

MRPS Partners in Education
Meeting Minutes
2020-2021 School Year

Contents

July 30, 2020 meeting

September 24 and October 1, 2020 meeting

October 29, 2020 meeting

December 10, 2020 meeting

January 14, 2021 meeting

February 18, 2021 meeting

March 25, 2021 meeting

**MRPS Partners in Education
Fiscal Year-End Board Meeting**

July 30, 2020, 5:30 - 7:00pm
Montpelier High School courtyard and Zoom (as needed)

MINUTES

Actions

- All: Think about goals for the annual meeting on September 24
- Jolynda: Research discussion forums
- Jolynda: Find a date for white supremacy culture discussion with Amanda Garces
- Carolyn, Suzanne, Meghan, Cara: Generate audit report for insurance
- Lesley: Update board contacts document and share it with Cara
- Resource Needs Committee: Connect with Anna Hipko about needs for the coming year that PIE can help with

Board members present: Carolyn Desch, Meghan McGeary, Jenn Bryant, Hannah Zajac, Jolynda Burton, Michelle Simard, Jen Matthews, Lesley Allen, Dave Carter

Guests: Cara Robeck, Marcie Oughstun (UES parent group rep)

1. Welcome

Jolynda opened the meeting at 5.40 pm. Introductions made to:

- Marcie from the UES Caregivers Collective.
- Cara Robeck, the new PIE treasurer. Cara has a 6th grader and 9th grader at MRPS schools and is executive director of VEEP.

2. Approval of minutes from 6/18/2020 meeting

The minutes were approved with no changes.

3. Treasurer's Report

a. Financials

- i. The board reviewed the [year-end financials](#).
- ii. Total income was \$60,674. We can average the first two years to keep us below the \$50,000 limit for our non-profit category.
- iii. \$6,350 expenditure in the Donation to Other School Programs category was likely covid related or the holiday fundraiser.
- iv. \$665 for UES bank charges and fees could be credit card charges for the UES laptop fundraiser.

b. Insurance

- i. Carolyn, Suzanne, Meghan, and Cara will generate the self-audit report for our insurer as soon as they can get to it.

c. New Treasurer

- i. The board voted to elect Cara Robeck as the new Treasurer for MRPS PIE.
- ii. Cara recommends having a budget for the coming year but it might not be possible with Covid. In that case, have all the groups think about their goals in terms of expenditure.

d. Updates on Board Members and Parent/Caregiver Groups

- i. UES. Maria Arsenlis resigned as president of UES parent group and from the PIE board. The UES group is now called the UES Caregiver Collective and it operates as a council. Cara Robeck will temporarily fill the role of check writer for UES. Our insurance requires check writers to be board members. Jolynda will be the official UES Collective representative for PIE.
- ii. Roxi Garland has resigned from the board.
- iii. MHS Boosters. Jenn Bryant will be the check writer for MHS Boosters. She is gathering a group to rethink the structure and purpose of Boosters.
- iv. Lesley will update the board contacts document and send it to Cara.

4. Annual Meeting and 2020/2021 Planning

a. Discussion Forum

- i. Aim to keep meetings shorter and have the more detailed discussions outside of our meetings. Find a way to reduce emails, communicate better, reduce the load on the president, and help committee/project groups progress between meetings. Jolynda will do some research on discussion forums and propose some ideas.

b. Annual Meeting

- i. Proposed date is September 24 at 5:30 - 7:30 pm.
- ii. The purpose is to set goals for PIE and review parent/caregiver group goals.
- iii. Please all think about goals ahead of the meeting.
- iv. We will need a basic budget if we want to apply for grants.

c. Meeting Schedule for 2020/2021

- i. Continue to meet on the 4th Thursday, except for July, August, and December.

5. School Reopening, Engagement with District and Schools

a. Roxbury (Hannah)

- i. There is some anxiety around reopening but their small school size means they are already in pods.
- ii. The new principal has been great at communicating.

b. How PIE and PGs could help with school reopening

- i. Outdoor learning. Jenny Sheehan is researching the feasibility of getting tents. Where to put them and weather are limiting factors, as is the question of how much each pod will get to use them. Hannah will contact the VT National Guard (they donated tents to the hospital) and Valeski Propane (donated propane for tents at the hospital).

A ventilation system improvement would be a better investment for MRPS PIE.

- ii. Masks for classrooms. Kids will get 1 reusable mask and teachers will have disposable masks in classrooms. Talk to principals about what PPE is acceptable and expected.
- iii. Closer to school opening, PGs will find out needs at individual schools. Talk to each other so they can help each other out. Update: the Resource Needs Committee will connect with Anna Hipko about the needs at each school.

6. Conversation on White Supremacy Culture as it Relates to MRPS PIE Operations

- a. Jolynda had a conversation with Amanda Garces about having her come to talk with the board about white supremacy culture. Jolynda will ask Amanda for some dates in August.
- b. Theresa Murray Clasen is talking with Montpelier Housing Authority about getting Cummings St more involved with PGs. And is setting up a meeting with new police chief, Chief Peete.
- c. Montpelier Alive partnership - conversation around buying local. Downtown struggling. Brainstorming around how PIE can be a strategic partner but no tangible conclusions.

