

PRM Foundation - Meeting Minutes  
September 6, 2017 Music Room

Attendance: Angie Young, Emma Massie, Sara Bourgeois, Marianne Quellhorst, Chris Collier (asst. principal), Jackie Bonfield (k-6 gifted), Paisley Starbuck (3-6), Birgit Hooker, Francesca Bownas-Rayburn, Jaime Jackson, Nicole Webb, Sally Grimes, Carrie Beidleman, Colleen Arbuckle (6-9), Birgit Hooker; guests: Beau, Brant, Torii, Casey

(Meeting begins at 7:20pm)

1. Check-In / Intro

2. Minutes

- Highlights from June read by Sara
- *Birgit moves to accept June minutes; Chris 2nds; motion passes*

3. Grants Report (Marianne) – see grant report

- 27 bricks sold (see Brick Sales report); profit of \$707
- (see grant report) Most recent, Summertime Kids
  - Pending GCF Learning Links and Dollar General Literacy
  - Potential applications – long list, try to match priorities to strategically apply

4. Cancellation of Primax (Emma)

- We have been paying \$9,500 for outside tech support and now it is cancelled
- Primax and CPS's contract is no longer offering extra support for us
  - There was a big need for this service last year, it was well used
  - Student testing has already begun and tech support is already needed
- Reach out to ILT to put it on their agenda (their cell funds were supposed to be used to cover this)

5. Spend for 2016/17 Annual Fund initiative (Emma)

- See 2016/17 Foundation Initiative Spending report; total spent \$16,985
- Gave background of how we raise funds and what we spend it on

6. Initiatives for 2017/2018

- Emma asks for June, July, and August bank statements to be reviewed
- See PRM Foundation Budget 2017-2018
  - We have \$18,809 to spend on initiatives (an increase from last year)
  - At May meeting, we created list of new initiatives (Decided for sure on two\*)
    - First Generation Leaders program\*
    - Continued support of website\*
    - Showcasing art, displays
    - Math contest, Word masters
    - Miss Maria's proposal for guitars
    - Beautification
    - Color printer
    - Field trips
  - *Francesca moves to approve budge; Birgit 2nds; motion passes*

7. Calendar of Foundation activities

- Oct 21 Grand Raffle at Spaghetti Dinner
- Nov 17 Grandparents Day
- Feb 10 Annual Fund Party
- March Brain Bowl (if we are asked to host)

8. Next steps for Grand Raffle

- Donated prizes: one-night stay Embassy Suits, gift card to Jeff Ruby, theater package, and 4 season passes to Kings Island
- Advertise prizes early; PayPal link is already created on the website
- Goal is \$900
- E-mail after the meeting clarifying that Kings Island passes will be used for silent auction in Feb. and that remaining 3 prizes will be spaghetti dinner grand raffle

*Adjourn; Meeting ends at 8:07pm*

*Submitted by Sara Bourgeois*

PRM Foundation - Meeting Minutes  
October 4, 2017 Music Room

Attendance: Angie Young, Emma Massie, Doug Kemper, Sara Bourgeois, Marianne Quellhorst, Chris Collier (asst. principal), Jackie Bonfield (k-6 gifted), Paisley Starbuck (3-6), Birgit Hooker, Francesca Bownas-Rayburn, Jaime Jackson, Nicole Webb, Carrie Beidleman, Colleen Arbuckle (6-9) Ruth Anne Wolfe; guests: Diana

(Meeting begins at 7:02pm)

1. Check-In / Intro / Minutes

- *Francesca moves to accept September minutes; Ruth Anne 2nds; motion passes*

2. Grants Report (Marianne) – see grant report

- Declined since last month: Dollar General (literacy)
- Received: Learning Links, Breakfast Brainiacs
- Submitted final report to Summertime
  - Pending GCF Learning Links and Dollar General Literacy
  - Potential applications – long list, try to match priorities to strategically apply

3. Updates

- Cancellation of Primax (Chris)
  - Working with district to get a person, possibly not every week, short term solution
  - Next year we'll need a different solution
- First Generation Leaders start has been delayed

