

L'Etoile du Nord Parent Teacher Organization
Draft Meeting Minutes, Thursday, November 10th, 2022

Executive Team Members Present: Rebekah LaCasse (President), Breann Tierschel (Treasurer), Malia Caruso (Communications chairperson), Christophe de Campeau (Intern committee chairperson), Regan Hall Reinerth (Marketing chairperson)

Other: Rebecca Pedersen (Interim School principal), Stephanie Nelson-Dusek

Absent: Colin Nelson-Dusek (Secretary), Mike Willaford (Social chairperson), Jason Jewell (Fundraising chairperson),

Note: Because Colin Nelson-Dusek is absent, Stephanie Nelson-Dusek will be acting Secretary for the meeting.

Welcome and President's Update: Rebekah opened the meeting at 8:04 pm, said a few words of welcome, and introduced Principal Rebecca Pedersen, then ceded to her.

Principal's Update: Rebecca presented:

- We have 2 new people; have been onboarding
- 1 new TA coming; listed in the student newsletter; she is supposed to start on 11/17
- Steps to Flandreau are finished
- When they did the steps renovation, they removed the plastic border between the two play areas so kids can run from one play area to another without tripping
- PBIS certificates haven't been active yet, but we are going to start that soon; communication coming (e.g., Citizen award)
- Mme Bossard coming back on November 28.

Committee Reports

Malia presented updates for the **Communications Committee**.

Spirit gear:

- Doing a new design this year; looking for someone to help with design and ordering spirit gear

Book Fair

- Book Fair is next week
- Students you can shop on Tuesday (grades 2-5 only);
- Volunteers get \$5 credit for helping with the book fair.
- Students can also shop with eWallet; parents load \$\$ digitally
- Money rolls over to next year's book fair
- Also going to have a used book sale; if you have books that you are not reading anymore, bring them to the school during the fair (\$0.25 each)

Malia also presented updates for the **Social Committee**.

- There is a potluck for teachers next week (Tuesday and Thursday during conferences)
- Looking for volunteers to bring food; it will be a sandwich potluck, so we need things like bread, lunchmeat, cheeses, side salads
- Malia has an electronic sign-up sheet; she will post it to Facebook
- Volunteers can bring in food Tuesday on Thursday

Rebekah presented updates for the **Fundraising Committee**.

- Just finished direct donation; it went well.
- Give to the Max Week is next Thursday, November 17.
- Fun Run; we're using a new company this year so we can keep more of the funds; it will be a glow run and there will be music; it will happen in February. Students will ask family and friends to pledge X amount per lap; in the past it's been a successful fundraiser.

Christophe presented updates for the **Intern Committee**.

- Just finished matching spring interns to host families.
- Currently organizing an event for the host families to get together and get to know each other and share experiences among each other; that is happening in early January.
- Need help with clothing for the interns; they need winter gear (coats, boots, mittens, etc.) The zipper needs to work on coats!
- There is going to be a basket in the office for winter gear; you can bring them in any time or during conferences or the book fair.

Regan presented updates for the **Marketing Committee**.

- The School Choice Fair is happening on December 10th.
- Think we have enough volunteers, but Regan and Malia are checking on who signed up (to confirm they are real parents and not spammers); may need additional volunteers
- Will have a separate sign-up for teachers; Mme Faltsek is signed up for now, but will need to get more teachers.
- Lawn sign campaign happening next week; they will be available during parent-teacher conferences. Bumper stickers will also be available.
- We're also looking ahead to school tours; we need the dates from Principal Pederson.

Treasurer's Update (Budget Forecast and direct donation drive results): Breann presented.

- Raised about \$12,000 through direct donation.
- A lot of families used the monthly PayPal option; so will collect that money over the next 12 months.
- Trying to temper expectations for the Fun Run donations, since we've had a pretty sharp decline in our student population.
- A couple of items were added to the budget after it was set (e.g., beautification), so we used more than was expected.
- Still forecasting a break-even for the year, with maybe a \$14,000 profit; the good news is that we still have a good balance of cash in the bank.

- Because we have to pay visa expenses up front, a lot of our costs are high in the beginning of the FY, but we're hoping to close that gap.
- The gentleman who has been doing our tax returns (LNFI father) has been doing it pro bono, but he will not be doing it next year; PTO needs a volunteer to file tax returns pro bono.

The screenshot shows a Zoom meeting window. On the left, a PDF document titled 'Le Toile Du Nord French Immersion Profit and Loss July 1 - November 10, 2022' is displayed. On the right, a video call is in progress with four participants: Stephanie Nelson-Dusek, Rebekah LaCasse, Breann Tierschel, and Regan.

	TOTAL
Income	
Donated Income	11,062.12
Earned Income	77.81
Total Income	\$11,139.93
GROSS PROFIT	
	\$11,139.93
Expenses	
Administration	746.80
Beautification	2,508.05
Decorations	64.29
Enrichment	2,034.51
Fees	250.00
Food	134.82
Fundraising Items	421.60
Insurance	829.00
Interns	22,344.04
PayPal Fees	139.81
Postage	14.48
Supplies	20.29
Teacher Appreciation	804.94
Total Expenses	\$30,312.63
NET OPERATING INCOME	\$ -19,172.70
NET INCOME	\$ -19,172.70

New Business - Voting for Election Procedures and Vice President:

- Rebekah talked about voting procedures (they were sent home as a backpack flier and in an email)
 - Advertise all open positions with description of role...
 - Board will review the applicants; this may require a Zoom meeting
 - Board will decide if candidates meet the experience
 - Applications are shared with general school population (backpack flier)
 - Typically these votes will take place in the spring and a vote will take place in May; alternatively, a vote can occur any time if we need a position (e.g. VP)
- Someone asked who came up with the procedures; the answer is that the Board comes up with the procedure (as stated in the bylaws and as modeled after best practices of nonprofits).
- Malia initiated a Zoom poll to have attendees vote on the election procedure.
- **Election procedures passed (84%).**
- Rebekah passed the meeting over to Mme Tchoffo and she shared a few words about herself
- Malia initiated another Zoom poll.
- Attendees (N=27) voted; 76% voted **in favor** of electing Mme Tchoffo as VP
- Mme Tchoffo is the new Vice President of the PTO

- Erica Scott asked that in the future we have a Q&A during the PTO meeting
- PTO wants to revisit this in the Spring
- Still looking for a Fundraising Committee chair
- Erica suggested a database that will match people with opportunities that meet their skills/interests and also
- Looking for Social Committee Chair; they do Teacher Appreciation week and some other big events
- PTO found a new a NAAPID coordinator

Rebekah expressed her thanks to all attendees and ended the meeting at 9:07 pm.