7. Open Discussion

- a. Roxbury food program. Jolynda emailed with Tina, Missy, etc and they said they are fine and don't need support at this time.
- b. Childcare: should we offer childcare for our PIE meetings? Might encourage more people to attend.

8. Adjournment

- a. The meeting adjourned at 7:15 pm.

Approved by the Board on 2020-09-24

Respectfully submitted,

Lesley Allen, Secretary

MRPS Partners in Education Annual Meeting

September 24, 2020 (Montpelier High School and Virtual)

Continued October 1, 2020 (Virtual)

MINUTES

Present

Jolynda Burton, Lesley Allen, Jenn Bryant, Dave Carter, Hannah Zajac, Cara Robeck, Michelle Simard, Jen Matthews, Meghan McGeary

Welcome

Jolynda called the meeting to order at 5:30 pm and went through the agenda. She asked if there are additional items for the agenda. Meghan would like an update on the fundraising. Jolynda hopes to get agreement for the idea of standing committees and the proposed board meeting calendar for this school year.

Approval of Minutes

The minutes from the board meeting on July 30, 2020 were approved without changes.

Financial Report

\$2,406 was donated through Stripe since mid-August (\$1,509 for Teacher Appreciation, \$50 for MRPS fund, and the balance for supplies).

PIE received a grant for \$3,500 from National Life to buy outdoor camp chairs for UES students. The request was initiated by UESCA and PIE acted as a passthrough. Jolynda is concerned about equity of funding across all four schools. There is an opportunity to write to National Life and explain PIE's role in a thank-you letter.

Values & Goals

MRPS PIE Values (*proposed*): Inclusion, Transparency, Service, Equity

MRPS PIE Goals (*proposed*):

1. Support families' basic school needs during this pandemic school year;
2. Shift our operations to better distribute work, responsibility, and involvement;
3. Finalize outstanding policies by engaging the broadest school community for feedback. Include fundraising policy, communication policy, and "How we work together" policy;
4. Amend and streamline accounting processes, per recommendations from Cara, Suzanne, and Amanda, with equitable input from the four school caregiver groups;
5. Raise funds as we are able, and expect lower revenue due to pandemic.
6. Build a more diverse and representative board in a transparent way.

Policies

Fundraising: Add a note that a certain amount should be set aside for the following year and the rest should be spent in the year in which it was raised. Also clarify how unrestricted funds will get allocated in future. They were previously split according to the number of students per school. We are now rethinking that and need to find a more equitable way. Further research and input from others in the community is needed.

How the Caregiver Groups (CGs) interact with PIE and how the fundraising functions: PIE does its own fundraising and each CG can also do their own fundraising. PIE's purpose is to fund the four school groups equitably and to provide guidelines around IRS and nonprofit standards. The CGs are subcommittees of PIE, which is the nonprofit. Their bank accounts are PIE bank accounts.

2020-2021 Board Meetings Calendar

The board approved Jolynda's proposal to reduce the number of board meetings from 12 to 9 per year and approved the following schedule for the 2020-2021 school year:

September 24, 2020	Annual Meeting: set goals / values; set fundraising plan
October 29, 2020	
December 10, 2020	
January 14, 2021	
February 11/18, 2021	School year halfway point: quick goals assessment, tweak as needed
March 25, 2021	Decide on fall fundraiser (Fall Festival)
May 6, 2021	
June 10, 2021	
July 15/22, 2021	End of FY wrap up

Board members should review these dates and flag those which will not work. Lesley will add the meetings to the calendar for best attendance.

Elections

The board elected the following officers for a two-year term:

Jolynda Burton, President
Meghan McGeary, Vice President
Cara Robeck, Treasurer
Lesley Allen, Secretary
Hannah Zajac, Parliamentarian

School Parent/Caregiver Group Updates

Main Street Middle School Caregivers Alliance

The group has formed an organizing structure to spread the work. They have a Communications Committee and a Community Events Committee. The committees have been given mrpspie.org emails and Drive space through PIE's GSuite account.

The events group is organizing community-building events to get kids together in the absence of dances, etc. They are also helping to bridge the gap for virtual students. In July, they hosted a presentation from Beth Nolan on school resource officer funding.

Roxbury Village School PTO

Hannah is no longer PTO president. The PTO is dealing with hurt feelings in the community around busing and a sense of being left out.

Union Elementary School Caregivers Alliance

They are doing a good job spreading the word about their new structure and drawing in participation. Focused on connecting parents. They are planning a pre-school meetup. Aim to spread out the work amongst members.

Back-to-School Fundraising Drive

The drive has raised around \$450 for supplies and \$1,905 for teacher appreciation to date. The school board aimed to raise more for teacher appreciation.

Should we do another push for staff appreciation donations and then invite the parent/caregiver groups to contribute on the basis of staff numbers per school? PIE would cover the MRPS district staff. Jolynda will email Jim Murphy, since Bridget Asay (school board) has resigned, and ask about timing and participation.

Adjournment

The meeting adjourned at 6:50 pm on September 24.

Continuation of Meeting

The meeting continued on October 1, 2020, at 5:30 pm.