4. Upcoming Events

- Grand Raffle
  - Final prizes: \$100 Jeff Ruby's card, Theatre package, Embassy Suits
  - Need people to sit at table and sell tickets
  - We have white generic tickets
  - PayPal link is now on website; need not be present to win
  - Flyer available about no-cost fund-raising and monthly donating to pass out
- Grandparents Day – Nov 17
  - We need new leaders to shadow Maria Brady and Ruth Anne
  - Shuttles cost \$500, which we usually cover with coffee purchases and donations
  - Logistics problem of those teachers that have specials that morning (not for Foundation to solve)
  - Volunteers: 5 drivers, set up on the 16<sup>th</sup>, day-of greeters w/ lists of students and classroom numbers
- Giving Tuesday (Emma) – Nov 28
  - Blast out to donate through Facebook
- Annual Fund Party and Silent Auction (Angie) – Feb 10
  - Red Balloon 7:00-11:00pm
  - Starting the planning, confirming some key volunteers
  - Need someone to coordinate art projects and parties from teachers

5. Initiative Spending \$18K

- Committed to First Generation Leaders (\$6,300) and website (\$2,400)

- Other items that have been on our list
  - Color printer is now off the list for 3-6, they'd rather have raised garden beds
  - Outdoor Ed journals (\$0.94 each, need 700) we have 350 (**\$658**)
    - Could use remaining Outdoor Ed grant to cover a couple hundred
    - Foundation can cover remaining, unsure of exact amount at this point
  - Art Display (**\$2,500**)
  - Guitar proposal – best option (**\$6,685**)
  - Math contest and Word master (**\$250**)
    - *Francesca moves to pay for all the above items; Nicole 2nds; motion passes*
  - Emma brought up that a new teacher started and still needs to set up a classroom which would require **\$750**
    - *Paisley moves to provide up to \$750; Emma 2nds; motion passes*

*Adjourn; Meeting ends at 8:03pm*

*Submitted by Sara Bourgeois*

PRM Foundation - Meeting Minutes  
December 6, 2017 Music Room

Attendance: Sally Grimes, Angie Young, Emma Massie, Sara Bourgeois, Marianne Quellhorst, Chris Collier (asst. principal), Jackie Bonfield (k-6 gifted), Birgit Hooker, Francesca Bownas-Rayburn, Jaime Jackson, Nicole Webb, Carrie Beidleman, Colleen Arbuckle (6-9) Ruth Anne Wolfe

(Meeting begins at 7:04pm)

1. Check-In / Intro / Minutes

- No minutes (no Foundation meeting in Nov)

2. Grandparents Day

- Coffee Cup brought in \$250+ and \$520 checks written that day by grandparents
- Good event, ran smoothly, need replacement for Maria and Ruth Anne
- Sell Spiritwear

3. Annual fund Party

- Posters ready, flyers in folders, emails and Facebook in progress
- Red Balloon applying for their own liquor license which changes how we order our alcohol
  - We can no longer take donated liquor
  - Usually sell \$900 in drink sales
- DJ will be Charles (who did Emcee at Spaghetti Dinner)
- Silent auction going well, but still need items

4. Financial updates

- Bank statement passed around
- Passed around financial reports for past 3 months
- \$611 made on grand raffle at Spaghetti Dinner, may just eliminate that
  - In past, made \$800+
  - Our net income of the entire event was down a bit from last year
  - Replace grand raffle with something else or just let it go – will discuss in future
  - *Francesca moves to withdraw grand raffle from Spaghetti Dinner; Nicole 2nds, motion passes*
- Emma wants a cell tower fund committee to get some of our initiatives paid for through that

5. Grant updates

- See grant report (no report from Nov)
- Awarded Grants – 5 new ones
  - Some personal grants through Greater Cinci Found., encourage teachers to write thank-you note
- 6 applications to submit this school year
- 2 full pages of prospective grants, if school's priorities match we can apply

6. SignUp.com updates

- Planning meeting for the summits talk about how to engage more and new people
- Goal is to put ALL of our volunteer opportunities on one form
- Launching it in Feb by new volunteer coordinator that school is hiring

