

MPCS Foundation Meeting Minutes April 8, 2021 - 6:00 PM

Zoom Meeting ID: 856 0154 5172. Passcode: 794768

- A. Called to Order at 6:03pm
 - a. In Attendance: Carla Mead, Stuart Siffring, Anne Jensen, Lauren Williams, Tammy Anander, Mandy, Maureen Wood
- B. Additions to the agenda
 - a. none
- C. Approve minutes from last meeting
 - a. Stuart moves to approve, Carla Seconds, all approve
- D. Treasurer report – Stuart
 - a. Account balances checking 174k, savings 234k
 - b. Check requests, etc
 - i. Deposits
 - 1. Smashburger: \$118
 - 2. Bergen county united way: \$75
 - c. Spreadsheet needs to be updated with actuals from auction and annual give
 - d. Taxes-- Stuart sent them out for us to look at
 - i. Finished the 990 form
 - ii. Tammy will look and approve
 - e. Lindsay morris in continuing ed.
 - i. One more trimester for her?
 - ii. We need to know how much more we have coming out of this years budget to figure out next year's budget
 - iii. She will send request in June for \$1100 (half of tuition)
 - f. Car donation
 - i. Everything is fixed
 - ii. Just needs to clean it up and take pictures
 - iii. How should we first advertise?
 - 1. Weekly reporter
 - 2. Facebook page
- E. Funding
 - a. Budget
 - i. Garden committee: annual line item request for 5k a year
 - ii. We forgot to include Fun run swag
 - iii. Most line items are annual line items
 - iv. Once we start having big projects again, we will either need to up our income game or cut annual line items

- v. This year we have 200k of capital improvements
- vi. Continuing ed: in continuing ed, you can get up to 4k a year
 - 1. We've had 4 people in one year getting certification and getting almost all of the 4k each
 - 2. This is a pretty standard figure on what we might spend
 - 3. Anne-- our goal with master planning, was to go to finance first, then to master planning and then send to foundation.
 - 4. Knowing that finance committee still needs to meet, it's still fluid, but it's good to dig in
 - 5. Performing art: theatre, art and music
 - a. Because they can't fundraise for expenses for their classrooms and because they have expensive needs, we gave them more
 - b. We could scale it back
 - c. They've been saving money for post construction and may pool it for certain items
- vii. These projects make our school unique
- viii. These are estimates, but we can go back to master planning to hash out some of these lines
- ix. boardwalk/netting: there's a grant out for that so it might not cost the full 50k
- x. Tammy will change it a bit and send it out again
 - 1. We'll talk again after finance, and gc meeting
 - 2. Still somewhat fluid depending on what we make, etc
- xi. Is the 200k cap improvement all at once or over the year?
 - 1. Tammy-- it depends when the work is done
 - 2. Ece playground has a timeline and some others do as well
 - 3. We have a good balance built up right now
 - 4. Ece playground will need more money-- tammy put 25k in, but if they need more, we'll need to cut it from somewhere else
- xii. Auction: Mandy-- 75k might be a steep projected amount for this year.
 - 1. We bumped it up to 75k to compensate for the budget
 - 2. If we drop it down, we need to drop expenses on it
 - a. Mandy said we could stay around 15k for expenses
 - b. Liz and Mandy will talk, but no auction committee meeting planned at the moment
 - c. \$60pp or so for tickets. Trying to keep it reasonable.

- d. A lot goes into pricing and there's a lot more that goes into that.
 - e. Most important that it's accessible.
 - f. Ongoing conversation to make it accessible
 - g. Worried about procuring items for the auction
 - h. Mandy-- we need to budget less about how much we will pay to offset what we will bring in
 - i. Tammy will adjust it
- xiii. Community art support
 - 1. Used to be for middle school specials
 - 2. Kind of died out because they didn't have any money
 - 3. Interest in bringing some of that back
 - 4. What our middle school is lacking right now
- xiv. Learning lab
 - 1. You take the day off as a teacher and shadow another teacher to learn how others handle things
 - 2. Important in looping schools like ours
 - 3. Costs money because you need subs to keep it going
 - 4. We said the foundation would do it but then covid hit so we didn't do it.
 - 5. Still want to do it in the future
 - 6. It's a great way for teachers to collaborate
 - 7. It's something that's different than paying for outside training.
 - 8. If the school wants to do it, we should fund it
- xv. Do we want to add anything about dine back?
 - 1. Carla will look at past year and send Tammy an average of what we make per year on that.
 - 2. Probably 1k a year is a conservative figure to plan for
 - 3. Doing dine-backs monthly but not during the summer
 - 4. Tammy is projecting \$1500
- b. Fidelity acct we have: Stuart looked and it's in cash
 - i. Stuart would prefer to invest that in something safe but interest bearing
 - ii. It used to be an anonymous stock donation
 - iii. Now it sits in cash
 - iv. No longer getting that donation
 - v. We could look at moving that money into our savings or move more money into the fidelity acct and actually invest it into something that will spin off dividends

1. Needs to be semi-liquid so that we can get the cash if we need it.
2. Tammy has login info
3. Trying to figure out how we add Stuart onto that acct
4. Tammy will look into it and then we can discuss options

