



APMA Board Minutes

Date: March 13, 2025

Time: 4:00 - 5:30 PM

Location: APM E2 Resource Area

1. Call to Order/Roll Call/Guest Attendees

We ask that Guest Attendees who would like to address the board please contact the board secretary (SteeringAPM@gmail.com) prior to the meeting so we can add your request to the agenda.

Attendees: Amanda M, Ivy C, Sarah A., Kim M, Megan R, Courtney M, Mark M., Lindy A, Cassie G, Jen Z, JoBeth S, Briti P., Kate P., Maggie V., April M., Rachel C., Sarah C(recorder)

Excused: Danielle D.

Reading of the Mission: **Appleton Public Montessori seeks to nurture the full potential of every child through the presence of the Montessori philosophy in all learning environments, encouraging intrinsic motivation, and instilling a love of learning, now and for a lifetime.**

2. Approval of [Minutes](#) from the last meeting

3. Approval of today's Agenda Motion MM, 2nd LA

4. Guest Speakers (3 minutes) LA, SA

a. NA

5. Administrator's Report (Cassie Guilbeault) (8 minutes)

a. Report

i. iReady Testing - Reading is now separate from math.

ii. Classrooms will send out schedules and dates of testing to parents/guardians

a. Testing is a snapshot of education, APM utilizes pre/post tests for work plans.

2. Any questions or concerns, contact Cassie

iii. Cassie is excited about Gala planning!

iv. Linked Living STEM Add-on to be located by E!

6. Steering Committee

a. Treasurer Report

i. NA

7. Voting item

a. [20th Anniversary Friday Celebration Budget](#)

b. **Motion to vote on 20th Anniversary Friday Celebration Budget CM, 2nd MM. All in Favor. 20th Anniversary Friday Celebration Budget was Passed. Motion Carries.**

8. Discussion

a. NA

9. Steering Committee Updates (5 minutes)

a. President's Report

i. Contract Renewal

1. 5- Year Renewal Approved!

ii. Expansion Meetings

1. Cassie and Courtney met this week and explored the possibility of expansion.

- a. Middle School
 - b. Duplication of current school
- 2. Resources Needed:
 - a. Community entities
 - i. Farms
 - ii. Food
 - iii. Gardening
 - b. Businesses
 - c. Practical Life
 - i. Will visit and tour other Montessori middle schools
 - ii. Cassie shared middle schoolers will learn from a variety of trips exploring other parts of the world.
- 3. **Meetings will be held Monday, April 7th at 8:45am or Wednesday, April 16th** after school. May attend one or both. Courtney will email with details.

- b. **VP Report**
 - i. NA

10. **Teacher Advisory Report (5 minutes)**

- a. CH - Students eager to work in finished space. Studying planets, Africa, and enjoying exploring woods.
- b. E1 - Albaneesi work plans are growing. 2nd graders will attend a field trip at Building for Kids to learn about indigenous cultures.
- c. E2 - Wrapped up studying western expansion, railroad, and geometry. There will be a surprise Apple Pie making on Pie Day.
 - i. All classrooms had their first visit at the new library.

11. **Committee Working Agenda**

- a. **(9-10 minutes) Community Committee** - *Strengthen the sense of community and connection among parents, students and staff through intentional engagement of parents and initiatives to facilitate students' growth and success in the Montessori methodology.*
 - i. Sign Up Genius for 20th Anniversary weekend - Thank you, Maggie for creating.
- b. **(9-10 minutes) Diversity, Equity & Inclusion Committee** - *Enhance diversity in the school and broader community.*
 - i. Potential chair candidate update
 - 1. Rachel joined the Board meeting and shared their interest in helping the DEI committee grow.
 - ii. Update of district DEI
 - 1. Meeting will be in May or June. Ivy will share this date with Courtney.
- b. **(9-10 minutes) Extracurricular and Enrichment Committee** - *Continually explore and implement new, relevant Montessori learning opportunities to nurture the potential of all children at APM to "learn to love to learn."*
 - i. Yearbook Club
 - 1. Will complete by April. Tell friends and families to order yearbooks. Will share the yearbook with Cassie and Courtney for approval prior to printing. Ensuring all backgrounds are included.
 - ii. Newspaper Club - Adam, APM Volunteer will lead.
- c. **(9-10 minutes) Facilities Committee** - *Optimize existing facilities to more effectively support programs and reflect the Montessori community while simultaneously planning for a viable growth plan.*
 - i. Will install a new basketball hoop soon.

