

# Spokane Public Montessori CoMP Meeting Minutes

October 18, 2016, 3:20-5:00 pm

## In attendance

Sarah Byers, Ivory Coghlan, Jennifer Knickerbocker, Linda Bradley, Angela Geiss, Teresa Schock, Shannon Thomsen, Katie Storo, Celia Anderson, Shannon Lawson, Dale Anderson, A. Suzie Henning, Emily Murphy, Lorna Doone Brewer, Liz McGinn, Amanda Wilfong, Kate Andre, Kelly Fisk, Kari Hudson, Stephanie Hughes, Natalie Kalal

## Principal's Report

Enrollment about the same as last meeting

New Family Orientation Night (10<sup>th</sup> of every month)

- 5 RSVP's, 35 showed up, no family board member

Enrollment window January –February 15<sup>th</sup>, 2017-Shannon plans to notify families by end of February

Options Fair, January 21<sup>st</sup>, 9-12 at Rogers High School-\*Need parent representatives, already have a teacher

Busy with after school program organization and flow:

FALL-went well-have several cross country All City qualifiers. All City meet is at Franklin Park

WINTER-basketball and other activities in the works

PSAT for 8<sup>th</sup> graders 10/19/16 to get a taste of the SAT test.

Professional Development-both parents and teachers, thank you for survey input.

Working on calendars (10/20 a small parent night for some classrooms (possibly Paula))

7 teachers are in AMI training. Historically they are out of the class for 4 weeks but SPM made an appeal to AMI to change the process. Instead we will have Master Montessori teachers in our building. Claudia Start will be here in this role. The teachers will still have to do one week out of the classroom-see the master calendar. Amanda Wilfong is the first one with Claudia and said it is really great.

Some teachers chose to do the 4 week away option.

## Teacher Reports

Amanda Wilfong (Lower EI)-busy with DRA assessments and going outs

Linda Bradley (Upper EI)-busy with DRA's for some

Professional Development Friday 10/14/16 by District 81 focused on T24 (Technical/2 year/4 year college plans) component.

Currently Upper EI take a 6<sup>th</sup> grade trip to WSU, maybe consider adding other local outings for exposure

Campouts discussed.

## Family Reading Night, 11/10/16 6-7:30

A celebration of reading aloud-no specific theme, but wear pajamas

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There is also a new family orientation this evening

More communication to come-a few details:

Spike (GU mascot) and hopefully additional mascots

See Teresa if you want to read (Kate/Sean, and Amanda spoke up at meeting)

Schedule-15-20 reading, break, can stay in same room or move to another reading location, ~7pm all gather in the cafeteria for snacks and final reading which starts ~7:15

Committee:

Teresa Schock, Heidi Doolittle Sara I., and Janelle S.

## **Harvest Fest Update**

Thank you Lorna Doone Brewer and volunteers

Unable to get a participant count/final dollar amounts not in yet but Lorna says we came out ahead:

Cost \$1100 upfront but sold at least 140 pumpkins as well as some online tickets ahead of event so already financially ahead when the door opened

\$638 custodian cost-covered by vendor fees-it was mentioned that custodian fees didn't include washing the Cafeteria tables after the event. Thank you to Jasmine for washing all the tables on Monday morning.

Discussion if it would be the "1<sup>st</sup> Annual" event-Jasmine mentioned there was other vendor interest

## **Practice Campout/Lego Robotics, December 2<sup>nd</sup>, 1:45-6pm**

See October CoMP newsletter for event details

This is an early release day

No # cap on attendees for Practice Campout/14 for Robotics (or more if we have more adult volunteers)

Need to secure 25 adult volunteers with district volunteer clearance

## **Campout Chair position still open**

Let presidents know if interested or want to nominate someone

## **Book Fair**

Sarah I. via text wondered if there are funds available for scholastic book fair: poster making supplies/snacks and drinks. Suzie H. will contact Sarah I. to discuss further

In the past Gabby provides food one day for teachers (previously \$40-\$50) and was unable to get reimbursed by the district.

Discussion around Sasquatch award nominated picture books that are purchased as part of District 81's standard around exploring award winning books of the year. There is a \$100 book/library budget and these books cost ~\$500/year. Could CoMP take on this cost (PTG's typically cover this cost) as a line item?

Ivory suggested creating an Amazon wish list (Amanda asked about Amazon Smile utilization), Jennifer K. suggested a specific fundraiser, perhaps using a thermometer graphic for a book fund drive.

