

# PFSA General Meeting Notes

## Tuesday, February 20, 2024

- **Introductions and Welcome Back!**

- Stephanie Deming, Director of Development, led the second PFSA general meeting IN PERSON in the past few years!
- Welcomed all attendees including –
  - Maureen Capillo, Executive Director
  - Claire Humphries, Operations Team
  - Stephanie Deming, Director of Development
  - Lower Elementary Teacher Rep – Jasmine Wright
  - Middle School Teacher Rep – Rebecca Bloom
- 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 Team
  - 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

- **Goal of Meeting: Look ahead to all Spring PFSA events Happening:**

- Looking at events in order of dates
- **Picture Day:**
  - Dates: March 13-14, 2024
  - Claire Humphries gave update
  - LifeTouch has streamlined the process to all online for places orders
  - Will need volunteers for the 2 days
  - Sign up will be coming out soon – look for in weekly newsletter

- **Movie Night:**
  - Chair, Lisa Hicks updates
  - Date: Friday, April 5, 2024
  - No specific movie chosen yet
  - Always looking for ideas for this fun, casual event – food trucks, popcorn, etc.
  - If interested in helping or have ideas, please reach out to PFSA
- **Garden Day**
  - Stephanie Deming gave updates for chairs
  - Date: Friday, April 12, 2024; Rain date of April 18, 2024
  - Will run similar to the Fall Garden Day
  - Will have Individual Class wish lists set by each teacher
  - PFSA will be selling plants for families to buy for their own personal use
  - Looking at including possible Bake Sale from MS, Spiritwear sales, Educational tables
  - Be on the lookout for more information in weekly newsletter
- **International Festival:**
  - Chair, Paige Ossman updated
  - Date: Saturday, April 20, 2024; Rain date: Saturday, April 27
  - Time: 3-7pm
  - Planning well underway with committee
  - At this time we have 10 Family/Group tables; always open for more
  - 2 Food Trucks confirmed and they have agreed to donate 10% of their profits to the school
  - Putting together Silent Auction for the event: have tickets/passes from Marbles Museum, NC Museum of Life Science in Durham; waiting on others to come in; Also will be auctioning off designated parking space for carpool, naming rights for mascot, etc.
  - Will be selling event t-shirts and working with AdResources to set up storefront so that families can order directly online and no pre-ordering or guessing inventory numbers needed
  - Lining up entertainment for the demonstrations and performances throughout the event – if any one knows of any performing groups that might be interested, please reach out to PFSA or [sterlingif2023@gmail.com](mailto:sterlingif2023@gmail.com)
  - Art classes and Spanish classes are working on collaborative cultural art to include in the festival
  - VOLUNTEERS, VOLUNTEERS, and MORE VOLUNTEERS will be needed; be on the lookout for sign ups coming out very soon!

- **Alumni Day:**
  - Chair: Stephanie Deming
  - Date: March 28-29, 2024
  - This year, Sterling will be hosting a Development Alumni Reception at the Mayton Hotel in downtown Cary on March 28
    - Part of Strategic Planning committee
    - Reception will host “older” alumni
    - Looking for anyone interested in joining committee to plan reception, please reach out
    - Several ideas for connecting with alumni and fundraising ideas were given by meeting members – name bricks, Alumni matching donations, Q&A from current students, involvement of Student Council and Student Ambassadors
- **Book Fair:**
  - Stephanie gave updates for chairs
  - Partnering with Quail Ridge Books, a local small business bookstore; QRB will donate % of sales
  - Will be completely online and virtual
  - Will tie in with Staff Appreciation Week days
  - Looking at theme of “Spring into Reading” and summer reading suggestions
  - Virtual because there is no physical space available at the school at this time, but it was mentioned that a plus is that wish lists can be sent to extended families or friends
  - Suggested that there be a display of suggestions from current students on books they have enjoyed the most, as well as suggestions from teachers and staff – looking into physical space or doing virtually as well
- **Staff Appreciation Week/Hospitality:**
  - Chair, Susan English
  - Dates: May 6-10, 2024
  - Will have themes for each day and hoping to have more involvement from students and families each day
  - Looking at having one day be much like the winter holiday treat exchange, with families donating treats and snacks for teachers and staff to enjoy

- **Spiritwear:**

- Spiritwear Fridays have had a good amount of success– 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
- Clair Humphreys mentioned that there will be a “gently used exchange” and they are gathering donations at this time; looking at also having exchange events at other events – Garden Day, Movie Nights, etc.
  - Will need VOLUNTEERS to man the tables; look for sign ups
- Working with AdRosources on setting up a store front which will work through MySchoolBucks
  - Spiritwear can then be made on demand
- Purchases/proceeds go towards school 100% and is underneath Development

- **Fundraising:**

- Stephanie Deming gave update
- Charleston Wrap has reached out to the school about holding a Spring fundraising event
- Past years have raised \$6,000-\$8,000
- Looking for chair for event
- Completely virtual event, just need a contact person
- Gabriele DePriest volunteered to be contact person

- **Final Suggestions and Wrap Up:**

- Stressed the importance of reading the Weekly Newsletter each week and staying up on events and information provided
- Looking forward to next school year – current chairs will compile a brief description of their committee and details about what exactly is done for the committee, time commitments, etc
- PFSA calendar has not been finalized yet; open to more events as always as long as there are parents/families to lead

- Start of school year Open House discussed
  - Trying to look at as a larger event for community with more PFSA involvement – volunteers to direct new families, help admin with first of year tasks,
  - Have larger PFSA presence – Spiritwear available for sale; committee overviews, etc.
- Member asked for best form of communication with PFSA – PFSA email at [PFSA@sterlingmontessori.org](mailto:PFSA@sterlingmontessori.org)
- Discussed there are 3 general PFSA meeting open to all who can attend:
  - Next meeting in May
  - 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; also possible running list of people open to volunteer
- Member suggested having more advanced notice on events and signing up to volunteer
- 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 and put on website
- 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.
- **Attending Members:** Lisa Hicks, Melanie Riveria, Paige Ossman, Lu Wang, Julie Disclafani, Christen Weeden, Hagar Abdel-Baky, Silvia Michaud, Katrina DiTomasso, Maureen Capillo, Leila Khatibazadeb, Susan English, Jamine Wright, Gabriele DePriest, Claire Humphreys, Rebecca Bloom, Stephanie Deming