parents

Maria wants to write a letter to the School Board and asked for input from the board.

Parents want to have advance notice of major decisions that affect them.

AG - what is the school board's current communication policy? Talk to the superintendent and ask.

Division of labor on thank you notes (Carolyn)

The meeting was adjourned before we reached this agenda item.

Adjourn

Meeting adjourned at 7:18.

Next meeting

November 21, 2019 at 5:30 pm, Montpelier High School

Meeting Schedule

12/19/19

1/23/20

2/20/20

3/26/20

4/30/20

5/28/20

6/18/20

Respectfully submitted by:

Lesley Allen

Secretary

10/27/19

**MRPS PIE
Minutes
Thursday January 23, 2020
5:00 – 7:00
MHS Library**

Adrienne opened the meeting at 5:10 pm.

Resignations from board - Lynnea, Eric, Tammy. Carolyn is now treasurer for MHS Boosters.

Due on 2/20/2020

Action for next meeting

Have our charters and working groups set.

Work to recruit MSMS PAG parent group president (who sits on PIE board) and treasurer.

Action Items

Next steps

- Working groups and timelines
- Fill MSMS PAG president and treasurer positions

Working groups:

1. Fundraising policy - Meghan
2. Financial policy - Carolyn
3. Mission - Theresa
4. Communications - Jolynda / Lesley
5. Organizational structure / function - Maria

Charter - why do we have this group, why do they exist, who is involved, deadlines/timelines. Why, who, what (outcome).

Timelines:

Each working group form their group and have a draft of their project charter by next meeting.

Call for volunteers for working groups: MRPS PIE is creating these working groups to xxx.

Looking for volunteers to help in these 5 areas.

Next meeting is scheduled for February 20 (moved because of school break the following week).

Decisions:

Going forward, it should be business as usual this year until PIE figures out its stuff. But keep PIE informed. Ask other board members and PGs - do you have a contact at Darn Tough, have you already asked them for money this year...

Send a quick e-mail to the board when you want to go to an outside sponsor.

Meeting Minutes:

<p>Brief history of how MRPS PIE was formed and why, and what was discussed in forming PIE (with whom)—the background behind the formation and the mission statement (including goal of equity).</p> <p>Move to end of meeting so that Maria and Theresa can be here for that discussion.</p> <p>Theresa - businesses were complaining about requests from schools (around 14 years ago). Desire to give but wanted more cohesive pipeline. School administration supported this and was involved in conversations with community and PGs. There was talk about having more engagement across all 3 schools, and building bridges bw schools - an umbrella org could do this. This matched with faculty attempts to do this from curricular perspective. At one point, each PG tried to form their own individual 501c3s. Resulted in multiple tax ID numbers that were invalid. Used MRPS school district number for a while. MHS Boosters used to have upwards of 100 people - mostly sports oriented. Other groups (theater, etc.) had no vehicle to raise money. At one point the community giving dried up and the onus fell on parents to chip in. When greater Montpelier community was giving, they were giving \$8-\$10K with minimal effort.</p> <p>History of formation of MRPS PIE last year: the school leadership team supported it. the parent groups supported it, the principals supported it. Had lots of conversations with different groups and got buy-in. Looked at other 501c3 parent organizations. Interviewed and researched.</p>	<p>5:15 (10 mins)</p>	<p>Adrienne, Carolyn, Lesley, Theresa, Meghan</p>
<p>Group discussion – Vision Please be prepared to share your answers to these questions in 1 to 2 minutes, or less.</p> <ol style="list-style-type: none"> 1. Why did you join the Board of MRPS PIE? What excites you about this work? <ul style="list-style-type: none"> ● Fundraising ● Work as a unit ● Opportunity to have an umbrella group ● Merger - all schools ● Us - shifting mindsets ● Engage with community 	<p>5:25 (20 mins)</p>	<p>Meghan</p>