d. **(9-10 minutes) Resource Committee** - *Strengthen the financial platform to serve the mission, sustainability and planned growth of the school.*

- i. High Mow Seeds Fundraiser
 - 1. Final numbers - \$987.82
 - 2. Small changes for next year, will use paper bags.
- ii. May - plant sale?
 - 1. Last day of school
 - 2. Volunteer needs/logistics - will be set up by the pavilion.
 - 3. Plant share donation. April and Sarah C. will donate plants.
- iii. Gift Card Fundraiser
 - 1. Challenges with online ordering. Kate and Mark will schedule a meeting to address.
 - 2. Show new order form option
- iv. Rummage sale in June
 - 1. Collect lost and found items/donations last month of school
 - 2. Wash/organize over summer
 - 3. Set up at back to school night
 - 4. Consider a Back to School Splash - Erb Pool rental affordable
- v. Parents Night Out - will be passed onto Ellie
 - a. **Grant Coordinator Update-**
 - i. Megan and Danielle met - Teachers filled "Top 3" Wishlists.
 - ii. Grant options determined from "Top 3" Wishlists
 - iii. Created Google Spreadsheet for Teachers to use - will share with Cassie
 - iv. Costco Grant
 - b. **Endowment Director-**
 - i. NA

e. **Event Coordinator**

i. **20th Anniversary Celebration update Friday:**

- 1. We've made great progress, and everything is coming together for an amazing event.
- 2. Porta potties have been secured.
Carnival games are finalized. Thank you, Martha.
VNS students will be earning their community hours by helping with setup, running the games, and handing out meal tickets—allowing APM families to fully enjoy their night.
 - a. Food will be 4-6pm: GF Pizzas, hotdogs by Mr, Ferrito
 - b. Our next big push is **sourcing raffle baskets**, which will be a key highlight of the event. We are sending out a SignUpGenius to encourage participation from families and local businesses.
- 3. New Merch
 - a. Stickers, Magnets, Keychains - all low ticket items
- 4. Event Schedule Completed
 - a. 7 signed up for Alumni Tours

ii. **20th Anniversary Update Saturday**

- 1. **Funds raised to date: \$14,600!!!**
 - a. I predict we will hit 20K

2. We officially have a food vendor to accommodate (most) dietary restrictions. Creative Crusts Pizza(Vegan, GF)
3. 61 Tickets Sold
 - a. Anticipate another wave of ticket sales come in the two weeks prior to the gala.
4. We should all be so proud of the work that we are doing! Keep it up! I am so excited to celebrate with everyone.
5. Invited contacts from Johnston via Former Principal, Mr. Ferrito to Gala
6. Add Businesses we are contacting to [Sponsor spreadsheet](#)
 - a. 91.1 ad will air in April
7. Encourage Families to Share [Silent Auction](#)
8. Cassie will work with staff and Carrie M to produce list and photos of materials to be included in the silent auction

f. **Volunteer Needs**

i.

12. New Business

- a. Strategic Planning meeting date - Monday, June 23rd
 - i. Photo Opp - possible location
- b. Marketing
 - i. Montessori and Kids Club materials
 1. Parents
 2. Community
 - a. Include testimonials

13. Action Items

- a. Stay Tuned for email from Courtney regarding Expansion
 - i. **Meetings will be held Monday, April 7th at 8:45am or Wednesday, April 16th** after school.
- b. Google Calendar [Subscribe](#) Instructions
- c. Encourage Families to Share [Silent Auction](#)
- d. Add Businesses we are contacting to [Sponsor spreadsheet](#)
- e. Classroom needs list from staff to be submitted to board by May 15 for ordering before end of school year

14. A reminder of Upcoming Events-All events can be found on our Bulletin Board

- i. **E&E Meeting:** Friday, March 28, 8:30am Coffee Wizardz by School
- ii. **Resources Meeting:** Friday, March 14 8:30am Coffee Wizards Lawe St.
- iii. **Community Committee Meeting:** Monday, April 14, 8:30am Copper Rock by School
- iv. **DEI Meeting:** Thursday TBD
- v. **Board Meeting :** Thursday, March 13, 4:00pm at School
- vi. **Facilities Meeting:** Team is participating in 20th Anniversary Meetings.
- vii. **20th Anniversary Meeting**
 1. **Gala: 3/19 at 5:45 pm**
 2. **Team Friday:** Monday, April 14, 4:30pm Holidays on Richmond St.

15. Adjourn 5:30pm - Motion MM 2nd LM