

Approved Minutes
TEMPO - Tempe Montessori Parents Organization
January Board Meeting
January 7, 2008

In attendance were:

Alex Ricken, President
Diana Kaminski, Secretary
Christy Brown, Vice President
Denyse Norby, TMS Director

Kiann Mapes, Treasurer
Rachel Streiff, Parent
Dianne Bryer, Parent

1. President Alex Ricken called the meeting to order at 5:07pm.
 - a. The January General meeting was cancelled because it fell on the first day of school, and there was no new information to share with the membership, the board did not meet during the holiday. The TEMPO General Meetings will continue to be the **first Monday of every month at 5pm**, the next one being February 4, 2008.
2. Alex said that Lynn Lintern was unable to join the meeting, but did report that the first count of tax credit donations was approximately \$50,000, most of which was recommended to specific children, with very little going to the general fund. She is not finished adding up the donations. A final count will be available for the General Meeting in February. So far, the amount is about half of what last year's contributions were, however, Alex noted that the enrollment is also 40% less than last year. Discussion continued about why the contributions were so low, what marketing might be needed to promote the program next year, how fund raising for the school needs to be improved. Rachel offered to have her Mom meet with the board to provide ideas for marketing and fund raising, she does this for a non-profit school in Oregon.
3. A new parent came in to participate in the board meeting, introductions and welcomes were made, today was her daughter's first day of school.
4. Scholarship Application Process - Kiann drafted a 2008 scholarship form and will finish this for routing to the board later this week. The scholarship form needs to be distributed to age eligible children as soon as possible, since the deadline to return the forms is February 8th. There are several other deadlines related to the scholarship that the board discussed, including the timing of when automatic payments are deducted from accounts for tuition vs. scholarship disbursement. There is also a need to create a scholarship committee as soon as possible. The following schedule is being proposed by the Board:

By January 11th Alex will have a SCHOLARSHIP COMMITTEE VOLUNTEER REQUEST letter drafted and reviewed by the board, to be stuffed in the sign-out book pockets. This letter should go to everyone, but we ideally would fill positions with parents whose children do not qualify for a scholarship (due to age), which means Toddler and Preschool parents are needed.

By January 11th Kiann will have a SCHOLARSHIP APPLICATION FORM drafted and reviewed by the board, to be stuffed in the sign-out book pockets of the children who qualify for a scholarship (due to age).
By January 31st SCHOLARSHIP COMMITTEE needs to be formed.

By February 1st Alex drafts a letter, Lynn provides numbers to Denyse, who fills out letter and mails it to parents notifying them of scholarship recommendations made for their child, on behalf of donors.

Lynn sends a letter to all donors thanking them on behalf of TEMPO for their contribution, so that they have a record of the donation for tax purposes.

February 4th TEMPO General Member meeting, focus is on Scholarship process and other topics yet to be determined.

February 8th DEADLINE FOR SCHOLARSHIP APPLICATIONS

February 15th Denyse sends mailed notification to parents of scholarships awarded. This date was moved up from February 22, in order to meet early registration for the fall semester.

February 22nd If parents receiving scholarships wish to apply funds to Spring 2008, must notify school immediately to assure fund distribution starts.

5. Alex has sent an e-mail asking for volunteers for the scholarship committee, but has not gotten any responses. A letter will be distributed at the end of this week asking for help. The committee needs to be formed by the end of January, to meet and review policies set by the board prior to reviewing the applications that are due on February 8th. It's a short term commitment, with just a few meetings, but it is important to get as many people not eligible for scholarships to help with this.
6. Open Board Position - nominations and elections will be held at the General Meeting in April, Alex has not received any volunteers asking to be nominated. It was suggested that maybe Rachel could be nominated.
7. Alex said the focus of the next General Meeting would be the scholarship process, but that the agenda would need to be determined via e-mail to save time.
8. NEXT TEMPO MEETING: February 4th, 2008.
9. Meeting adjourned at 6:12 pm

MINUTES APPROVED: April 28, 2008 at the General TEMPO meeting by 21 members present.