<ul style="list-style-type: none"> ● Contribute to community ● No connection between PGs ● Potential ● Institutional knowledge ● Provide structure (legal liability, etc.) <p>2. What is your vision for MRPS PIE short-term?</p> <ul style="list-style-type: none"> ● Policies and procedures drafted ● Communication issues sorted out ● Organizational building by consensus (board, sub-committees) ● Strategically building our board so we are all on the same page ● Recruit for this board and the parent groups (2 reps per school?) and diversity <p>3. Long-term?</p> <ul style="list-style-type: none"> ● Unites members of school community ● Opens channels of communication ● Equitable resources ● Network for good - money, help for struggling parents ● Easier way for parents to transition from one parent group to another so they don't fall away. Seamless transition bw PGs ● Strategic fundraising ● Helping families understand Act 77, what personalized learning is, how that helps your child. *Act 77 - policy that allows school districts to help students develop a personalized learning plan; says community involvement should be part of the process. ● Student advocates ● Connect dots - budget - district; fundraising; collaboration; schools - district - community <p>Can we combine mission statements from each parent group into one mission statement for MRPS PIE? Theresa - wants to see PG mission statements.</p>		
<p>Group & Partner discussion – Mission</p>	<p>5:45</p>	<p>Adrienne</p>

<p>Review the mission (see below) Let's gain consensus!</p> <p>I did not capture this discussion but I think you (AG) have the flip chart page that summarizes it.</p> <ol style="list-style-type: none"> What does the mission mean to you? How can we articulate it better, differently, in a more accessible way? With a partner, draft language and practice an elevator speech for Who is MRPS PIE and what does it do? <p>Finalize elevator speech and language for public-facing purposes (basically, anything other than our Bylaws and Articles of Incorporation). Partners will rejoin larger group and review what they came up with. We'll work together to pick some favorites, though you should use what feels right to you.</p>	(35 mins)	
<p>Role between MRPS PIE and Parents' Groups</p> <p>Areas of confusion/misunderstandings: Fundraising - business sponsors Treasury - single bank account - fear - need one bank for insurance purposes Web site</p> <p>Going forward, it should be business as usual this year until PIE figures out its stuff. But keep PIE informed. Ask other board members and PGs - do you have a contact at Darn Tough, have you already asked them for money this year... Send a quick e-mail to the board when you want to go to an outside sponsor.</p> <ol style="list-style-type: none"> Identify current structure & assumption that Parents Group Presidents / Treasurer should be on PIE board as subcommittee officers Interview each parents' group representative on how the relationship with MRPS PIE can work best. Identify current questions / concerns, such as: autonomy, fundraising, treasury, flow of money, etc. 	6:20 (25 mins)	Jolynda

<p>Parents group representatives, please come prepared to discuss your thoughts on this question.</p>		
<p>Policy Working Groups / Next Steps</p> <ol style="list-style-type: none"> 1. Create Fundraising Policy, Financial Policy, and Org Structure & Function Document <ol style="list-style-type: none"> a. Create working groups to create each. b. Goal to have complete by _____ 1. <i>Once policies drafted, plan stakeholder interaction to share drafts, revise as needed, and finalize policies by May. This process and timeline will be determined by board at future date.</i> <p><u>Next steps</u></p> <ul style="list-style-type: none"> ● Working groups and timelines ● Fill MSMS PAG president and treasurer positions <p>Working groups:</p> <ol style="list-style-type: none"> 6. Fundraising policy - Meghan 7. Financial policy - Carolyn 8. Mission - Theresa 9. Communications - Jolynda / Lesley 10. Organizational structure / function - Maria <p>Charter - why do we have this group, why do they exist, who is involved, deadlines/timelines. Why, who, what (outcome).</p> <p>Timelines:</p> <p>Each working group form their group and have a draft of their project charter by next meeting.</p> <p>Call for volunteers for working groups: MRPS PIE is creating these working groups to xxx. Looking for volunteers to help in these 5 areas.</p> <p>Next meeting is scheduled for February 20 (moved because of school break the following week).</p>	<p>6:45 (15 mins)</p>	<p>Adrienne</p>
<p>Meeting Adjourned</p>	<p>7:00</p>	

Mission as stated in the MRPS PIE By Laws

- a. To provide opportunities for enrichment at Montpelier-Roxbury Public Schools, build community, and serve as a vehicle for information and advocacy for parents and the community at large.
- b. The MRPS PIE supports the goals and ambitions of the school community together. We provide financial and volunteer assistance for enrichment activities and resources, advocate for strong schools, and bring the Montpelier and Roxbury school parent groups and the community together.
- c. MRPSPIE is an umbrella organization consisting of all existing parent groups at the four member schools (UES, MSMS, MHS and RVS) that are hereby established as subcommittees under this organization. MRPSPIE endeavors to help organize, support and increase fundraising potential for each of these sub-committees under this Corporation.