## 7. Initiatives Discussion

- Taking ideas from last month's brainstorming session
  - Mental health
    - Colleen's feedback is that mindfulness training is more important than new Montessori materials
    - Suggested to include IPPs in any training
  - Foreign language
  - Montessori materials – including educating parents on those items and philosophies
    - 6-9 level has grown the most and needs new and updated materials, but this isn't an issue at that level
    - Mary Lennard assessing each classroom to make sure immediate needs are met
    - Emma spearheading this for now, but needs some help identifying what is needed or being used
    - Is this something that can be standardized? Inventory lists?
- Tech needs more support
  - Chris's contact fell through, but she's still working on it
  - Testing happens in spring and need someone in place by then
- Laminator has been purchased and delivered (not paid for yet)
- Need to take these thoughts back to the teacher teams
  - We need separate meeting to get into these decisions
  - Initiatives need to be decided on by Annual Party
  - Summit on Jan 10, we will meet on Monday Dec 18 at 6:00 at Sally's

*Adjourn; Meeting ends at 8:16pm*

*Submitted by Sara Bourgeois*

PRM Foundation and PTO - Discussion Notes  
Nov 11, 2017 in Cafetorium

1. Top votes

- 24 votes for Building/Parking
- 24 Discipline and mental health
- 20+ communication to parents
- 18 Montessori, supporting the Montessori environment
- 15 Foreign language
- 13 Volunteers/parental involvement (more numbers, not the same families)

2. Building/Parking

- Challenge: Lack of space for current needs and future needs
- Cause: Enrollment increasing and lack of funds to build new
- Quick fix previously changed flexible spaces into classrooms
  - Ideas: buy building next door, build new levels
  - Build up other local schools to give outside PR better options so that they could go to school closer to home

3. Discipline and mental health

- Challenge: Children's mental health not taken into consideration during discipline
- Cause: Lack of training/knowledge
- Solution: Need all staff to be trained
  - Could go through Foundation to cover cost of training
  - Provide support for the students as well
  - Understanding trauma, reframing how you address and approach people
  - Poverty plays a big role
  - Andy from Children's Home already interested in providing training
  - Everyone is on the same team, staff needs support internally
  - Starting a support group for kids to learn how to express those feelings
  - Trauma Informed Care (Nicole)

4. Foreign language

- Challenge: currently only one after-school option limited to certain kids
- Cause: cost associated and time constraints
- Solution: Want all families to have access to language
  - Need something not cost prohibitive, not necessarily after school but during school
  - Swap it out with other specials
  - Changing curriculum would be hard
  - Temp fix – foreign language club volunteer run, like Boosters

5. Montessori

- Challenge: Difficult to set up full Montessori
- Cause: We are non-traditional, public school, with fluctuating enrollment
- Solution: Educate parents about Montessori
  - One parent offering to do parent training
  - Showing parents the Montessori journey from age 3 to 6<sup>th</sup> grade
  - Montessori mentoring club for parents and one for children

## 6. Volunteers/parental involvement

- Challenge: Same people volunteer for everything, need more families involved
- Cause: new people are overwhelmed, don't know where to start
  - Lack of communication of what needs are
  - Need specific asks (cutting out laminations for teacher A)
    - Mentor/buddy system
    - Room parents communicate needs of classroom
  - Organize and effectively communicate needs
    - Use website, ongoing sign up genius to input asks
    - Specific face asking, not just random group
  - Give teachers a way to voice their needs and assign tasks to volunteers

## 7. Quick summary

- To make any or all of this stuff happen, volunteer
- If you care about space, get on LSDMC
- If you care about mental health, get on ILT
- Many programs we have today came from parent-lead clubs

*Adjourn; Meeting ends at 8:12pm*

*Submitted by Sara Bourgeois*



PRM Foundation - Meeting Minutes  
January 10, 2018 PRM Cafeteria

Attendance: Jaime Jackson, Angela Young, Emma Massie, Doug Kemper, Marianne Quellhorst, Sara Bourgeois, Jackie Bonfield (k-6 gifted), Birgit Hooker, Francesca Bownas-Rayburn, Carrie Beidleman, Paisley Starbuck (3-6)