SUBMITTED BY: Diana Kaminski, TEMPO Secretary, May 2, 2008

Approved Minutes
TEMPO - Tempe Montessori Parents Organization
February General Meeting
February 4, 2008

In attendance were: (I did not get a sign in sheet, and did not write down all the names)

Alex Ricken, President
Diana Kaminski, Secretary
Christy Brown, Vice President
Denyse Norby, TMS Director
Kiann Mapes, Treasurer

Rachel Streiff, Parent
Lynn Lintern, Accountant
Lindsey Ricken, Parent

1. President Alex Ricken called the meeting to order at 5:12pm.
2. Kiann presented a sheet of itemized reimbursements. Alajandra moved and Lindsey seconded the motion to approve the listed reimbursements to be paid by TEMPO.
3. Rachel's mother Mary presented experiences for fundraising at a Montessori school in Beaverton Oregon, where she was director from 1980 to 2007.
 - a. School profile: 3 Primary classes and 2 Elementary classes, not sure of the exact # of students but approximately 140 families.
 - b. Demographics: 60% of the parents are from Intel and 15% are from Nike, this is important for fund raising since these corporations make dollar for dollar donations to the school AND will match grants for educational time volunteered by parents, \$10 per every volunteer hour spent.
 - c. Other fund raisers annual return:
 - i. Garage sales \$3,000
 - ii. Book sales \$500
 - iii. Gift wrap sales \$3,000
 - iv. Script \$1,000-1,500
 - v. Wine tastings and sales \$2,000

It was determined that all of these fund raising schemes were a lot more work than the return on volunteer effort. All these were discarded in favor of 2 fundraisers annually.

The Giving Fund - during new parent orientation, the budget of the school is shared, illustrating income from tuition, expenses and the anticipated (planned) gap of \$60,000. This built in gap becomes the target for donations in lieu of increased tuition. For parents, the incentive to donate is a tax deductible donation vs. an increase in tuition. This is different in Arizona, because we have the tax credit program.

Annual Auction - this event generates \$170,000 annually, starting out with \$3,000 first year, and doubling every year for the first 5 years: \$6K, \$12K, \$24K, and then leveling off to \$170K in 2000.

They learned that auction software is important, and should be invested in early if this is a chosen fund raiser. They use a professional auction company now because of the size of the event.

Schedule for planning an auction:

1 year before the event, book the venue

Choose a theme

8 months prior to auction, start class projects

6-8 months prior to auction, sell advertising in the auction brochure (ads sell for \$100-500 depending on size)

6 months prior to auction start business solicitations for donations - use a standard form to request donations

4 months prior to auction start family solicitations for donations

3 months prior to auction set up caterer and menu

2 months prior to auction send invitations out (\$50 per couple)

1 month prior to auction RSVP due with payment

Auction catalogue produced with all items being auctioned

4 nights before the event, unveil the raffle prizes to be raffled during the auction: stock, vacation packages, this is done now as a golden ticket raffle, where the winner picks any of the items from the auction prior to the auction starting.

Entertainment at the event is important, can be volunteered.

Alcohol and food is important.

There may be a student production at the event, and students may help behind the scenes, but are not at the event, this is a no-kid event. Alumni help and alumni bid.

Types of items donated: dinner made and delivered to someone's home, vacation time shares, quilts, furniture. Teachers donate time auctioned as activities to do with the teachers such as dinner with teacher, museum or hike with teacher, bird watching w/ teacher, etc. Also, auction off being principal for the day. Kids also generate artwork to auction off, and do a class project for the auction.

Auction proceeds go to scholarships, play equipment, solar voltaic panels, acoustical treatment of rooms.

250-300 attendees, 90% of the parents participate, and then they bring friends, relatives and neighbors.

Committee of volunteers needed:

- Auction Chairperson
- Auction Co-chairperson
- Communications person
- Data Entry person
- Oral Auction organizer
- Silent Auction organizer

- Storage & Moving (someone responsible for securely storing all items and moving them to the auction site, be careful of rodents and insects damaging items)
- Catalogue design and production

Wednesdays at the school all year long are auction Wednesdays, tasks are organized for anyone to pick up and work on, and volunteers come as they can.

Every newsletter has updates of the fundraiser progress.

The amount of effort for so many small events is not worth the effort of one large event, which also generates excitement and community throughout the year. This has less burnout for volunteers.

Another activity the school has is Life After Montessori talks with alumni, where current and prospective parents meet the alumni and hear what they've done since graduation.

Tempe Montessori currently has 83 students and has capacity for 150.

What is the focus of TEMPO for fundraising? What are the school's needs?