Respectfully submitted
Lesley Allen
Secretary

MRPS Partners in Education Board Meeting
February 20, 2020 at 5:30 pm
Montpelier High School, Room 102

MINUTES

Present

Adrienne Gil, Theresa Murray Clasen, Hannah Zajac, Lesley Allen, Carolyn Desch, Roxi Garland, Dave Carter, Dana Hock

Call to Order

Adrienne called the meeting to order at 5:47 pm.

Approval of Minutes

A motion was made and seconded to approve the minutes of the previous meeting on January 23, 2020. The minutes were approved with no changes.

Treasurer's Report

Carolyn presented the first profit and loss report for PIE.

The total income for all four parent groups this fiscal year (from July 1, 2019) was \$42,469.

Parent groups (PGs) will be able to generate reports for their individual groups.

How was it spent? Some was given to clubs, community events (e.g., Roxbury Science Night), teacher appreciation at UES.

Maybe we can use the income figure and work backwards to get a handle on how much money is flowing through PGs and where it is going.

Action

Carolyn: Clarify how the figures for Total Income and Gross Profit were generated for UES. The numbers don't look right. Correct the report and send out a revised report to the board.

Update on Main Street Middle School Parent Group

A meeting of parents took place on 2/16/2020.

Their goal was to envision a new parent group (PG), how they see the structure and organization. They discussed committees they want to have and brainstormed changes they want to see.

The next step is data gathering. They will send a survey to all MSMS parents to find what they want from the PG.

Next meeting is on 3/8/2020.

Working Group Progress Reports

1. Fundraising

Meghan is working with Christine Zachai. Maria is hoping to get Julia Jones on board.

2. Financial Policy

Close to final draft. Board members to review and provide feedback.

Action

Carolyn: Have it ready for approval at next meeting.

3. Mission Statement

Multiple mission statements exist for school district, schools, and individual PGs. Need a vision statement too. Mission and vision should be guiding the functioning of the PGs but right now they don't have that. Important to ask people - why are we here?

Action

Theresa: Cross-check language bw statements; summarize what we heard tonight. Next meeting - come up with a strategy to get community input about next steps. Share with PGs and get feedback after next month's meeting after we come up with more clarity on mission and vision.

4. Communications Policy

The draft policy is available on Google Drive for board members to review and comment.

Jolynda wrote an outreach plan.

Action

All: Read the draft policy and comment

(<https://drive.google.com/open?id=1Bi3bOzxzZenWCE2uSD0dU3cm2scDTyhy>)

Jolynda: Add the outreach plan to the Drive folder.

5. Organizational Structure

Maria wrote something up and shared it with USPG. They would like to add an equity component to it. Timeline: March - brainstorm structures, April - decide which one works best, May - bring to board. Will need a visual of org. structure.

School District Policies and Procedures for Meeting the Educational Needs of All Students

Parents are asking for support of families who have a child with a learning disability. USPG wants the school to explain how they deal with learning disabilities, what is the process, and what supports they have in place.

Getting pushback from school. Lack of communication from school. Why is it so hard for parents to get information?

A committee could work collectively across all four schools to make progress.

Draw committee members from March 18 info session at UES on special needs, discipline, student supports.

Committee should represent all parents across the district, not just UES.

Action

Theresa will ask Stephani Kononan to lead the committee.

Write a charter - goals, timeline, members, clear purpose.