Board Structure and Operations (expanding Goal #2 in Values & Goals above)

The board discussed Jolynda's proposal to formally establish standing committees and shift much of our work to them. Delegating work to committees instead of the whole board will help with workload, workflow, and purpose. All board members should belong to at least one committee. Non-board members can and are encouraged to serve on committees.

The board established the following committees:

1. Board Development & Governance: maintain and amend bylaws; oversee policy finalization and any rules or structure (such as co-chair vs president model) we develop or change. This committee will pay close attention to board transparency and accountability.
2. Communications & PR: manage PIE website, marketing, promotions, and all communications including press releases; strategy setting for PIE and public relations. This committee will create the final draft of communications policy/plan to be presented to caregiver groups.
3. Finance and Fundraising-- maintain and/or amend accounting policies, lead budgeting process each summer; maintain fundraising policies and procedures, oversee board and caregiver group fundraising activities, develop fundraising strategies and take on donor relationships and gift acknowledgement/thank you letters
4. Resource Needs: monitor school community needs and available resources (outside of direct fundraising).
5. Equity: ensuring equity in all of MRPS PIE's activities. This is a dedicated committee but also a goal in all the work we do as a board.
6. Community Outreach: pulls together resources to support the community; connects people to each other and to useful resources. It is different from Communications and Fundraising which are also types of outreach.
7. School Caregiver Groups: MHS Boosters, Roxbury PTO, UES Caregiver Alliance, MSMS Community Alliance.

Adjournment

The meeting adjourned at 6:45 pm on October 1, 2020.

Respectfully submitted
Lesley Allen
Secretary

MRPS Partners in Education Monthly Board Meeting

October 29, 2020, 5:30 - 7:00pm on Google Meet

MINUTES

Present

Jolynda Burton, Michelle Simard, Dave Carter, Jenn Bryant, Cara Robeck, Lesley Allen, Meghan McGearry
(Absent: Hannah Zajac, Theresa Murray-Clasen, Jen Matthews)

Approval of Minutes

The minutes from the September/October meeting were approved with no changes.

Treasurer's Report

Cara can now see online donations coming in. Cara and Suzanne are set up on Stripe. Suzanne has view-only access, so she can pull reports but can't change anything.

The money that came in for the UES camp chairs was spent. Not a lot of money coming in or going out currently.

Staff Appreciation Fundraiser

We have raised around \$2,100 to date. Bridget Asay, who initiated this fundraiser, has resigned from the school board and the board is busy with other issues. We agreed that PIE should move ahead and distribute funds raised to date. We have enough to give each staff member a \$15 gift card, if the staff count is 140 (Jolynda will check). We will ask caregiver groups to add funds in order to bring the amount up to \$20 per staffer.

We also have an unrestricted gift of \$500 from the Vermont Community Foundation that we could potentially add to the staff appreciation fund. Also, Darn Tough Socks is willing to make a donation to PIE. Should we request socks for staff or for students?

Action

Jolynda will ask Anna Hipko at MRPS district office for a breakdown of staff numbers per school.

Continue the fundraiser and wrap it up next Wednesday (11/4)

Consider asking caregiver groups for a contribution to bring the total up to \$2,800. The amount needed from each group will be determined by their staff count.

Ask staff members to fill out a simple form to pick the local business for their gift card.

Update on 10/30/2020:

The staff count is 248, not 140. We have enough for almost \$10 gift cards for each staff member, consider inviting caregiver groups to contribute to make even \$10 each.

Community Needs

The school social workers asked for PIE's assistance to fundraise to help families over the winter. Families will have needs for clothing, food, gas, etc. The social workers liked the Covid fundraiser we did and appreciated having the gift cards available to hand out when needed.

The board agreed to support this as a fundraiser. We still have some books and art supplies from our Covid fundraiser to distribute, as well as some restricted donation gift cards. Jolynda will mention this to the social workers and see if they can use these.

There is a question about whether we can give cash gift cards to individuals according to IRS regs. We are not a grantmaking organization. What's the difference between this and what we are doing with teachers for the appreciation drive?

Action

Cara will talk to our accountant about cash gift cards.

If cash gift cards are allowed, continue discussing the details as a board over email.

Standing Committees

Members volunteered for the following committees, so far:

1. Board Development & Governance: Jolynda
2. Communications & PR: Lesley
3. Finance: Cara
4. Fundraising: Meghan
5. Resource Needs: Jolynda
6. Equity: ensuring equity in all of MRPS PIE's activities. This is a dedicated committee but also a goal in all the work we do as a board.
7. Community Outreach: Dave would enjoy this but can't take on a leadership role right now.
8. School Caregiver Groups:
 - a. MHS Boosters - Jenn B., Jen M., Michelle
 - b. Roxbury PTO - Hannah
 - c. UES Caregiver Alliance - Jolynda
 - d. MSMS Community Alliance - Michelle, Dave

Adjournment

The meeting adjourned at 6:50 p.m.

Respectfully submitted
Lesley Allen
Secretary

**MRPS Partners in Education
Virtual Board Meeting
December 10, 2020**

MINUTES

1. Approve Minutes

The minutes from the meeting on October 29, 2020 were approved with no changes.