General consensus that TEMPO should focus on two fund raisers, the fall Tax Credit drive, and a spring auction.

4. Lynn Lintern gave an update on the Tax Credit donations from 2007: there were 100 donors, contributing \$70,000. This was a 30% decrease from 2006, but enrollment is also down by 34%. There was a 20% increase with base family participation. 95% of the donations were recommending a student for a scholarship, as opposed to donating to the general scholarship fund. Monday the scholarship committee meets.
5. Irma stated that marketing ideas for the school are always welcome.
6. NEXT TEMPO MEETING: March 3rd, 2008.
7. Kiann moved and Rachel 2nd the motion to adjourn the meeting at 6:12 pm

DRAFT MINUTES COMPLETED March 3, 2008

MINUTES APPROVED April 28, 2008 by TEMPO General Membership with 21 members present.

SUBMITTED BY: Diana Kaminski, TEMPO Secretary, May 2, 2008

Approved Minutes
TEMPO - Tempe Montessori Parents Organization
March General Meeting
March 3, 2008

In attendance were:

Alex Ricken, President

Diana Kaminski, Secretary

Natalie Thiel, Parent

Bonnie Martin, Parent

Brian Dinse, Parent

Kathryn DeBano-Rhodes, Parent

Lily Longacre, Parent

Lara Harvell, Parent & Administration

Diana Maza, Parent

Jakky Sangster, TMS Education Director

Stacy Putter, Parent

Alajandra Iniguez, Parent

Lindsey Ricken, Parent

1. President Alex Ricken called the meeting to order at 5:12pm.
2. Rachel was not able to attend tonight, but Alex mentioned that she had offered to host a cocktail hour at her house for parents to network in a social environment to set committees and take care of things. This came after the last TEMPO meeting when the group decided to focus on two fund raiser events rather than a bunch of little events. The group also determined that community building activities were important to prevent burn-out.
3. Discussion about the need for a wish list from the school, identifying large items that TEMPO can focus on, and smaller items that parents can help donate. It would help give TEMPO focus to have a big project to work towards as a common goal for the school.
4. FALL FUNDRAISER: Efforts to increase donations to the tax credit program included brain storming such as credit card acceptance, contact with past donors, contact with businesses and contact with alumni. Educational outreach as well as making it as simple as possible to donate.
5. SPRING FUNDRAISER: Discussion continued about the idea of an auction. Possible location would be EVIT (East Valley Institute of Technology) which has students learning culinary skills, who could be catering the event if we rented the space. Can we get a liquor license at this facility? The auction described by Mary at the last meeting seemed very parent oriented in the donations and purchases. TMS has a smaller group to work with, and different demographics. Parents need to invite others to attend in order to get money from outside the school's current families. Businesses can also donate. Corporate sponsors need a long lead time to solicit donations, this needs to be a form letter drafted and ready to mail out long before the auction. Donors of the tax credit program might also be donors of the auction. We need alumni involvement. We might be able to get famous local performers to volunteer time for performing at the auction also.

6. Matching funds from corporations for volunteers' hours donated, Brian learned about this from Mary's discussion last month, and inquired at his office, and learned that they also offer the matching donation program for hours of community service. For every hour donated to the school for educational enhancement, Intel donates \$10 per hour for the employee's time. Brian volunteered to draft a letter to parents asking parents to check with their companies to see if they also have programs for matching funds. Question came up about where the donations go, to TMS or TEMPO, need to double check that the funds go to the non-profit in order to be tax deductible to the business.

This effort will help harness the existing internal network. The next step is to find the external network.

7. Discussion about getting more people involved in TEMPO.
Marketing, signage at the school, e-mail notices of meetings, website link to TMS page, put it on school calendar. Need to communicate the advantage to coming to TEMPO. Concern that the time is too early to get parents there after work. Possibly hold committee meetings at different times, to accommodate different parent schedules. TEMPO needs an updated list of all the families at the school.

Discussion about why TEMPO needs to raise more money, we need a goal.

How can we get more money in scholarships, to make this more financially interesting to parents.

Need more social activities, rather than always asking for money and volunteers.

8. SOCIAL OPPORTUNITIES:

Ice Cream Social - Last Thursday of school in early afternoon

Dug nag - a day of working together (Norwegian) suggestion of a day to honor Ms. Therese Bolar, and help revitalize the school by working on some needed projects.