Adjourn

The meeting was adjourned at 7:03 pm

2019-2020 Meeting Schedule

5:30 - 7:30 pm

Room 102, Montpelier High School

March 26, 2020

April 30, 2020

May 28, 2020

June 18, 2020 (day before last day of school; consider rescheduling or postponing)

Respectfully submitted

Lesley Allen

Secretary

MRPS Partners in Education
March 26, 2020
Virtual Board Meeting via Zoom

MINUTES

Attendees

Adrienne Gil, Carolyn Desch, Lesley Allen, Theresa Murray Clasen, Roxi Garland, Dave Carter, Jen Matthews, Michelle Simard, Ann Gilbert (Central VT New Directions Coalition)

Call to Order

Adrienne called the meeting to order at 5:35 pm.

Election of New Board Members

The board voted to elect Roxi Garland, Dave Carter, Michelle Simard, and Jen Matthews to the board.

Roxi will represent the middle school parents and Jen will represent high school parents.

A warm welcome to our new board members!

Friday Delivery to MRPS Essential Staff

Adrienne and Theresa delivered coffee and pastries to essential staff at the three Montpelier schools last Friday.

The board voted to reimburse Theresa \$155 for the items she purchased on 3/20/2020.

We discussed the idea of doing this regularly during the shutdown. Is it sustainable? Who will do it? Who will fund it? During our discussion, we learned about Governor Scott's decision to continue the school shutdown through the end of the school year.

Essential staff consists of 2 people at UES, 2 at MSMS, 1 at RVS, and 9 at MHS.

Action:

- MRPS PIE will fund a weekly Friday delivery to each school for four weeks (3/27, 4/3, 4/10, 4/17). At the end of four weeks, we will reassess the need to continue. At that point we should have a better sense of where our funds can be best used in the community.
- Roxbury Village School will be covered by Jen Matthews for the full four weeks.
- The 3 Montpelier schools will be covered by Roxi on 3/27, Lesley on 4/3, Michelle on 4/10, and Carolyn on 4/17.
- Theresa will ask Birchgrove Bakery if they can supply a standing order for four weeks.

Covid-19 Update: Volunteers, needs, childcare, food

We discussed ways for MRPS PIE to support the school district and our community. We have volunteers and funds. We don't want to duplicate what is already being done or step on toes. How can we tap into the need and be useful?

Other efforts underway are the Montpelier Mutual Aid group (Amanda Garces and others) and the Thrive organization (Ann Gilbert and others) which has a list of all the services available in the county.

Other ideas are:

Work with and through the schools. Shoulder community needs and allow the schools to focus on academics and social/emotional needs.

Classroom representatives for parents - can reach out to parents and see what they need.

Action

- MRPS PIE will look into creating a survey to reach out to parents through the schools.
- Dave will send the board a copy of a survey he used for his students.
- Adrienne will approach MRPS to see if we can send the survey out to families through the school communications system in order to gauge the need for support.

Treasury Update

Carolyn reported that changes were made to the requirements for submitting receipts. Amounts over \$150 need to be approved by the respective committee (parent group). Amounts under \$150 need only treasurer or president approval and can then be paid by the treasurer.

The board approved the Financial Policy.

Approval of Other Policies (Financial, Fundraising, Communications, Mission, Organizational)

We agreed that we need a completed and approved Communications Policy during this time. The Fundraising Policy might also become important if we need to raise money soon.

Action

All board members should read and comment on the draft Communications Policy over the next week, if able.

Lesley will send board members a link to the draft policy.

Adjournment

The meeting was adjourned at 6:54 pm.

2019-2020 Virtual Meeting Schedule

Meetings are from 5:30 - 7:00 pm

April 30, 2020

May 28, 2020

June 18, 2020

Respectfully submitted

Lesley Allen

Secretary

MRPS Partners in Education

April 30, 2020

5:30-7:30 pm

Virtual Board Meeting

MINUTES

Present

Adrienne Gil, Meghan McGeary, Carolyn Desch, Lesley Allen, Hannah Zajac, Theresa Murray Clasen, Lisa Mahoney, Michelle Simard, Dave Carter, Maria Arsenlis, Jolynda Burton, Jennifer Matthews, Jenn Bryant

1. Introduction

The meeting was called to order at 5:32 pm.