(Meeting begins at 7:05pm)

1. Minutes

- Francesca moves to approve December 6<sup>th</sup> minutes; Carrie 2nds; motion passes
- Francesca moves to approve December 18<sup>th</sup> minutes; Carrie 2nds; motion passes

2. Annual Fund party

- Multiple communications about event happening
- Facebook will start to promote items in auction
- Red Balloon has their liquor license
  - We also had to get a permit to sell alcohol
  - We can no longer bring our own, but they will place the order and we'll sell it
- DJ confirmed, Charles
- Silent Auction
  - Orthodontist confirmed again
  - Teachers aren't all on board with traditional crafts
    - Emma to send emails to give some ideas and encourage participation
    - We want teacher/kid made stuff no matter what it is or experiences
  - To-do
    - See attached list
    - Jaime to help with split-the-pot
    - Sara, Francesca, Emma, and Tami to be at check-put table
  - Instead of classroom parties, showcase teacher's needs for Montessori items
    - Feature classroom rugs or moveable alphabet
    - Meredith Zembrodt offered to help coordinate that
  - Suggestion of gift card wheel (bring in the unwanted cards you got for Christmas)

3. Financial update

- Angela to update us on Future Generation Leaders
  - Challenging partnership and we have changed our MOU 3 times
  - It is now merged with MORE (because a CPS staff person is involved)
  - This will not be a stand-alone program for a few years
  - Number of tutors has lessened, and we are only paying them for what they provide
  - Not giving up because no other tutoring program has African American male tutors
  - MORE is now more effective in the homework area because of the extra tutors from Future Gen Leaders

4. Grant update

- See attached report and Marianne emailed it

5. Initiatives update

- Francesca will send email asking for cell tower team volunteers and initiative team volunteers
- Jackie handed out proposal from Jim Katenkamp for Bicycle Club

6. New Business

- We did not get on the charitable suds calendar over break, but we did submit a request
- Francesca moves to cover expenses for chicks appx \$400; Carrie 2nds; motion passes

*Adjourn; Meeting ends at 8:02pm*

*Submitted by Sara Bourgeois*

PRM Foundation - Meeting Minutes  
March 7, 2018 PRM Cafeteria

Attendance: Sally Grimes, Jaime Jackson, Emma Massie, Marianne Quellhorst, Sara Bourgeois, Jackie Bonfield (k-6 gifted), Birgit Hooker, Francesca Bownas-Rayburn, Carrie Beidleman, Paisley Starbuck (3-6), Colleen Arbuckle (6-9), Chris Collier (asst principal), Marissa Albright

(Meeting begins at 7:12pm)

1. Minutes

- Francesca moves to approve January minutes; Chris 2nds; motion passes

2. Grant Report

- See Marianne's report
- End of stakeholders' report has list of wishes for potential grant matches
- List of potential grants should be shared with teachers to plan for next year

3. Annual Fund party recap

- Meeting on March 19 at 7:00 for follow-up conversation and evaluation
  - Email Nicole Webb with feedback if unable to attend
- Raised \$16K which is more than last year

4. Cell tower fund request update

- Many applications submitted and most were approved
- Those things that did not get approved will likely be covered by Foundation or other means
- Question arose of planners for 9-12
  - Do 4<sup>th</sup> and 5<sup>th</sup> graders want/need them or just 6<sup>th</sup>
  - Jackie to bring it up in team meeting

5. Financial Report

- See Financial Report
- Laminator purchased, who gets the \$1,500 bill?
  - Francesca moves to use unused funds from 1<sup>st</sup> Generation Leaders to pay for laminator; Colleen 2nds; motion passes

6. Initiative Update

- Colleen meeting with Joining Forces and with Children's Home
  - Paisley and Nicole to join Colleen for those conversations
- Would like to pick one program
- No costs yet

7. Volunteer Roles

- See draft of the new structure
- Next steps are to draft role descriptions for leadership positions as well as event positions
  - Marissa to compile all descriptions and send to Jenny and Chris to review
  - Sally to put into SignUp.com and aim to roll out at May Summit