Moving On Ceremony- Last Wednesday of school in the evening.

Cocktail party - Rachel's offer, would Fridays work, general interest

Pot Luck dinners - mid-april idea

School Picnic - something that happened in the past

Field trips - suggestion that TEMPO help fund transportation and entry cost for a field trip. this idea was not considered appropriate for the Montessori approach to education; Jakky explained that outings that are parent initiated are not in the spirit of student driven learning, where students identify what they wish to learn about and take the initiative to research and plan field trips applicable to their interests. She explained how outings are handled in the Elementary class.

Discussion about Dug nag - we need a TEMPO person to invite people during drop-off time. No children at the event, needs to be a focused work day. Gene will provide a list of items that need help, if others have ideas, contact him. Gene will provide tools and items needed to complete tasks. Gene will send out an e-mail notice to let everyone know to save the date: First Saturday in April.

9. Need to work on getting more teachers involved in TEMPO, so they can get their student's parents involved. We need parents and teachers involved. We need to work on taking the school back to what it used to be, the sense of community and level of involvement. How do we motivate teachers and parents to participate in TEMPO? Jakky said that in the past, TEMPO became too controlling and wanted to change the school. There needs to be an understanding of the Montessori Method in TEMPO. This is important for teachers, so that open dialogue of issues could occur without feeling like TEMPO is trying to impose non-Montessori methods or philosophies on the school. Communication between TEMPO and teachers isn't about ideas of how you educate/teach it's how you live your life in this way.
10. Diana moved and Lara 2nd the motion to adjourn the meeting at 6:30pm.
11. NEXT TEMPO MEETING: April 7th, 2008.

DRAFT MINUTES COMPLETED Tuesday April 8th, 2008 for review by Board
MINUTES APPROVED April 28, 2008 at the General TEMPO meeting with 21 members present

SUBMITTED BY: Diana Kaminski, TEMPO Secretary, May 2, 2008

Approved Minutes
TEMPO - Tempe Montessori Parents Organization
April General Meeting
April 7, 2008

In attendance were:

Alex Ricken, President	Gene Letson, TMS Administration
Diana Kaminski, Secretary	Denyse Norby, TMS Director
Jakky Sangster, TMS Education Director	Irma, TMS Executive Director
Stacy Putter, Parent	Rachel Streif, Parent
Libby Acedo	

1. President Alex Ricken called the meeting to order at 5:10pm.
2. Teacher Appreciation Week - first week of May
Alex suggested that TEMPO do something to recognize the efforts of the TMS teachers and staff. It was determined that Monday May 5th, which is conference day, TEMPO will provide lunch in the break room for teachers and staff to eat as their schedules permitted. Kiann offered to help organize this. There is sufficient money in the account to provide basic lunch from Costco, and maybe parents could supplement with other dishes. Alex asked Gene for an updated contact list. Alex will send an e-mail to parents asking for volunteers (one per classroom) to help contact other parents in the classes to let them know that any contributions to express our gratitude are appreciated. The week prior to teacher appreciation week, an e-mail would be sent out by Alex to notify parents that they are invited to bring in food for staff.
3. Moving On Ceremony - Wednesday, May 28th in the Evening
Jakky asked if TEMPO was going to take back organizing this event, as it had in the past. Kids who are moving on from Primary to Elementary, including those leaving the school, are honored with this event. In the past it included a pot luck dinner, students walking over a bridge symbolizing their transition from one plane of development to the next, and under a decorated arch. Photos are collected from parents for each year of the child's life, and these are compiled in a photo presentation played during the event. Approximately 13 kids may be in this year's ceremony. Diplomas and magnifying glasses are handed out, and students are greeted by the Elementary students. Special attention needs to be given to the timing and location of the event so that the photo presentation is visible. There is a need for a committee to organize this. The staff takes care of planning the ceremony. Alex will send out an e-mail asking for committee volunteers, with a chart of what is needed for help:
 - Program development
 - Set-up (bridge, arch, decorations, chairs, speakers, powerpoint projector)
 - Hospitality (greeting people, handing out brochures)
 - Food (desert only this year, parents may choose to get dinner out with other families prior to event)