Adrienne introduced Anna Hipko (MRPS communications specialist) and Beth Merrill (parent volunteer).

2. Approval of Minutes

The minutes of the March meeting were approved with no changes.

3. Election of New Board Member

Jenn Bryant was elected to the board unanimously.

We now have 14 board members, and the maximum is 15.

4. Treasury Report

As of April 19, we have received over \$1,000 in donations. Meghan and Carolyn will talk about thank you notes to donors.

Carolyn will connect with Hannah about signing the thank you note to the Roxbury donor.

Donations in recent weeks, according to Meghan's spreadsheet: \$820 for PIE, \$250 for RVS, \$120 for UES.

Account balances: almost \$2,500 left in PIE account, after Staples purchase. Carolyn will have a financial summary report for our next meeting.

5. Covid-19 Community Support

Adrienne presented a [summary](#) of the last few weeks since our March board meeting (slides 8-18).

The board discussed distribution of donations and further opportunities for supporting the MRPS community.

Gift card and new books dissemination (PHASE 1)

Connect with the counselors at each school to see if they could use gift cards to get directly into the hands of families. Bring back suggestions and ideas to MRPS PIE for dissemination.

Bring books to lunch sites, mark as age appropriate and distribute.

Develop further steps if needed to reach families in need who are not able to make it to lunch sites. For example, Anna will connect with the school resource officers to see if they can bring books and (maybe bag of school supplies) when they conduct home visits.

Fundraising Opportunity

The Board voted to move forward on a fundraiser to support MRPS families in need.

A committee was formed to survey MRPS administrators, teachers, and staff. Members are Maria (or designee from UES), Hannah (or designees from RVS), Dave and Michelle from MSMS, Carolyn and Jenn from MHS, Anna from MRPS District.

This committee is charged forming a plan to create and disseminate a survey to the MRPS principals, teachers and staff (special educators, counselors, literacy coaches). The purpose and goal of this survey is to understand the specific needs of families they serve. Each school PG should begin to think of a budget and ideas on how they would spend money received from this fundraiser. MRPS PIE will use this information to develop a plan on how to spend the money raised through the fundraiser.

Mental Health Support Program

Maria and Kathryn met with mental health counselors and with UES staff. Access to mental health care professionals is an issue. Many are not taking new patients.

Maria will move forward on two projects--a blast e-mail to match therapists to cases, and a pre-recorded, hosted Q&A Zoom session with local therapists.

She will reach out to other PGs for input and support as needed.

6. Strategic Partnerships

Theresa met with Montpelier Alive and talked to Washington Cty UUSD rep. People want to work together and partner. How do we make it happen?

7. Policy Updates (agenda item postponed)

Plan to review and approve these at a special Board meeting in two weeks.

Communications--Jolynda

Fundraising--Meghan

Organizational Structure--Maria

Mission--Theresa

8. MRPS Distance Learning

Theresa sent board members the MRPS Continuity of Learning plan through Zoom chat.

9. Communications (agenda item postponed)

We will address these items at our next meeting.

Logo Contest--Meghan

Graduation--Adrienne

Use of Google G-Suite--Lesley

10. Closing

The meeting was adjourned at 7: 43 pm.

2019-2020 Meeting Schedule

5:30 - 7:00 pm

Meetings held on Zoom

May 28, 2020

June 18, 2020

Respectfully submitted

Lesley Allen

Secretary

**MRPS Partners in Education
Board of Directors Meeting
May 28, 2020**

MINUTES

Present: Adrienne Gil, Lesley Allen, Jenn Bryant, Jen Matthews, Theresa Murray Clasen, Jolynda Burton, Carolyn Desch, Roxi Garland, Michelle Simard, Meghan McGearry