*Adjourn; Meeting ends at 8:02pm*

*Submitted by Sara Bourgeois*

PRM Foundation - Meeting Minutes  
April 4, 2018 PRM Cafeteria

Attendance: Sally Grimes, Jaime Jackson, Emma Massie, Sara Bourgeois, Nicole Webb, Jackie Bonfield (k-6 gifted), Birgit Hooker, Francesca Bownas-Rayburn, Carrie Beidleman, Ruth Anne Wolfe, Paisley Starbuck (3-6), Colleen Arbuckle (6-9), Chris Collier (asst principal), Allie Goodman, Sarah Newman, Mary Lennard, Jill Korach

(Meeting begins at 7:15pm)

1. Financial Report (Emma)

- Bank Statements reviewed from December, January, Feb, and March
- Currently at \$26K of funds raised; goal is \$30K
  - No further fund-raising planned
  - Francesca to send Maria e-blast making one final appeal
- Spending is on target
  - Website being taken over by two families which will save costs

2. Grant Report

- Submitted Summertime Kids, Community Connectors
- Turned down by Dollar General
- Marianne to write Learning Links grant reports due in May
- Marianne asking us to brainstorm which ones we want to pursue
  - Learning Links through GCF due on May 15
    - One \$1,000 – Breakfast Brainiacs and Art in the Hallway
    - One \$1,000 – Jackie/Ruth Anne to work with Marianne
  - Dollar General due May 17 – Sally to send proposal to Marianne
  - Homework: consider other grant ideas to bring to next meeting

3. Initiative Update (Colleen)

- Has no costs yet, but does have material with 5 options (3 of which are good)
  - Responsive classroom – training teachers to implement safe classrooms
  - Colleen to continue research, obtain costs, and give us her recommendations
- New contact - Sarah Zawaly at Children Inc, works at CPS
- Meeting set up with Jody from Cinci Children's (Joining Forces)
- Training over the summer would be tough, but there are 3 days prior to students coming in which some training could be put into place; goal to start program this next school year
- *Francesca moves to use current initiative money for teachers' copy clicks; Nicole 2nds; motion passes*

4. Volunteer Roles (see Emma's grid)

- Officers and members at large to be nominated at May meeting then voted on in June
  - President in charge of fundraising committee, VP in charge of initiatives
  - Treasurer has to be part of Foundation (as opposed to PTO) per bylaws
- Reference bylaws as to which roles get voted in
- Several "tier 3" roles need to be filled

*Adjourn; Meeting ends at 8:015pm*

*Submitted by Sara Bourgeois*

PRM Foundation - Meeting Minutes  
May 2, 2018 PRM Cafeteria

Attendance: Jaime Jackson, Emma Massie, Sara Bourgeois, Nicole Webb, Jackie Bonfield (k-6 gifted), Birgit Hooker, Francesca Bownas-Rayburn, Carrie Beidleman, Paisley Starbuck (3-6), Colleen Arbuckle (6-9), Chris Collier (asst principal), Lauren Posta

(Meeting begins at 7:15pm)

1. Introductions

- Colleen moves to approve minutes; Francesca 2nds

2. Financial Report

- Our goal was \$25K which we have exceeded and are making yet another spring push
- Initiative spending has \$2660 left
- Laminators
  - We have two machines and two service agreements
  - Considering consolidating those agreements
- Kate McGreevy needs an additional \$72; approved
- Considering ways to compensate Kyrilachs for website
  - Keep our budgeted money set aside
  - Find out from them how many hours they spend on website
- Angela R asking for \$1,000 for Girls to Women
- Angela R needs donations for the YMCA; next year put it in Foundation budget to cover

3. Master Planning

- What do we want to support in our school's growth
- Broad conversation around building additions, district lines, enrollment

4. Budget 2018-2019

- Merging PTO and Foundation budgets
- Bricks are due to be sold again next year, Marianne to train the next person