F. 2021-22

G. Fun Run - Danielle

- a. \$1900 for swag
- b. Shannon has been doing the write up
 - i. Lauren should talk to shannon to make sure the write up looks good
 - ii. Google doc of write up attached to email
 - iii. Lauren will look it over, but it's trickier if it's already been edited by shannon
 - iv. In the Future, let's send it to Lauren first so it's not two people doing the work
 - v. Co gives page doesn't need to be tough, just cut and paste and get the info across
 - vi. 10th or 11th year: Carla will look and try to figure it out
 - vii. Already reduced the budget because we think we will make less than 25k
 - viii. Check email for further info
- c. Week of may 24th

H. Annual Give - Annie

- a. Nothing at this point

I. Auction – Mandy

- a. Looking at venues for spring of 2022
- b. After she talks to places about that, she will come back to the foundation about meetings

J. Timing for 2021-22 events

- a. Getting back to original schedule
 - i. Fun run in the fall
 - ii. Annual give in the winter
 - iii. Auction in spring
 - iv. Fall – Fun Run or alternative, Winter - Annual Give, Spring - Auction

K. Updating the giving page on the website

- a. looks like this is not done yet,
- b. need a link to main Co Gives page and some other info under “support MPCS year round”

L. Fundraising Committee - Carla

- a. Have not met yet this month
- b. Danielle is looking at how much we made for namaste-tbd
- c. Mod pizza on april 22nd
- d. We don't know about 8th grade trip this year
 - i. Looking at day trips
 - ii. After they look at it, we can look at what's in their acct and move forward
 - iii. We'll know more next week
 - iv. Pizza friday 8th
 - v. Apparel 7th
 - vi. Good for us because we don't have the money to throw

M. Grant Writing Committee - Mandy

- a. Didn't meet
- b. Google forms to distribute to committee heads
- c. Looking for an intern to help with
- d. Hear from dreyfus--21k and bronco--10k this month
- e. (email mandy for full email)
- f. Do we need to have a line item in budget to help match grants?
 - i. Tammy-- we haven't needed one in the past
 - ii. If they are going to need a large sum, especially in June, they need to give us a heads up
 - 1. Anything over 50k
 - iii. We have accounted for it in the budget on lines like the boardwalk/netting
 - iv. If there's ever a really large matching one, we just want to time it right

N. GC update – Carla

- a. Had meeting before spring break
- b. Annual meeting may 15th at 9am
- c. Will go over what we accomplished over the year
- d. Hopefully we'll be able to have an in-person part of it
- e. We got sr2 funds. 4x the amount
 - i. Sr2 funds:211k
 - ii. Time frame around usage
 - iii. Perhaps 2 years
 - iv. Looking at how funds are allowed to be used
- f. Personnel: consultant still wrapping up interviews.
 - i. Report pushed back a little from end of April
- g. Still recruiting for the board

- i. 2 people interested
- ii. This year, the gc is appointing one open position
- iii. At the open meeting we interview candidates
- iv. The vote happens after that and we let the community know in June
- v. Still looking for candidates
- vi. Would be great to get a non-school community member
 - 1. Maybe grandparents of community members
 - 2. Possibly the rotary would have some good candidates
 - 3. Try to think of ways to reach further community members outside of mountain phoenix
 - 4. We also need to tap further into parent pool
 - 5. We do have a "how to get involved" paper
 - a. Lauren might look into how we might communicate it at back to school night
 - b. At the registration for the school her kids almost went to, there were tables set up for each committee
 - c. Streamlining registration, cut this table option
 - d. We need to look at different ways to reach parents
 - e. Lauren-- maybe we could put up a series a posts to show people how to get involved.
 - f. 20sec videos. Are always popular posts so maybe a few videos might be great.
 - g. Could we put a video together before the may meeting?
 - i. Maybe in may in the alumni survey, we could ask if there is anyone who would like to come back and volunteer.
 - h. Engage more people for an attention grabbing video
 - i. Maybe an 8th grader could do it for an 8th grade project
 - 6. Lauren is ruminating on all of it. If she comes up with a plan, we'll go from there
- h. Trying to work on paperwork and moving it over to a digital drive
- i. Working with parent council because they have a lot of files to move over as well
- j. Foundation email will change after we get that and that email will let you access those files
- k. Outward facing files as well
- l. Envisioning tax documents being in there
- m. Files on Carla's laptop that need to be moved forward

- n. Will help future foundation members and other committee members to help them with future work
- o. Carla wants it up by July
- p. May take some training
- q. Each committee will make rules about what members can access and can they edit,
 - i. Stuart and Maureen will go through the file cabinet and
- O. PC update
 - a. nothing
- P. Read-A-Thon, bookfair uncertain
- Q. Foundation bios to Shannon
- R. Transitioning annual paperwork from Carla to Stuart and Maureen
 - a. Tammy will work at moving keys over-- will drop with susie
 - b. including key to a file cabinet
 - i. File cabinet key will stay with Susie
 - ii. Carla can drop off her paperwork to the file cabinet to get it out of her house
 - iii. It has our 501c3 paperwork in there
 - iv. Some of it is important
 - v. Some is just bank stuff that we will probably never touch
 - vi. Think the file cabinet is upstairs now
- S. Action Items from last meeting (if not covered above)
 - a. Alumni newsletter
 - b. Key exchange
 - i. Carla and Tammy will get keys to Susie
- T. New Action Items
- U. Next meeting date – May 13
- V. Open discussion,
 - a. meeting close at 7:50pm