2. Treasurer's Report

Thermometers

MSMS and UES caregiver groups purchased thermometers for families who needed them. MSMS used funds already in their account; UES raised most of the money.

Gift Cards

Cara confirmed with the accountant the following, allowing us to move forward:

1. Ensure the activity is a fit with our mission.
2. If we are giving gift cards to the school guidance counselors/social workers and not able to know who received the cards, we should have three things in place:
 - a. Criteria by which they choose which families receive the gifts (can be brief). The criteria would apply to any gift card that could be seen as arbitrary (i.e., not the gift cards to school district staff).
 - b. Ask the guidance social workers to certify annually that only families meeting those criteria received the gifts.
 - c. Ideally have a spreadsheet to track the cards and have two of the guidance counselors/social workers sign off each time one is given away.

Jolynda has shared this guidance with the social workers. They don't yet have a list of criteria but are no longer just relying on recommendations from teachers.

Action

Cara: draft criteria and get Meghan's input, then share it with the board by email for feedback.

3. Fundraising Recap

Staff Appreciation Fund

- a. The PIE fundraiser raised \$1,975, leaving us about \$500 short of being able to give \$10 per staff person. To meet the funding gap, the board voted unanimously to move up to \$500 of a previous, unrestricted donation into the Staff Appreciation Fund for fall 2020.
- b. Jolynda worked with Dan Groberg at Montpelier Alive to revive the Capital City Cash system for this fundraiser. School district staff all received \$10 CCC cards this week. Expiration on the cards

is 6/30/2021.

Family Support Fund

PIE raised over \$6,000 and was able to provide 69 gift cards of \$100 each to the district social workers. A Roxbury church purchased 12 additional \$100 cards and the school social workers received 8 cards from other sources. A total of 89 families in the MRPS district received \$100 gift cards.

We are learning that more families are in need but didn't know about the form to request help. The board agreed to:

1. Continue sharing the needs survey form through the school principals, the caregiver groups, and especially through Libby and Anna, who have the widest reach.
2. Keep fundraising in order to meet any additional requests.

Theresa noted that Shaw's has a matching program.

Bear Pond gave us more books. Meghan is cataloging all cards, books, resources that we have with hopes of giving them to school counselors to distribute. Some gifts were restricted. We should probably use these before the end of the year. Meghan will email the board with that information.

Action

Jolynda: Take a look at Family Support funds remaining and pre-purchase more cards ahead of expected requests.

Jolynda: Ask Libby and Anna to push out the needs survey and the fundraising link again.

Theresa: Talk to Shaws about matching funds raised by PIE.

Meghan: Update the board via email about remaining donated items that need to be distributed.

4. Fall Festival Discussion with Community Engagement Lab (12/9)

Discussions are taking place about a collaboration in 2021 between the Montpelier Fall Festival, Community Engagement Lab's One World Festival, and Montpelier Alive. Meghan is interested in attending their next meeting on 1/14.

Action

Theresa: include Meghan on future communications and meetings.

5. Committees

The board decided on a board representative for each committee. Next step is to find other people to join the committees.

Equity

Theresa has reached out to some people to help. Theresa will be the point person for Amanda Garces around the equity presentation/conversation we have been trying to schedule.

Helpful/educational resources on the topic of equity

- PIE has a collection of resources [here](#).
- Jen Matthews recommends *Making Spaces Safer* by Shawna Potter.

Community Outreach

Theresa (lead), Dave.

Resource Needs

Michelle, Jen Matthews.

What is the difference between Resource Needs and Community Outreach committees? Resource Needs is about connecting with Libby and Anna to address needs within the schools. Community Outreach is more external and is about liaising with and building relationships with community stakeholders like Montpelier Alive.

Finance

Cara and Suzanne.

Communications

Lesley and Hannah.

Fundraising

Meghan (lead), with support from Theresa and Dave because their community outreach work intersects with fundraising. Tracking, acknowledgements, policies are the most important areas for Meghan to cover. We can recruit others from the community to execute.

Board Governance

Jolynda

Action

Committees: write up a brief description of their focus area and goals so we are all on the same page before we start recruiting others. Jolynda already made a start on this (see Committee Descriptions under Notes below).

6. Caregiver Updates

Jenn B. passed on a request for PIE to get a Zoom account for the caregiver groups to use. They had some problems with Google Meet at a MHS Boosters meeting. There were issues with presenting and district staff could not join using their school emails because it was outside the mpsvt.org domain.

Lesley has not been receiving MHS Boosters emails. She and Jenn will talk outside this meeting about Boosters.

Action

Jenn: Try again - the problems might have been solved.

Ask the MRPS IT manager to make mrpspie.org a trusted domain.

Lesley, Jenn B., and Michelle: collaborate on improving Boosters mailing list and website.

NOTES

Committee Descriptions

Board Development & Governance: maintain and amend bylaws; oversee policy finalization and any rules or structure (such as co-chair vs president model) we develop or change. This committee will oversee board recruitment, and pay close attention to transparency and accountability.