5. Foundation 2018-2019

- Because of term limits, many people are up soon

6. Grants update (see emailed report)

- Applications due this month for next year – Learning Links and Maker Space
- Dollar General youth literacy, needs confirmed
- Looking for new grant writer, couple names came up

7. Initiatives 2018-2019

- Colleen and Nicole met with Jody (Joining Forces for Children)
  - She's already worked with CPS, already worked with Montessori
  - Some of her resources do not cost anything (they are funded through Mayerson)
  - Potential services
    - Install "calm corners" in each classroom
    - Training for staff
- June meeting the week of June 11, Emma will follow up with some others and send an email

- Homework: go to SignUp and proofread foundation roles

*Adjourn; Meeting ends at 8:015pm*

*Submitted by Sara Bourgeois*

PRM Foundation - End-of-Year Meeting Minutes  
June 1, 2018 Casa Fig

Attendance: Emma Massie, Tami Kauffman, Marianne Quellhorst, Sara Bourgeois, Nicole Webb, Jackie Bonfield (k-6 gifted), Birgit Hooker, Francesca Bownas-Rayburn, Carrie Beidleman, Lauren Posta, Ruth Anne

(Meeting begins at 7:04pm)

1. Introductions, dinner, socializing

2. Playscape (notes from Principal Jenny)

- Met with Marvins (original installer of playscape), Imago, and CPS
- Priorities, timeline:
  - Spring 2018 make sure space is safe, incl. removing slide (most of that is complete)
  - Spring-Fall 2018 shore it up even more, plant some native plants on hillside
  - Fall-spring 2019 plant more plants
- No current plan to repair/replace slide
- Foundation could support creating a real playscape due to lesser costs of our main initiative
  - This fits with our initiatives from the past two years
  - Budget likely allows for this
  - Need to nail down costs of mindfulness first
- Per Ruth Anne, slide installation was several thousands (\$6,000 materials alone)
  - Need to give Jenny clear message that we want this playscape restored
  - Determine what we are willing to offer
  - Could delay slide for one year, use cell funds to buy materials
- Parent (Henry's dad) could potentially be a resource (Jackie to send Emma contact)

3. Budget

- We raised \$30,877 total this year as a Foundation
- \$18K came from the silent auction party
- PTO is giving us \$25K
  - We are closing the PTO bank account and consolidating budgets
  - We will pay for all of their expenses
- PTO is now taking over all community-building events (Sweetheart dance, Tie-dye party)
- Annual appeal letter and alumni letter written by Sept 1
- Principal Jenny organizing an alumni lunch, get letter in their hands
- Grandparents day moves to PTO, Spaghetti dinner raffle remove from this budget
- 9-12 Teachers need to know they have money for field trips; they didn't use any this year
  - Need support in organizing field trips
  - Maybe instead of room parent, there are field trip coordinators
- *Carrie moves to accept the budget; Nicole 2nds; motion passes*
- Meeting on Monday for PTO budget, we are welcome to attend

#### 4. Elections

- Slate presented
  - Officers: Emma Massie (president), Nicole Webb (vp), Sara Bourgeois (secretary), and Tami Kauffman (treasurer)
  - Members at large: Lauren Posta, Birgit Hooker, Jaime Jackson, Carrie Beidleman, Colleen Sheridan Guy
  - Staff Reps: Jackie Bonfield, Colleen Arbuckle, Paisley Starbuck
- *Sara moves to accept the slate; Francesca 2nds; motion passes*

#### 5. Foundation supporting PRM's future

- LSDMC asked us if we could help raise \$2 Million to build on to the school
- Discussion points
  - Could we support other schools to create their own PTO and Foundation
    - Woodford, Silverton, John P Parker
    - Involve Jenny and Angela
    - Develop these schools to be a viable alternative to PRM
  - Redistricting is challenging because we might not get to choose which areas to cut
  - CPS may have capital improvement dollars
- Consensus is: we do not support raising \$2 Million for expansion
  - Could raise some funds to build a couple additional rooms, but not full out addition
  - If we build more, the district is likely to push as many children at us as possible

*Adjourn; Meeting ends at 10:15pm*

*Submitted by Sara Bourgeois*