Action Items

1. Mission Statement approval is a priority. **Adrienne, Lesley, Theresa and Roxi** will finish up the edits and send out to the full board for comments and approval. The goal is to have the mission statement approved by **June 11th**.
2. As we move forward with updating the By Laws, discuss more inclusive wording for parent groups in a separate forum
3. **Adrienne** proposed a funding request form to improve accountability and compliance. She will present a concept for a funding request form at the next board meeting.
4. **Resource Needs--Carolyn** will arrange a meeting of the committee. Priorities are to find a project lead and to get the books and gift cards from the earlier fundraiser distributed as soon as possible - do not wait until the next board meeting to act. Loop Beth Merrill in to get everyone on the same page.
5. Strategic Partnerships--**Theresa and Jolynda** will meet to map out how to move this forward. They will report back at the next board meeting.
6. **Jolynda** will connect with **Maria** to collaborate on merging the organizational structure proposal with the communications work.
7. **MRPS PIE** review and comment on the Fundraising Policy. Our deadline for approval is **July 1st**.

1. **Call to Order**

The meeting was called to order at 5:35pm.

2. **Approval of Minutes**

The minutes of the board meeting on April 30, 2020 were approved with no changes.

3. **Treasury Report (also see [Annual Accounting Details](#))**

PIE's income for the year to date is over \$50,000; however, this is not a problem for our 501(c)3 status because the first two years are averaged. This puts us at \$40,000. We can still raise up to \$10,000. Also, there are no penalties if we go over; just more complicated reporting and accounting.

Are we keeping track of what we are raising under the Covid banner? Yes, we can see it in a different report that can delineate specific donations and causes.

4. **Bylaw Edits**

A motion was made, and seconded, to approve the edits to the bylaws as written. The motion was approved.

The purpose of updating the bylaws is to come into alignment with the work MRPS PIE is undertaking in response to COVID-19. We need our bylaws to represent the work we are currently doing before we move forward with the GoFundMe fundraiser. This is to protect us and MRPS PIE.

Make it a priority to **finalize our mission statement** so that the bylaws and the mission agree.

A point was made that the phrase “parent groups” excludes other categories of caregivers (grandparents, for example). Make a note to **discuss more inclusive wording for parent groups** in a separate forum

5. Gift Card Update

The school district will certify and acknowledge gift cards received from PIE to ensure tracking and accountability.

There was agreement that PIE should not purchase more gift cards until we decide our policy around handling and distribution of gift cards.

Adrienne proposed a funding request form to improve accountability and compliance. She will **present a concept for a funding request form** at the next board meeting.

6. Project Team Updates

https://drive.google.com/open?id=1T9TakaYK5IXI57aeF2ZhpjEdv93mK_IP

- a. Adrienne has created a project management spreadsheet to improve communications and clarity about the status of PIE projects.
- b. Book Bins--over 2,500 books distributed, 500 still to go out. Thank you to Beth Merrill.
- c. School Supplies--waiting on the resource committee to provide an update on community needs.
- d. Mental Health--no update.
- e. Resource Needs--**Carolyn will arrange a meeting of the committee.** Priorities are to find a project lead and to get the books and gift cards from the earlier fundraiser distributed as soon as possible - do not wait until the next board meeting to act. Loop Beth Merrill in to get everyone on the same page.
- f. Fundraising--the committee was waiting for the update to the PIE bylaws to be finalized and confirmation on how the gift cards and money will be distributed. The planned fundraiser to help families during Covid-19 can now go ahead.

- g. Strategic Partnerships--Theresa and Jolynda will meet to map out how to move this forward. They will report back at the next board meeting. Montpelier Alive and Washington Central school district have expressed interest in partnering with PIE.
- h. Equity Grant--Carolyn is working with Amanda to get her the financial information she needs. Concern about sharing confidential information with non-board members. We can aggregate information into categories without revealing personal information. A board member with development and grant writing experience should be involved. Mascoma Bank denied our grant request because they are not in our area. Could resubmit if that changes.

7. Timeline for Approval of PIE Policies

- a. Mission
Priority = high. The team will finalize the draft mission statement this week and send out a version for the board to comment on.
Deadline for completion: June 11.
- b. Fundraising
Priority = high.
Deadline of July 1.
- c. Organizational Structure
Focus: How is our organization structured and how do we work together with the parent groups? Fold into the communications policy.
- d. Next steps after the policies are done will be to review the bylaws in detail and make sure they reflect the policies we created.
Deadline: Fall 2020

8. MRPS PIE logo

PIE will run a student contest to develop a logo for PIE. Plan it for the fall and finalize the mission statement first.

