

Montessori Academy of Upland PTC Committee

Meeting Summary, September 11, 2025

Quick recap

The Parent Teacher Committee meeting at Montessori Academy of Upland focused on establishing roles and responsibilities for committee members while discussing various initiatives including curriculum standardization and teacher-parent communication improvements. The meeting covered fundraising strategies and upcoming events, including the Harvest Festival and potential school uniform implementation, along with safety measures and playground improvements. The group explored community partnerships and volunteer opportunities, with suggestions to implement mandatory volunteer hours and organize various events to build school community engagement.

Next steps

- Adam to create a chat for all PTC members using the school app.
- Adam to compile and distribute minutes from this meeting.
- Adam to identify parents interested in taking PTC roles before the next meeting.
- Adam to organize a separate meeting for the Harvest Festival planning committee.
- Adam to get quotes for playground improvements .
- Adam to change security codes and send out notices about the changes.
- Adam to verify if donations to the school are tax-deductible without 501 status.
- Adam to create a list of classroom representatives from each teacher.
- Adam to set up classroom-specific email accounts for parent representatives.
- Interested parents to contact Adam if they want to help plan the Harvest Festival.
- Interested parents to contact Adam if they want to take on specific PTC roles.
- Adam to send out communications about potential school uniform discussions.
- Adam to consider organizing a follow-up positive discipline course for parents who completed phase one.

Summary

Technical Difficulties and Agenda Review

Adam began the meeting by addressing technical difficulties and requesting attendees via Zoom to change their names for record-keeping. Adam aimed to complete the meeting within an hour and shared the agenda.

Montessori Parent Engagement Initiatives

The meeting introduced the Parent Teacher Committee at Montessori Academy of Upland, aiming to build community, enhance communication, and facilitate fundraising to support resources and improvements without raising fees. Adam, the director, outlined initiatives to standardize the curriculum and improve teacher-parent communication, including the use of a new app that consolidates information and allows for feedback. Parents shared their experiences and suggestions, with some expressing a desire for more consistent updates and homework recommendations. Adam encouraged parents to provide feedback on the app and participate in a private chat board to foster further engagement.

PTC Roles and Responsibilities

The meeting focused on establishing roles and responsibilities for the Parent-Teacher Committee (PTC). Adam outlined various positions, including chairperson, vice chair, secretary, treasurer, and volunteer coordinator, among others. He emphasized that while these roles are being defined, committee members can express interest in specific responsibilities. Adam also mentioned plans to create a PTC tab on the school website to share meeting minutes, agendas, and fundraising information. The group briefly discussed upcoming events and the need for parent representatives to communicate classroom needs. Adam encouraged attendees to reach out if they were interested in taking on any of the proposed roles.

Safety and Playground Upgrade Plans

Adam discussed the previous year's fundraising efforts, which were primarily used to resurface the playground and purchase new bicycles and equipment. He outlined several safety initiatives for the upcoming year, including changing security codes, implementing drop-off lines, and potentially adding more interior cameras. Adam also mentioned a proposal to consider school uniforms for some age groups and discussed ongoing projects for playground repairs and upgrades. The school is planning to install new play structures, add games to the asphalt area, and expand the use of music bells in classrooms.

School Initiatives and Fundraising Strategies

Adam discussed the school's current and upcoming initiatives, including safety measures, school uniforms, and playground improvements. He explained their fundraising strategies, which focus on community events like the Harvest Festival and a casino night for adults, along with a slumber party for kids. Adam emphasized their preference for fundraising through community events rather than direct sales, citing past experiences. He also mentioned the possibility of becoming a 501(c)(3) organization to enhance their fundraising potential and tax-deductibility of donations, though this would require further investigation with a tax accountant.

Fundraising Strategies and Community Partnerships

The meeting focused on fundraising strategies and upcoming events. Clara discussed setting a fundraising goal of \$20,000, which is attainable given the current number of 153 students. The group explored ideas for community partnerships, including local businesses sponsoring events like Casino Night and Harvest Festival. They also considered partnering with restaurants for promotional nights where a portion of sales would benefit the school. Adam announced that the Harvest Festival, scheduled for October 24th, will be structured differently this year, combining volunteers and staff to improve efficiency based on feedback from the previous year.

Mandatory Family Volunteer Program

Members discussed implementing mandatory volunteer hours for families to encourage participation in school events, similar to practices at other schools. They suggested that families could either volunteer or pay a fee, with volunteer hours counting towards various activities such as donations, chaperoning, and classroom assistance. A member also proposed recognizing families with stickers or name tags to encourage participation and facilitate introductions. The first community event, an international potluck, was announced for next Friday, aimed at building community and providing opportunities for parents to get involved.

Harvest Festival Planning and Improvements

Adam discussed plans for the Harvest Festival, including restructuring the raffle to offer larger baskets and sports tickets instead of multiple small prizes. He emphasized the need to improve the food distribution process by involving local school administrators and staff to streamline operations. Adam also mentioned organizing parent workshops on topics like Montessori, language, and math curricula and a positive discipline course. Some suggested planning a winter bake sale. He requested access to parents' contact information for better communication and volunteer recruitment, particularly for events like Casino Night.

Classroom Representative Roles and Events

Adam discussed the role of classroom representatives, who will serve as liaisons between parents and teachers to provide input and support for classroom initiatives. He suggested creating a Montessori-specific email system for representatives, with staff oversight to ensure respectful communication. Adam also outlined upcoming events like the fall festival, winter program, and teacher appreciation week, and mentioned the need for help with non-fundraising activities like the Trike-a-thon.

Book Fair Planning and Partnerships

The group discussed organizing a book fair and explored potential partnerships with libraries and 501(c) organizations for book donations and fundraising. A member suggested coordinating with the Friends of the Upland Library and proposed a model where participants could purchase books at a discounted rate, with proceeds supporting reading initiatives. They also addressed the need for class

representatives and room parents, with Adam encouraging interested parents to express their willingness to take on these roles. The group agreed to reconvene on the second Thursday in October to plan the upcoming Harvest Festival and to finalize the installation of new roles within the parent community.

PTC Fundraising and Volunteer Requirements

The PTC meeting focused on fundraising strategies, with Adam suggesting approaches to solicit local businesses, particularly childhood activity and development businesses, for contributions without tax concerns. Adam emphasized the importance of parent involvement in these efforts and mentioned previous successful raffles. The group also discussed vaccination requirements for volunteers interacting with children, including proof of immunization against pertussis, measles, mumps, and rubella. The next meeting was scheduled for the 10th of October, and Adam planned to send emails about ongoing initiatives and potential discussions on school uniforms.