- Clean-up

4. Ice Cream Social - Thursday, May 29th, last day of school early afternoon
Ice cream is provided by the school, but volunteers are needed for set-up, serving, and clean-up. Alex will send out an e-mail asking for volunteers to help with this event.
5. Dug Nag report - Gene said that there was a lot accomplished on Saturday, almost the whole list of items needed were completed. About 20 people participated, and people had a good time. There was a suggestion to possibly do this twice a year. Therese's family came and appreciated the dedication to her. Therese's husband Larry wished to thank families for participating by hosting a BBQ sometime. The group expressed appreciation for this thought, and agreed that thanks was not necessary, and that throughout the year there have been many events, like International Children's Day where volunteers have helped out. It was determined that the last TEMPO meeting of the year might be an appropriate opportunity to thank parents for their volunteer support, have the meeting followed by the BBQ. Gene will talk to Larry about this possible date.
6. Rachel mentioned that Thursday April 24th and Saturday April 26th are planned open houses for prospective families, teachers are putting this on and it includes demonstrations of the classroom works. Parents are encouraged to invite families to these events.
7. Vacant Board Position- since Nelson left in November, there has been a vacant parent position on the TEMPO board. Kiann nominated Rachel Streiff to the position, Diana seconded the motion, and Alex called for a vote. Rachel was unanimously appointed to the board for the remainder of the school year. Elections for the new board will take place at the last meeting in April as discussed at the beginning of the school year. Diana explained that in October, the current board was elected at the General TEMPO meeting, and that specific positions were filled by volunteers from within that group of elected members. This board had no initiation to the roles or copy of the bylaws, and the intent this year was to provide ample time for a transfer of duties, including review of the bylaws and a board meeting prior to the start of the school year in August. It was determined that the new board would be elected in April and take office the first week of August (teacher work week), with a joint meeting of the outgoing and in-coming board.
8. Question about Ellen's e-mail regarding TEMPO board membership, and her observations about improving the professionalism of the board and installing a TMS staff to the board. Clarification that there is a member of TMS on the board, Ms. Denyse was appointed by Ms. Irma, and has attended almost all of the board and general meetings. It was noted that the minutes did not reflect her as a board member, and that they should. Alex and Diana said they thought it was understood she was on the board, but not announced in the minutes because she was not elected. Future minutes will identify Ms. Denyse as a board member.
9. Minutes - questions about timing and location of minutes. At the beginning of the year it was determined that a 48 hour turn around was needed for generating draft minutes. Diana adhered to this and sent copies of the drafts for Alex, Kiann and

Denyse's review. This protocol was to assure that accurate representations of the events were provided to the General meetings, so that lengthy discussions and corrections could be avoided during these meetings. Although drafts are not necessary, this is standard practice for public meeting minutes. We have not had Secretary Reports at the meetings; and approval of the minutes dropped off, leaving several months of unapproved minutes. Diana has been keeping the minutes, but stopped being as quick with turnaround, since they didn't seem to be needed and weren't posted anywhere. She will provide all unapproved minutes to the board, if there is no response, the assumption is that they do not need changes, and they can be forwarded for approval at the last meeting in April.

10. Denyse asked about yearbooks for this school year and a concern about cost and timing of production. TEMPO parents indicated that the DVD option was a preferred method of receiving this memorabilia, rather than a print form.
11. Irma provided a brief update on the impromptu meeting held with teachers on Saturday during the Dug Nag. The meeting was called by a parent and former staff member who wanted to initiate dialogue with the teachers on how to improve relationships and communication. Although some were not happy with the lack of planning and timing of the meeting, the outcome was very positive.
12. Denyse moved and Kiann 2nd the motion to adjourn the meeting at 6:40pm.
13. NEXT TEMPO MEETING: April 28th, 2008
LAST MEETING: BOARD ELECTIONS

DRAFT MINUTES COMPLETED Tuesday, April 8th, 2008 for review by Board
MINUTES APPROVED April 28th, 2008 at the General TEMPO meeting with 21 members present

SUBMITTED BY: Diana Kaminski, TEMPO Secretary, May 2, 2008

Approved Minutes
TEMPO - Tempe Montessori Parents Organization
August General Meeting
August 19, 2008

In attendance were:

Amber Velasquez, President	Mera Metzgar
Rachel Streiff, Vice President	Meena Kaul
Alejandra Iniquez, Treasurer	Heather Bush
Diana Kaminski, Secretary	Kristin Alloca
Kiann Mapes, At Large Officer	Dale Ross
Gene Letson, TMS Administrative Assist.	Catherine Ross
Alex Ricken, Outgoing President	Kathy Ross
Lara Harvell	Bertan Bakkalaglu
Brad Harvell	Priya Iyer
Lily Longacre	Anand Iyer
Bonnie Martin	Steve Mapes
Brian Dinse	
Mike Metzgar	