Project team: Meghan, Lesley, Theresa, Jen Matthews.

Schedule for fall back to school.

9. Communication with MRPS School District

All communications around new PIE projects to school district people should go through Anna Hipko. She will manage the comms for the project or connect us with the right person at the district. Projects should have a board member copied on the communications. This will help streamline communications for new projects going forward.

<https://drive.google.com/file/d/1glpyhCeZzAMnpWBkczgj5T4Pz0Dd6GCK/view?usp=sharing>

10. Roxbury Food Need

Adrienne will follow up. Also put this under Resource Committee work.

11. G Suite

Lesley will apply for an account and start setting up the tools.

12. Adjournment

The meeting was adjourned at 7:15 pm.

Next meeting: June 18, 2020

Respectfully submitted

Lesley Allen

Secretary

MRPS Partners in Education Board Meeting

June 18, 2020
5:30 pm
Montpelier High School (outside)

MINUTES

Abbreviations

PCGs - Parent/Caregiver Groups

Board Members Present

Jolynda Burton, Michelle Simard, Adrienne Gil, Carolyn Desch, Lesley Allen, Maria Arsenlis, Meghan McGeary, Dave Carter, Jen Matthews

Welcome

The meeting was called to order at 5:39 pm.

Adrienne stated it was nice to meet in person for the first time in 4 months.

Approval of Minutes

https://docs.google.com/document/d/1yt_f48lsaOKJuYipvm20sGT7JC21xnQWwBL1fi8Jow4/edit

A motion was made and seconded to approve the minutes from the previous board meeting on May 29, 2020. The minutes were approved with no changes.

Treasury Report

Carolyn presented the [Treasury report](#). Total income for the year to date is \$59,613.

Report on fundraising during Covid: Boosters no income, bought \$2,000 in gift cards. MSMS no income but gave out \$2,400 in gift cards. Roxbury has \$235 in income during Covid. MRPS PIE \$1,811 in income, bought school supplies for around \$1,500. Total of \$37,961 available to use (all 4 PCGs* and PIE).

On the question of whether PCG's and PIE want to continue using their money for Covid relief or keep it for other things, Meghan asked for an update from each PCG on what they need to carry forward for next year's expenses, what is earmarked for projects, and what is available for distribution.

Carolyn--MHS Boosters don't know what next year's expenditure will be. Everything is uncertain. Have not done a needs survey with teachers for next year. Don't know which projects will move forward next year.

Maria--USPG usually carries over \$5,000. They would have exhausted all their funds if the school year had continued. Have no idea what next year will look like. So much uncertainty.

Michelle--MSMS PAG can come up with ideas but any plans will have to be flexible.

Meghan suggested that we hold off on additional fundraisers and spend down PIE funds if additional needs come up. PCGs can contribute if they wish. In the fall, revisit the idea of another fundraiser if there is a need.

Should we keep funding individuals' needs? We were formed as a parent group organization, not a foundation that people can apply to for money. Can it be a temporary situation, like during the Covid emergency situation? Maria said the gift cards are to help the social workers do their jobs in the schools. The \$25 cards seem like a good amount to meet small, emerging needs. Roxbury allocates their funds using a ratio of 25% academic, 25% social needs, and 25% community needs.

Action Items from Previous Meeting

https://docs.google.com/document/d/1yt_f48lsaOKJuYipvm20sGT7JC21xnQWwBL1fi8Jow4/edit

1. **Mission statement:** The deadline was June 30. Keep it on the list for the future. See note below under Policies.
2. **Inclusive wording for parent groups:** Current wording (parent group) excludes non-parent caregivers of students in our district, such as grandparents and foster parents. Consider updating the names of our parent groups to be more inclusive. Keep this item on the list and keep thinking about it.
3. **Funding request form:** Carolyn is still working on it.
4. **Resource needs committee:** The donated books have almost all been distributed. Just the new books remaining are being held back. Anna Hipko (MRPS administration) picked up the Bear Pond gift cards for the social workers to distribute. Roxbury will be prioritized, then the other schools.