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It was noted that we need library bound copies.

## **Committee Reports**

Suzie H. mentioned the new system of collecting committee reports via emails of ~4 sentences rather than going around the circle at CoMP meetings.

Kate indicated she needed guidance and Suzie used Scrip as an example:

Report might include: How many participants, how much money, is there an event that needs broadcasting?

If there is nothing to report, reply to the email anyway and acknowledge with "No report".

First round came as a mix of Word and PDF documents. Suzie can combine them all into one PDF, the preferred format.

## **Approval of September Minutes**

Katie noted there was an incorrect date and that Ivory's last name was spelled incorrectly. Also noted that going forward there will be only one newsletter (issues with Mail Chimp last time).

Proposal to adopt September minutes with amended changes-minutes approved.

Thank you Teresa for taking September minutes

## **Board**

Thom Caraway asked to be removed from the board.

Vote to approve Kari Hudson to fill this vacated position-approved.

Vote to approve co-secretaries Kari Hudson and Esther Wilson-approved.

## **Montessori Alumni College Scholarship (\$500, carryover from citywide work)**

Need an Ad hoc committee for process to fairly distribute the funds and come up with a more permanent process (either the same as last year or change if committee decided to)

Emily Murphy will chair this committee, Ivory would be willing to review applications, Jennifer asked about teacher involvement, also some concern about teacher bias. Shannon L. said a teacher could abstain at the voting step if there is a conflict.

There is already 1 potential applicant, scholarship can be awarded to 1 or to multiple recipients

Suggested having a parent rep at the next teacher meeting to solicit interest.

## **CoMP website under revision**

Stephanie H. working on revisions.

A student page was suggested where students could post content-will open up to teachers to come back and let CoMP know if they are interested.

It was mentioned that district rules for website content will need to be followed.

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## **CoMP Board Phone Tree**

Ivory has it printed but didn't bring it to meeting-postpone until next month

Purpose is for issues during a CoMP/CoMP-sponsored events

Discussed partnering with the school

Members are to verify if their info in the yellow folders is correct-check in CoMP room if haven't received yet.

## **Specialist Funds**

Budget revisions discussed such as no specialist funding anymore due to under-utilization. Budget still includes professional development funds.

Katie and Suzie sent a letter to teachers but didn't send a specialist letter.

## **Other Business**

Katie thanked Suzie who has done a lot of work to make a SPM school directory. She worked with Trish using a mail merge from district info and reformatted into a booklet. It is being finalized now with the goal being to deliver to all teachers by the end of October to stuff in their folders.

Suzie and Katie secured 4 advertisers for the directory which covered the printing costs.

More info (parent info) available (such as email addresses). There is a PDF that could be disseminated to classroom liaisons to email to families.

These are precious as there are only 400 copies (\$1000 printing cost) and it will not be available online. The oldest/only child in a family will get the copy.

Jasmine asked and it was confirmed that family's okayed their info being in the directory. Directory will include wording about "CoMP Member Use Only", no Marketing use etc. This is why there are no online links to the directory.

Stephanie Hughes told of a previous directory that was printed incorrectly and had to be redone. Discussion on concerns about accuracy of info in the directory.

Concern that forms parents fill out may not be up to date due to delay. Data from this year's forms won't be available until November so directory is based on last year's data or new family data.

Shannon L. said the office staff will do a last check of the directory rather than teachers (and siblings' teachers) who may not have the correct info available. Shannon will talk to Tracy.

Suzie and Katie wrote an appeal letter with a humorous tone that will go out with the directory and a return envelope.

CoMP website now has a donation button (utilizes Square for \$50 or \$100 options)

Stephanie H. noted that the Handbook is on the website but it is an old version.

Jennifer K. discussed Spokane Montessori Enthusiast FB page-it is run by volunteers with posts daily. She asked if anyone wants to be a poster and asked to be informed of public things to post there such as public

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SPM events, information about SPM enrollment, etc. The site gets ~1200 views/day and is where we direct folks who aren't SPM families.

7pm Thursday October 20<sup>th</sup>-First Community Committee held by Shannon Thomsen (a casual meeting with topics open-purpose of committee is to grow the community connections as well as to provide hospitality/support at other CoMP events). Shannon mentioned it is a low pressure committee.

## **Next Meeting**

November 15<sup>th</sup>, 2016 6:30-8pm.

Minutes prepared by Co-secretary Kari Hudson.