

SCM Parent Service Organization (PSO) Meeting

November 3, 2023; 8:15 a.m.

PSO Mission Statement: The mission of the PSO is to enhance the educational environment of St. Catherine's Montessori while building community through family involvement and service.

Attendance: Lyndsey Ray, Candace McCaddon, Edith Napoleon, Douglas Haskovec, Vy Collett, Karine Schepers-Cheng, Catherine Barber, Ami Tyagi, Devin Weiss, Mary Tysor

Meeting Minutes

1. Opening Prayer

- a. Douglas Haskovec led the opening prayer.

2. Welcome new and current parents (brief introduction)

3. Financial Report – Mary Tysor

- a. Starting balance for the year was \$4,000. Current balance is \$3,037.47.
- b. Mary reminded all PSO members making purchases for a PSO event or committee to submit reimbursement requests online. The form is currently linked in the [FACTS](#) Family Portal, but it will also be linked on the PSO website.
- c. PSO purchases should use the tax exemption form, as sales tax cannot be reimbursed.

4. Approval of Meeting Minutes

- a. Mary shared that the previous meeting's minutes were not approved by the group, as Tracey (Secretary) did not receive many responses to approve.
- b. Discussion ensued regarding whether the procedure for approving minutes should be changed.
- c. Consensus is that the procedure outlined in the by-laws should work well if everyone is mindful of responding to the minutes email.
- d. The secretary (or designee) will send the minutes to attendees by email with a "please review and send changes within 48 hours" request. Following this period, the revised minutes will be sent with a request for approval within 48 hour.
- e. For the record, a vote to approve the previous meeting's minutes was taken at this meeting. Douglas motioned to approve, Devin seconded, and all in attendance voted "aye" unless abstaining.

5. PSO Committee Reports

- a. Friends of the Arts: Candace, Monica
 - i. The Adolescent Community play is 11/16; details to follow.
 - ii. The Christmas Concert is 12/1; volunteer opportunities will be shared in an upcoming Globe.
- b. Friends of Athletics: Jennifer, Kristin
 - i. The Soccer team advanced to the semi-finals.
 - ii. The Volleyball teams also had a good season.
 - iii. Basketball starts 11/6 (Upper EI and AC) and 11/15 (High School).

- iv. Saturday Soccer will begin in January.
- c. Friends of the Atrium: Catherine
 - i. The Dominican Study Group will hold its last two meetings of the semester on 11/14 (Community) and 12/8 (Preaching).
 - ii. The Feast of the Immaculate Conception will be celebrated on 12/8 with Mass (1:15) and a rosary (time TBD).
 - iii. Weekly meditation occurs on Wednesdays after drop-off. Edith requested some assistance with securing a regular meeting spot; Lyndsey Ray will assist.
 - iv. Extraordinary Ministers of Holy Communion are greatly needed at upcoming Masses. Parents are encouraged to contact Catherine Barber if they are interested and available.
- d. Friends of the Garden: Adam, Ana, Christie, Devin
 - i. Friday mornings are garden work days; all are encouraged to participate, and no experience is necessary.
 - ii. Monthly teaching days have been successful. The next teaching day will focus on repurposing containers as planters and will take place 11/28 after drop-off.
- e. Friends of the Library: Karine, Angela
 - i. The book fair takes place 11/27 – 12/1. Many volunteers are needed, and a sign-up genius for volunteer shifts will be shared through the Globe.
 - ii. The online Literati book fair is already available. Details to follow in the Globe.
- f. Book Club: Nicole, Edith
 - i. The first book club session, focusing on Maria Montessori's *Education and Peace*, was well-received.
 - ii. The second session occurs on 1/16; the book will be *The Emotional Lives of Teenagers*.
 - iii. Another popular topic in the book club survey was Catholicism; thus, the third session will focus on Catholicism in the home (date TBD).
- g. Faculty and Staff Appreciation: Mary
 - i. Plans are underway for the 12/15 luncheon. Many volunteers will be needed; all are encouraged to sign up for a shift.
 - ii. The committee also continues to provide treats to faculty and staff throughout the year.
- h. Works of Mercy: Mary
 - i. The pajama drive for Casa de Esperanza begins 11/27; tags with recipient information will be available in the Welcome Center. All pajamas, socks, and underwear should be brought to St. Catherine's with the associated tag by 12/7.
 - ii. A list of additional Casa needs will also be shared with the community. Donations should be brought to St. Catherine's by 12/7.
 - iii. Volunteers will be needed to wrap pajama bundles; information will be shared in the Globe.
- i. Sociables: Molly, Nazia, Brooke
 - i. Sales of sociable tickets raised \$12,380 for SCM's operating budget.
 - ii. Hosts of individual events can decide whether to sell additional tickets if there are leftover spaces at their event.

- j. Steps 4 Students: Nadia, Janna
 - i. The race takes place 2/10, with Mass at 7:00 am, the race at 8:30, and the party at 9:30-11.
 - ii. The t-shirt design contest for this event is happening now.
 - iii. The AC pancake breakfast following the run is TBD.

6. Old Business: None

7. New Business:

- a. The budget for 2024-2025 was proposed.
- b. The total budget remains the same as last year (\$4,000).
- c. Some funds have been shifted among committees to reflect these committee's actual expenditures.
- d. The most substantial change was the increase of the Faculty and Staff Appreciation Luncheon budget to \$1,000.
- e. Douglas made a motion to approve the budget, which was seconded by Devin. The proposed budget passed unanimously.

8. Adjournment: 9:30 am