Bear Pond Books has more books for us. Meghan will get them and pass them on to Anna.

Is there a lead for the Resources Needs committee? No.

Will the committee be getting Shaws or Walmart cards? The social workers would like these.

We need to get acknowledgement from the schools for the cards we already gave them. Carolyn is working on this with Grant and Anna.

5. **Strategic partnerships:** Theresa has made progress. Will update us when there is more to come.
6. **Organizational Structure:** Jolynda and Maria discussed merging the organizational structure discussion with the communications policy discussion. They are thinking about a policy around operational principles and procedures. Jolynda and Maria and Lesley will continue working on this. It's an important piece in establishing our organizational goals. They will get everyone's input on the principles. The mission will flow from there.
7. **Fundraising Policy:** The deadline is July 1 but this will likely be moved out to a later date. Jolynda will come up with a bare bones draft that people can look at and those who are interested can develop further. The bare bones are done (Meghan). Find time to get together and talk about it.

Maria proposed that we release a paper about what kind of fundraising we support in time for the school year (guidelines and intention).

Hannah reminded us that the school board is also developing a policy that is now on hold. We need to align our policy with the school board's. November is a good deadline.

Project Team Updates

https://drive.google.com/open?id=1T9TakaYK5IXI57aeF2ZhpjEdv93mK_IPv

1. Resource Committee--see above.
2. Mental Health: Maria asked the board for approval on the video. The therapists want to do another one. More therapists want to join. She is working on a way to give social workers and guidance counselors a way to reach out to therapists when a child/family needs counseling. This will take longer because of legal issues. Board members - listen to or watch the video and give Maria the go-ahead by Monday.
3. Fundraising: no update.
Strategic Partnerships: see above.
4. Equity Grant: the grant was submitted. No further update.

PCG Updates

1. USPG: They are considering a council structure instead of a traditional president model. Will be polling UES families. The feedback will determine which direction they go in.
Equity committee will continue to meet over the summer. A current focus is questions about the School Resource Officer.
Fundraising committee-0not sure when they will fundraise again.
2. RVS PTO: Haven't met due to Covid uncertainty. Canceled duck race fundraiser. Hoping to regroup soon. They are helping the volunteer who has been bagging groceries to give out to everyone who came to the school to drop off devices. Missy and Sheryl are putting together a proposal for PIE around food for the summer for the 22 families they have identified. There is no summer food program in Roxbury but they are working with Just Basics for some kind of pick up without going all the way to the school.
Would consider a fundraiser to fund PTO needs next year.
3. MSMS PAG: Small, new group. Did parting gifts for retiring staff at MSMSM. Met with the new principal. Dave is seeing the group as a community group, not just parents (Northfield district has a parents, caregivers, and neighbors group). They will reconvene in the fall and try to get new energy. The new principal wants to bring the Sunshine Fund to the school. Parent group will consider funding it (\$2,500).
4. MHS Boosters: Helped with graduation - funded some decorations. The money that Boosters would usually give for Project Grad went to banners around town. Central VT New Directions wants to do a movie, possibly online. Boosters needs to preview them.

Annual Meeting and Resignation of Board Members

The terms of 8 out of 14 board members are expiring. They can decide whether to seek reelection, if the board structure stays the same.

Adrienne resigned from the board. Carolyn and Lisa will not seek reelection when their terms expire in August. Carolyn will remain as treasurer until the annual meeting.

Jolynda stepped up to fill the role of interim president until we meet about the structure and/or elect new officers. All present voted yes.

Jolynda will check the board's e-mail. Lesley and Jolynda will manage the Facebook page.

Lesley will work with Adrienne on organization of documents on Google Drive.

We need a date for the annual meeting. July/August - year end meeting. Annual meeting in September.

Recap of PIE Formation and Intentions

Adrienne provided a brief history of PIE.

Adjournment

The meeting adjourned at 7:19 pm.

Respectfully submitted

Lesley Allen (Secretary)