Communications & PR: manage PIE website, marketing, promotions, and all communications including press releases; strategy setting for PIE and public relations. This committee will create the final draft of communications policy/plan to be presented to caregiver groups.

Finance and Fundraising-- maintain and/or amend accounting policies, lead budgeting process each summer; maintain fundraising policies and procedures, oversee board and caregiver group fundraising activities, develop fundraising strategies and take on donor relationships and gift acknowledgement/thank you letters

Resource Needs: monitor school community needs and available resources (outside of direct fundraising).

Equity: ensuring equity in all of MRPS PIE's activities. This is a dedicated committee but also a goal in all the work we do as a board.

Community Outreach: pulls together resources to support the community; connects people to each other and to useful resources. It is different from Communications and Fundraising which are also types of outreach.

School Caregiver Groups: MHS Boosters, Roxbury PTO, UES Caregiver Alliance, MSMS Community Alliance.

MRPS PIE Goals for 2020-2021 (approved)

- a. Support families' basic school needs during this pandemic school year;
- b. Shift our operations to better distribute work, responsibility, and involvement;
- c. Finalize outstanding policies by engaging the broadest school community for feedback. Include fundraising policy, communication policy, and "How we work together" policy;
- d. Amend and streamline accounting processes, per recommendations from Cara, Suzanne, and Amanda, with equitable input from the 4 caregiver groups;
- e. Raise funds as we are able, and expect lower revenue due to pandemic.

Proposed Full Board Meetings Calendar

Reduce the number of full board meetings from 12 to 9 per year. I suggest the following schedule and putting all finalized board meetings for the FY on schedule now for best attendance.

September 24 - Annual Meeting: set goals, fundraising	October 29
December 10	January 14
February 11 / 18 - half school year (reassess/redirect)	March 25 - decide on fall event
May 6	June 10
July 15 / 22 end of FY wrap up	

Temporary Committees (for example):

School reopening 2020

Fall Festival

Specific Events

Minutes approved January 14, 2021.

Respectfully submitted
Lesley Allen
Secretary

MRPS Partners in Education
Board Meeting
January 14, 2021, 5:30 - 6:45pm
Google Meet (meet.google.com/meq-dnjs-bkv)

MINUTES

Present: Jolynda Burton, Cara Robeck, Lesley Allen, Jenn Bryant, Meghan McGeary, Dave Carter

1. Approve Minutes

The minutes from the meeting on December 10, 2020 were approved with no changes.

2. Treasurer's Report & 2020 Fundraising Summary

Financial Report

There was nothing new to report. The treasurer is meeting with the bookkeeper in February, and will have a full report ready for our next meeting on February 22.

Family Support Fund

Donations kept coming in until a few days before Christmas. The fund had close to \$8,000 by the end. This included some donations in the hundreds of dollars from generous local people and businesses.

Staff Appreciation Fund

Jolynda got some requests from businesses to redeem the vouchers, a good sign as it means recipients are spending their vouchers. It's been great to have the voucher redemption system set up. Theresa will ask Montpelier Alive about their plans to revive Capital City Cash .

Jolynda proposed that the fundraising committee should do an analysis of the two fundraisers. For future fundraisers, it would be helpful to create best practices, and have a record of what we did and what worked.

Action

Cara: generate financial report ahead of February meeting.

Theresa: check in with Montpelier Alive about plans to relaunch Capital City Cash.

Fundraising committee: review 2020 fundraisers and create best practices

3. Activity and Program Updates

Fall Festival 2021

Is there any seed money for operating/startup expenses? Yes, money was held back after the 2019 festival before profits were distributed to schools.

Theresa and Meghan met with Community Engagement Lab (CEL) on January 12 to discuss a possible partnership. CEL is planning a fall arts festival that will focus on environmental and racial justice. This is a good fit

with our focus on equity. CEL is open to doing a joint event with PIE and having it be a fundraiser for PIE. There is flexibility around what that looks like but they envision artwork and murals being part of it, and possibly a 5K race (partner with MHS's Race Against Racism?). There would be the usual festival activities (food, bouncy houses, etc.).

No decision has been made yet about whether to partner and how the event would be marketed, but timing is an issue as potential donors may have funding deadlines soon. Theresa will start contacting donors.

Loop in the four school caregiver groups to get their input and collaboration. Talk to them before going any further. Also talk to the MHS athletic director about getting high school students involved (host a high school soccer or volleyball game at the festival?).

Montpelier Alive may be interested in partnering around this event. Theresa will meet with Katie Trautz of Montpelier Alive to discuss.

Covid concerns and regulations may preclude the event from happening this year. We may have to keep it small. Our goal is to have something that highlights the schools and students, brings visibility, and raises some funds. Maybe focus on an art display/show and leave the festival activities for another year? Talk to some of the bigger potential sponsors to find out what they are thinking and doing as regards large events. Their feedback could guide our decision.

Action

Jolynda will find the spreadsheet of funders and funding timeline. Ask Carolyn or Adrienne.

Write one-pager to share with caregiver groups so they know what we are talking about. **THERESA, WILL YOU ASK PAUL FOR SOMETHING IN WRITING THAT REPRESENTS CEL'S GOALS / VISION FOR FESTIVAL?**

Theresa will talk with top funders to see what their capacity is to give, and to ask if they will support us in a festival or otherwise, if large events are not allowed this year. Northfield Savings Bank, Union Mutual, National Life Group Foundation, and Community National Bank.