- I. Call to Order - Amber called the meeting to order at 5:10pm
- II. Introduction of members (around the room, and of the Board) - Amber introduced the board members, Diana and Alex were late.
- III. Minutes were completed but not available for distribution, Kiann suggested tabling the topic until the September meeting so that they could be made available for review. The board agreed. Diana added that at the next meeting, minutes from General Meeting April 28 and Board Meeting August 18^h and the General Meeting tonight will all be available at the September 24th General Meeting for review and vote to adopt.
- IV. Alex provided a brief introduction of what TEMPO is: a non-profit organization serving the educational needs of students seeking a Montessori education. TEMPO holds fund raisers and accepts donations to support the mission of Tempe Montessori Elementary School. TEMPO administers the scholarship program for students, and provides additional materials for the school to enhance the educational experience. The digital cameras used in the classrooms by teachers were provided by TEMPO. The organization needs the parents in order to be successful. Diana added that as parents we need to be involved in TEMPO to support our children.
- V. Rachel led a discussion in what people want from TEMPO as their organization and how can we get them involved. Interests included:
 - a. Learning more and getting involved with the Tuition Tax Credit program

- b. Communication between parents and teachers and in general
- c. Organize parents to make time to improve the school with projects, like last year's Dugnad
- d. Outside school activities like a school picnic
- e. Fundraisers that are fun and social, like a family night at a restaurant or movie where the business gives a % of the bill back to TEMPO as a donation
- f. Like the separate educational nights with information about Montessori, and keeping TEMPO to the business of improving and supporting the school.
- g. Need a wish list from teachers of what they want. It is hard to know how to get involved when we don't know what is needed.
- h. Survey parents to see what interests and expertise they have and then link those skills with what is needed.
- i. Parents want to be involved but don't know how they can help.
- j. Fun social activities that promote community
- k. There will be a need for event planning and volunteering at the school, first event being International Children's day.
- l. What helps get parents to the TEMPO meetings:
 - i. Childcare for the kids
 - ii. Food for the kids
 - iii. A concise and manageable agenda
 - iv. Sticking to the 1 hour meeting format
 - v. Rotating meetings to different days of the week
 - vi. Communication about the meetings:
 - 1. sign in car port
 - 2. e-mail reminder
 - 3. sign in book notice on week of meetings
 - 4. flyers in pockets of sign in books

VI Kiann said based on the feedback, the board would draft a schedule for the school year of TEMPO meeting dates, and bring it back on September 24th at the next TEMPO meeting for review and adoption. This calendar of meetings would also be incorporated into a larger activity calendar.

VII Rachel gave a brief introduction to the TEMPO Tuition Tax Credit program, and encouraged parents to come back to the future TEMPO meetings for more information. The most important thing to know now, is that any child who will be 5 years old by September 1st of 2009, will qualify for a scholarship. Parents of these students should be soliciting for donations to TEMPO now, because the deadline is December 31, 2008. Also, parents of toddlers and Primary students who do not qualify can also participate in getting donations for the school, to put in the general scholarship fund. Diana reminded parents that these donations are tax credits, to consider it as a loan, that will be paid back at no cost to donors. If every parent at the

school participated in this program, and got donations to the general scholarship fund, there would be the potential for every child over the age of 5 to attend TMS for free, but it takes everyone's involvement. Alex added that last year TEMPO generally agreed to the idea of focusing on two fund raisers a year, not a bunch of little activities. These two fund raisers would be: the tuition tax credit in the fall, because of the December deadline, to support older students; a silent auction in the spring that could raise money for scholarships for those under 4 who did not qualify for the other program. With enough fund raising efforts everyone could attend for free. This would increase the number of students able to go, which would benefit our children with more students. More information about fund raising will be discussed at the next meeting. For right now, start thinking about who you can contact within Arizona to solicit donations, and remember that these are full tax credits, the donations are credited back as part of your tax return.

