

PFSA General Meeting Notes

Wednesday, October 11, 2023

- **Introductions and Welcome Back!**

- Stephanie Deming, Development Manager/Consultant, led the first PFSA general meeting IN PERSON in the past few years!
- Welcomed all attendees including –
 - Maureen Capillo, Executive Director
 - Claire Humphries, Office Manager
 - Stephanie Deming, Development Manager/Consultant
 - Children’s House Teacher Rep – Patricia
 - Lower Elementary Teacher Rep – Jasmine Wright
- Brief Recap of what Sterling’s PFSA is and its mission:
 - PFSA is a committee based group of Parents, Faculty, and Students, with a mission to build community within our school
 - PFSA is placed under the Development Budget
 - A portion of the Annual Fund goes towards PFSA budgets/events
 - There is no membership fee as all who are enrolled within the school are automatically made members
 - PFSA does not work well without the help and involvement of all
- “Events Calendar” reviewed and can be found on the Sterling Website under PFSA as well as the public calendar
- Bylaws can be reviewed online

- **Recap of Events Thus Far:**

- **Movie Night** – Fantastic turn out and successful event; Thanks given to Chair, Lisa Hicks; Looking for volunteers for event and prep for Spring; open to Emcee for event, Food Trucks, etc.
- **Individual Picture Days** – Smoothly run and successful; Thanks given to Claire Humphries for organizing and being in contact with LifeTouch Photography; Thanks to all the parent volunteers who helped to make sure that the days ran smoothly; New Committee Chair, Dana Vitelo

- **Looking Ahead:**

- **Garden Day:** Friday, October 19, 2023; Committee Chairs, Kidist Maxwell and Shristi Shrestha, and Maureen Capillo, Executive Director gave update
 - For Fall Garden Day: Lower and Upper Elementary Classes are participating; Children’s House teachers have made the decision not to participate; Middle School classes will participate in the Spring;
 - Pumpkins/Mums/Pansies will be provided for sale at the beginning of the day for families to take home; All monies will be applied towards the PFSA/Annual Fund
 - Middle School will have a table to sell vegetables from their gardens
 - Teachers in charge of sending home their class wishlist and time/ participation information
 - Spiritwear will be there for sale
- **Fundraising:** Discussed why the decision was made to forgo a Fall Fundraiser this year – Committee Chair from previous years has “graduated” from Sterling; Instead, focusing on GIVING TUESDAY, in November as fundraising main goal for Annual Fund in the fall; Looking towards possible Spring ideas with new Committee Chairs, Dennis English, Cecile Kohlhofer, and Deepthi Rajagopalan
- **Giving Tree:** Coming up November-December; Excellent giving opportunity for members in our own specific community; New Committee Chair, Silvia Michaud
- Discussed that these events are the traditional events that have been held and successful in the past at Sterling
- PFSA is always open to discussion of new events that group might have
- Members asked for better explanation of each event as would be helpful for potential volunteers and especially for new families
- Members asked for time prior to events for information and communications
- **Other Committees and Chairs Introduced:**
 - **Communications:** Chair position is currently open;
 - Purpose: support Admin in closed Facebook group monitoring; want a conducive place for a supportive community
 - Goal: Open community supporting each other with Admin input as well

- Committee idea suggested as part of or outgrowth of Communications: Photography/Event Photography/Media Liaison; 2 parents interested and offered help in trying to make this happen
- **Holiday Staff Treats:** Chair, Julie Discalfani
 - Held before Winter Break; Families volunteer to donate treats for the staff; great way to show appreciation and show community's varied cultural cuisines
- **Book Fair:** Chairs, Amanda Huff and Swati Sathe
 - Event usually held in February because of a lull in the calendar at that time; past partnerships with local bookseller; discussed online option as well
- **International Festival:** Chairs, Paige Ossman and Susan English;
 - Date: Saturday, April 20, 2024; Rain Date, Saturday, April 27, 2024
 - Large event held annually to showcase the cultural variety that Sterling has; family, free event; caps off the schoolyear
 - Needs LOTS of volunteers to make happen
 - Looking for new ideas for this year and community contacts to cultural performers, food trucks, cultural groups for demonstrations, etc.
 - Planning starts now and runs through the year until the event
- **Staff Appreciation Week/Hospitality:** Chair, Susan Long
 - Looking at ideas to show our staff how much we appreciated them
 - Scheduled for May 6-10
- **SpiritWear:** Chair, Sarah Krummenacker
 - New merchandise has been ordered and has arrived
 - First sales for new spiritwear will be at Garden Day on October 19
- Discussed for Spiritwear:
 - Spiritwear week/day to help with effort on sales – idea of once a month, kids encouraged to wear their Sterling spiritwear or green and blue
 - Look at future opportunities for in person sales – ie. Movie Nights, International Festival, etc.
 - Advertise in weekly newsletters for days to wear your spiritwear
 - Want to keep in mind affordability and accessibility for all to participate

- Discussed possibility of a Spiritwear exchange/donation event – families can pass along spiritwear that their children have outgrown, etc.
- Continuing with “Peace. Love. Stingrays” theme ad sweatshirts with that theme are now available for purchase
- Purchases/proceeds go towards school 100% and is underneath Development

- **Final Suggestions and Wrap Up:**

- Stephanie Deming and Maureen Capillo are now going out into the community looking for outside donations towards Fundraising
- Importance of each family donating to the Annual Fund and having 100% participation, no matter how small, allows Development to show the school’s commitment to the community and our school’s mission and purpose
- Stressed the importance of reading the Weekly Newsletter each week and staying up on events and information provided
- Member asked about potential for group volunteer activities for families; discussion about past drives run by the school and how Middle School is service oriented; potential for outside of school hours
- Suggestion made regarding a Fall Festival - Sarah Krummancker and Jason Perdew interested in researching and further discussion tabled at this time. Admin team will need to discuss feasibility with Leadership team and staff.
- Member asked about potential Halloween Parade - Executive Director stated that teachers and directors are not interested at this time for such an event – safety, productivity, etc – as reasons against at this time; Individual Classrooms have been successful with in-classroom wax museums and the like
- Member suggestion made about having both a Chair and Co-Chair

involved for each committee, receiving much agreement from others

- Member asked for best form of communication with PFSA – PFSA email at PFSACommunications@sterlingmontessori.org
- Discussed there are 3 general PFSA meeting open to all who can attend:
 - Dates are: October 11, February 14, and April 10
 - Reminders will be posted as dates get closer in weekly newsletters
 - Childcare was provided at this meeting and was a good success
- Member suggested monthly updates to come from committees – publish on PFSA website
- Member suggested creation of individual WhatsApp groups for individual committees and their volunteers
- Committee “One Pagers” with each committees chair/s and explanations will be placed in a binder in the front office for any future referencing needs or information needed.
- Meeting was adjourned and members were thanked for coming and being present at this first general meeting.
- Thank you go Stephanie Deming for leading today’s meeting; Claire Humphries for organizing; Maureen Capillo, all the teacher representatives and individual members for attending.