Theresa will meet with Katie Trautz (Montpelier Alive)

Mary Bechtel SEL Director's request for caregiver involvement

The head of MRPS's social emotional behavioral team would like to have a couple of caregiver representatives on the team. The team also includes administrators and teachers. Responsibilities are to attend a meeting every other month for 1.5 hours, share caregiver perspectives, share student SEBL needs, and report back to caregiver groups.

Action

Jolynda will pass request to caregiver groups so that we can identify one person per school (or fewer) to participate in the SEBL team.

Amanda Garces - White Supremacy Conversation

Theresa has been in touch with Amanda regarding the PIE board engaging in a conversation about white supremacy culture in organizations. Amanda has told Theresa that she is completely booked and has no time to dedicate to this right now. The board discussed seeking out another resource to help us engage in the conversation. Many different local groups were brought up. The board agreed we could dedicate some money to this as needed. No vote on amount was made, as we want to understand what cost would be first. Theresa suggested that this might be a good discreet task for Jen Matthews to help with, especially since she emailed that she wants to stay involved despite being very busy right now.

Action

Jolynda to email Jen Matthews to see if she can give this some attention soon (within a week or two), do a little research and identify some possible groups or organizations to work with us and the cost. If she does not have time to do it soon, Jolynda will come back to the board for another person to take on.

UESCA Request to Understand our Policies and Work Better With Us

The UES Caregiver Group formed a committee to better understand how PIE works, how the group needs to work with PIE, and how it can better communicate with PIE. Currently, the committee is just Amanda Garces and Kathryn Nunnely. Jolynda had a call with the two of them on December 16 about it. There were a lot of questions about what is allowed/not allowed, feelings shared about confusion and lack of transparency, and other thoughts. Jolynda shared that PIE wanted to remove confusion as well, and that she felt much of the confusion of the last year or so is related to UESCA having no designated person on the PIE board, as the other caregiver groups seem to have less confusion and questions. The group agreed that next steps would be answering questions from UESCA and creating more clarity for policies and communications through a document.

Action

Cara will look at PIE's policies and come back with a draft document in February outlining how we work with the caregiver groups. Jolynda will forward the UESCA's questions to the board.

4. Committees

There was discussion around a suggestion to have an equity "officer" who would ensure compliance, instead of an equity committee. An alternative would be to develop equity standards and build them into all our policies. All outgoing materials would be reviewed to make sure they adhere to the standards.

Action

All: Keep thinking about what we can do on the committees and how we can bring in a few more people who don't need to be on the board but would be willing to help. Also, consider the need for equity committee vs standards and possibly someone whose role is ensuring compliance to equity standards.

Committees

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Equity: ensuring equity in all of MRPS PIE's activities. This is a dedicated committee but also a goal in all the work we do as a board. [JB: wondering if this would be best as an "officer" -- rather than a committee -- almost like compliance.

Community Outreach: pulls together resources to support the community; connects people to each other and to useful resources. It is different from Communications and Fundraising which are also types of outreach.

School Caregiver Groups: MHS Boosters, Roxbury PTO, UES Caregiver Alliance, MSMS Community Alliance.

5. Caregiver Updates

MSMS CA has been active. Have hosted some good activities. Hard to find cohesiveness with the virtual students.

There is a general disconnect between virtual students and the schools. PIE's role is to connect our schools. Can we do anything? Think about it. Share any information or feedback we get from virtual students and from teachers.

6. Next Meeting

The board will meet on February 18, 2021 at 5:30 pm.

NOTES

MRPS PIE Goals for 2020-2021 (approved):

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MRPS PIE Values (*proposed*): Inclusion, Transparency, Service, Equity. How can we use and share our values and guiding principles

Proposed Full Board Meetings Calendar

Reduce the number of full board meetings from 12 to 9 per year. I suggest the following schedule and putting all finalized board meetings for the FY on schedule now for best attendance.

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May 6	June 10
July 15 / 22 end of FY wrap up	

These minutes were approved by the board on February 18, 2021.

Respectfully submitted,

Lesley Allen

Secretary

**MRPS Partners in Education
Board Meeting
February 18, 2021, 5:30 - 6:45pm
Google Meet**

MINUTES

Present

Lesley Allen, Jolynda Burton, Dave Carter, Theresa Murray Clasen, Cara Robeck, Jen Matthews, Michelle Simard

Approve Minutes

The minutes from the meeting on January 14, 2021 were approved with no changes.

Treasurer's [Financial Report](#)

Staff Appreciation Fund

Very few of the gift certificates given to MRPS staff have been used. Only 22 out of the total. Who is sitting on them - the recipients or the stores? Jolynda will check with Dan Groberg (Montpelier Alive) and the school principals.

Family Giving Fund

Has a bit less than \$400 left in it. The funds can stay there until/if we need them again. We could let the four social workers know the funds are there in case they need it.