VIII. Diana presented a response to last year's feedback that we needed more community building activities and opportunities to support the school curriculum to enhance the student's education. A draft calendar is being proposed with activities that would include a wide variety of events and places for families to choose from. The intent is not that someone would do all of these items, but that kids could pick and choose what interested them, and as a family they could meet their friends somewhere to share the experience. If people wear their TMS shirts, it provides marketing for the school and makes it easier to find each other. Upcoming

Activities
include meeting in the lobby of the AZ Science Center on Saturday August 23^r to visit the planetarium, this supports the Primary class study of the solar system this month. This activity has a fee, and will not have a discount, but in the future, if we have the calendar available, and people RSVP for events, we can try to get discounts for things as a group. In September is Tempe's Ballet Under the Stars, which is a free family event. The calendar will be available at the September 24th TEMPO meeting.

IX. T-shirts have been made for teachers and students. Parents attending tonight's meeting can be the first to receive their children's FREE TMS school shirts. Gene said he hopes the kids enjoy wearing them to events after school.

X. Adjournment - Amber moved and Kiann seconded for adjournment, Amber called for vote, and meeting adjourned at 5:40pm

NEXT TEMPO MEETING: September 24th, 2008 - 5pm

DRAFT MINUTES COMPLETED Wednesday August 20, 2008

SUBMITTED BY: Diana Kaminski, TEMPO Secretary, August 20, 2008

Approved Minutes
TEMPO - Tempe Montessori Parents Organization
September Board Meeting
September 2, 2008

In attendance were:

Amber Velasquez, President

Diana Kaminski, Secretary

Kiann Mapes, At Large Member

Gene Letson, TMS Administrative Assist.

Rachel Streiff, Vice President

Alejandra Iniguez, Treasurer

1. Amber called the meeting to order at 5:14pm.
2. Review of TEMPO bylaws has been deferred until October; Diana will get an electronic copy to the board for review as soon as possible.
3. Roles of Board Members is deferred until October, so that bylaws can be reviewed first.
4. Website Update - Amber has been trying to get in contact with the current web host, the Corders donated the design of the TEMPO website, but no one has kept the site up to date in three years. Board wishes to have access and control of the site so that this does not happen in the future. Without the website, there is no way to post agendas, minutes or take online donations. The website is critical to the success of TEMPO in communicating and functioning as a non-profit. The board asked that if contact not be successful by the end of this week, that consideration be made to starting over with a new website, a new domain name, and a new server host. Gene and Amber are following up, a decision to be made as soon as possible.
5. Logo Concept - Amber had a friend donate graphic design services, and provided samples of 10 possible logo concepts. The board reviewed these and narrowed the list down to three preferred logos to present at the General meeting for a vote. This logo would be used on the website, agendas, minutes, letter head for donation requests, receipts for donations made, and any future communications for the organization.
6. Review of Volunteer Positions Needed - brainstormed immediate and future volunteer needs, limited list to this semester only. Additional volunteers will be needed in the spring semester. Focus needs to be on Tax Credit and Auction fund raising and not on a bunch of small events.
7. TMS wish list of needs - Deferred until October, waiting teacher input
8. Treasurer's Report - There is currently \$2,426 in the TEMPO account. Kiann handed off books to Alejandra, and reviewed status of book keeping. Bank is in transition with new name, and has two different accounts, one for TEMPO and one for TMS. Need to make sure that these funds are not confused by the bank.

9. Review of upcoming expenses - Board acknowledged a need for funds for pizza for meetings, discussed possible need for childcare funds during meetings, and other event costs that might come up. List deferred until October.
10. Discussion of smaller fundraisers to cover TEMPO costs - immediate needs should be met with current account balance. Need to focus energy on Tax Credits (for scholarships) and for the Auction in the spring. No coupon sales, cookie sales, etc. If there are things that don't take a lot of time, like collecting labels, or eating out at restaurants that donate a % of bill, or shopping at a store that donates a % then these would be ok, but nothing that takes a lot of time or energy away from primary focus.
11. Review of TEMPO meeting dates - dates provided to group, will review individually and get back by e-mail to confirm in next 2 days. This list will be made available at meeting on the 24 .
12. Review of September Calendar of events. Diana requested board review the remaining months of October, November and December to determine what needs to come off or be added prior to release. Amber will release a pdf of September ASAP by e-mail. Other months to follow at the TEMPO meeting.
13. Review of August minutes, corrections made to grammar and spelling.
14. Agenda for September meeting was not received by e-mail, Diana will send an updated agenda for review.