Caregiver Groups Covid Fundraiser Money

UES spent some of their funds on thermometers. MSMS shows an expenditure on something that is not clear. Michelle will verify. Might be thermometers also.

Financial Report

Cara stated that the spreadsheet is available for caregiver groups to view if they need financial information. There is a tab on the spreadsheet showing each group's income and expenditure. This should go out to caregiver groups to inform them about incomings and outgoings. PIE representatives to the caregiver groups should share the spreadsheet with your groups. Let Cara know if there is something else they need that would be useful.

Action

Jolynda: talk with Dan Groberg (**DONE 2/22**) and school principals about the staff gift cards.

Michelle: let Cara know what the MSMS CA expenditure was for.

PIE reps to caregiver groups: let your group know how to access the financial spreadsheet.

Activity and Program Updates

Fall Festival/Race Against Racism

At our January meeting, we discussed the uncertainty of doing an event this year. Theresa checked in with potential funders, including Hunger Mountain Coop, Union Mutual, National Life, and Montpelier Alive. She did not hear back from Community National Bank and Northfield Savings Bank. All are still concerned about holding big public events going into the fall. The July 3rd event and the Do Good Festival are canceled again this year.

National Life wants to support the work of PIE. They were impressed with the mental health initiative that UES CA spearheaded; could financially get behind future endeavors like it. They could also support a community, family-centred event that was safe, in the fall. There are grant deadlines for both opportunities. We would be eligible for both pools of money. March 31 is the deadline for the bigger pool of funding; there is a rolling deadline for a potential fall event but the fund gets exhausted early so have to get in soon.

Montpelier Alive is interested in partnering with PIE on a community-centred event, maybe planning something to replace the city's July 3rd event, but on a smaller scale.

Race against Racism: Theresa will meet with the organizers (Montpelier High School students) in April. They may be interested in a collaborative race event with PIE and Montpelier Alive. The students are not ready to give up sole ownership but are interested in expanding the scope of the racial justice movement beyond MHS. Could the race be part of the community event that Montpelier Alive is interested in collaborating with us on?

Should we put money aside to pay someone to organize our fall event? We have a vision to create something that is safe and captures our ideal to do something for our community. It would have a fundraising element but that's not the highest priority. We think we can get it funded.

Action

Jolynda and Theresa: craft a write-up that summarizes our vision and the current status. The purpose is to get everyone on the same page and have it available to use as a talking point and reference document. Distribute it to caregiver groups and previous Fall Festival committee members.

Michelle: connect Theresa and Eileen (MSMS CA) for possible collaboration on community events for parents.

Theresa: Arrange meeting with Race Against Racism leaders for April to discuss collaboration.

White Supremacy Culture Conversation

Jolynda reached out to three organizations that are doing this kind of training locally, and heard back from CQ Strategies. They quoted \$1,000 for half a day of training with a facilitator, or \$2,000 for a full day. She also contacted the Peace & Justice Center but has not spoken with them yet.

Should we open training up to all the caregiver groups? Could be useful for continuity of language and approach.

Action

Jolynda to forward info received so far to Jen M. and Dave. (DONE 2/23)

Jen M. and Dave:

- Ask Libby Bonesteel or Anna Hipko who the district used for their recent racial equity training for staff.
- Also, reach out to Jen's Montpelier contact who is involved in Showing up for Racial Justice.
- Research organizations that offer this training and get comparisons from different vendors.

Thoughts on Spring Programming / Fundraising, Budget

The board should be thinking about this as spring starts next month. Do we need a budget? Might need one if we are applying for grants.

Committees, Policy Drafts, and Board Development

There are two action areas: finalizing our policies and recruiting members for our committees.

Policies

Our policies are still in draft form. Can we finalize them by June 30? Meghan has been working on the fundraising policy. The communications policy is pretty close. Cara made edits to the financial policy. We should involve caregiver groups in the finalization process. We need an explanatory document for answering questions from UESCA and others about the value and structure of PIE. Perhaps this would be an FAQ-type document that stays high level, with individual policies being more detailed and specific. Jolynda would like another person to be an ambassador to the UESCA.

Recruitment

We need short pitches that will generate interest in serving on committees and/or on project groups for a finite period. We could disseminate these through the mailing lists of the caregiver groups and the school principals.

Action

Jolynda to draft something (above pitch idea) and send out to board to get help as needed.

Caregiver Updates

How is Boosters looking? Can we help in any way?

Meeting adjourned.

NOTES / BACKGROUND

Committees

Board Development & Governance: maintain and amend bylaws; oversee policy finalization and any rules or structure (such as co-chair vs president model) we develop or change. This committee will oversee board recruitment, and pay close attention to transparency and accountability.

Communications & PR: manage PIE website, marketing, promotions, and all communications including press releases; strategy setting for PIE and public relations. This committee will create the final draft of communications policy/plan to be presented to caregiver groups.

Finance and Fundraising-- maintain and/or amend accounting policies, lead budgeting process each summer; maintain fundraising policies and procedures, oversee board and caregiver group fundraising activities, develop fundraising strategies and take on donor relationships and gift thank you letters

Resource Needs: monitor community needs and available resources (outside of direct fundraising).

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July 15 / 22 end of FY wrap up	

Approved by the board on March 25, 2021

Respectfully submitted,

Lesley Allen

Secretary

**MRPS Partners in Education
Board Meeting
March 25, 2021, 5:30 - 6:45pm
Google Meet**

DRAFT MINUTES

Attendance

Present: Jolynda Burton, Lesley Allen, Dave Carter, Jenn Bryant, Cara Robeck, Meghan McGeary, Michelle Simard. **Absent:** Theresa Murray-Clasen, Jen Matthews

Meeting called to order at 5:34 pm.

Approval of Minutes

The minutes from the meeting on February 18, 2021 were approved with no changes.

Treasurer's Financial Report

Very few of the gift certificates given to MRPS staff have been used. Jolynda reminded the businesses through Montpelier Alive to feel free to submit the vouchers for reimbursement. She will ask the school principals to remind the staff about the certificates.

If anyone has questions about their specific reports, please talk to Cara.

Board Operations / Communications / Streamline!

Recruit for Working Groups

The current distribution of work is not sustainable. Jolynda is maxed out, and won't be able to maintain this pace beyond the spring. If board members cannot give any more, then we need to get more people involved to staff what we do. At a previous board meeting, we agreed to establish working groups to divide up the work.

Finalize PIE Policies

We need a plan to finish writing up our policies and get feedback on them from the Caregiver Groups. Equity training is critical within the policy writing. Have our next meeting be a working meeting where we break into small groups and make progress on the policies.

- **Communications policy:** Establish a more formal procedure for back and forth between PIE and Caregiver Group. A PIE representative should report on PIE news at each CG meeting and report back on CG news at the next PIE meeting.

- **Financial policy:** almost completed; just requires small edits that could be distributed and approved over email. Cara will work on this.
- **Fundraising policy:** partially done. To improve coordination and avoid multiple asks of the same funder, PIE would like to be involved every time the CGs ask a funder for money. This is partly why PIE was created. It's about keeping PIE in the loop; should not slow CGs down. PIE could potentially plan for the coming year how much money might be needed to cover all schools' needs. CGs could then ask PIE for money as needed. They would also have flexibility to do things outside of that and keep PIE informed. We also need to address the outstanding question about distribution of funds raised by PIE. Previously it was based on student population but this arrangement is not equitable. We need a new formula.
- **FAQ / explanatory doc:** Jolynda drafted an FAQ document to explain the structure and operations of PIE and Caregiver Groups. The finer details and questions should be answered in PIE policies.

Action

All: Read the FAQ doc and add comments/questions.

Cara: Make final edits to the financial policy and email it to the board for comment.

Lesley: Arrange a working board meeting in April to complete the policies (not April 15 - it's a UES CG meeting)

Program Activities and Updates

Fall Festival

We are partnering with Montpelier Alive in a fall event. It may be something Halloween themed using downtown businesses. PIE is asking for a few thousand dollars as corporate sponsorship. Theresa will update PIE board members on any potential partnering opportunity for the Race Against Racism. We also need to recruit volunteers to join the planning group and to implement the festival in the fall. Let's fold this into communications with Caregiver Groups..

Action

Theresa: update the board on any developments with regards to the Fall Festival and the Race Against Racism.

Jolynda/Lesley to add volunteer recruitment into CG communications this month.

White Supremacy Culture Conversation

The board selected CQ Strategies to facilitate a training session. We will open it up to Caregiver Groups. JB will confirm pricing for a large group. \$1,000 for a half day. Board voted yes to engage CQ to do a half-day training.

Action

Jolynda: confirm pricing for half-day training for a larger group.

Dave: find a date to hold the workshop.

Mental Health video series

Jolynda is applying for a grant from National Life for \$6,000 to cover the therapist and moderator/technology manager to make a series of mental health support videos.

Staff Appreciation Breakfast (May 3-5, 2021)

Jolynda and Theresa discussed this annual event with Anna Hipko at MRPS District Office. In order to keep with health protocols, it will be an outdoor event. Jenn B. mentioned two recent pizza events, one where they had a cart and dropped off pizza at classrooms, and another that was held outside. These both met state health guidelines.

Post-Meeting Update: Anna got replies from all the principals and they are all happy to do this the Wednesday of Teacher Appreciation Week (May 5, 2021), but Mr. Heraty requested that it be after school instead of early morning because of how little time they have before kids arrive.

Action

Add this to communication with Caregiver Groups for this week or next. Ideally, Caregiver Groups will coordinate volunteers to set up and break down meals, add their own "flavor" of student and caregiver cards, etc, and send all comms through the principal AND Anna Hipko. Theresa or Jolynda will coordinate with HMC on the donated food.

Caregiver Updates (no Boosters right now, and Hannah out for family stuff)

MSMS

No news.

UES

No news.

Can we send a reminder to school social workers that we still have book gift cards to distribute? Meghan will provide a list of remaining gift cards, books, and supplies. Jolynda will reach out to Anna Hipko to coordinate distribution.

Action

Meghan: Catalog remaining donated items that need to be distributed.

Jolynda: coordinate distribution through MRPS District Office.

Meeting adjourned at 6:45 pm.

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