Meeting concluded at approximately 6:30pm, no formal vote taken



APPROVED MINUTES

TEMPO - Tempe Montessori Parents Organization November 5, 2008 Meeting

In attendance were:

Amber Velasquez, President
Rachel Streiff, Vice President
Alejandra Iniquez, Treasurer
Diana Kaminski, Secretary
Kiann Mapes, At Large Officer
Gene Letson, TMS Administrative Assist.
Lara Harvell
Brad Harvell
Molly Dalton

Kathryn DeBano-Rhodes
Steve Mapes
Denyse Norby, TMS Director
Larry Alexander
Jodi Jones
Lily Longacre
Brian Dinse
Bonnie Martin

I. Call to Order
- Amber called the meeting to order at 5:05pm

II. Introduction of members (around the room, and of the Board), Diana and Kiann were late arriving, Rachel needs to leave early, so the agenda is being changed to have her present first.

III. Tax Credit Donation Program - Rachel introduced the mandatory tax credit meetings. There are two groups of families at TMS, Group A is all families with a

student who qualifies for a tax credit scholarship because their child will be 5 years of age by September 1st of 2019. Group B is all families with children less than 5 years of age, who do not qualify for the tax credit scholarship, or that are staff at the school. Rachel will be meeting with all families during one of six scheduled meetings, a poster will be posted in carport, the meetings will be announced at International Children's Day, we will send e-mail reminders, and put flyers in the out boxes. Parents must attend one of the sessions, or if they are already familiar with the tax credit program, they may be excused. The purpose of these meetings is to fully explain how the tax credit program works, how we

all benefit, and how to ask for donations successfully.

Pamphlets of the AZ state forms will be available at International Children's Day for families to pick up. Rachel will also make a brief presentation to the audience about the tax credit to help reach a larger audience.

VII. Spring auction
- Call for volunteers
- Rachel had to leave, this topic was tabled until December, when this will become the primary focus for the Spring scholarship drive for all Group B families.

VIII. Minutes from September 24th and October 15th TEMPO General Meetings were available on line. The October 8 Board Minutes are not yet available and will need to be tabled until December. Diana called for vote on approval of the September and

October General Meeting Minutes.
Amber moved, Alejandra 2nd, vote
was unanimous.

IX. Treasurer's Report - Alejandra reported

that we have \$2,500 in the budget, and we
owe \$27.03 for pizza for the
children. Diana moved and Amber
2 motion to
approve
payment to
Lara for pizza,
vote was
unanimous.
Diana asked the group if there was
interest in having the Arizona Puppet
Theater
attend the next TEMPO meeting date,
to provide educational entertainment for
the
kids. There are two shows available,
either Hotel Saguaro, about animals
habitat in the Sonoran Desert, or Bugs
Circus, a marionette performance
about bugs in a circus. The
performances are about \$210 each,
with a \$25 discount if booked in
advance, which Diana would do on
her credit card and ask for
reimbursement at
the meeting. The suggestion was made
that voluntary donations be taken to
cover
these costs, so that TEMPO isn't
out the additional expense. Gene

moved for
Bugs Circus with donations
accepted. Lara 2. vote was
unanimous. Diana will
call and reserve the show.
Suggestion was made to really
promote this last
meeting of the year, and get a good
turn out for the puppet show. Lara
and Jodi
volunteered to remind parents during
carport (Lara 8am, Jodi Noon) on
Friday the

5th and Monday
the 8th. Notices
will also be put
on the website,
in an email
reminder, in the sign
out books, on the
bulletin board and on
the sandwich sign at
carport.

Brian asked if there
was an agenda for the
next TEMPO meeting
yet. Diana said no, but
this next meeting is
critical for promoting
the Tax Credit
Program, which ends
at the end of the
month, and for getting
the scholarship
committee formed to
start work in
January. The
auction will be
another large part
of this meeting,
because we are
losing time in
planning the spring
event, which is
important for the
families who might
qualify for this
alternative
scholarship.

X. International Children's Day -
Call for volunteers - Diana, most
of the positions

have been filled, Amber is
working on contacting
parents about brining
dishes
with labels and ingredients,
Gene is working on
organization of the event,
thank
you to all who have
volunteered to help,
everyone is really looking

forward to
this. Gene said they may have a carriage ride
available to get people to their cars, there is
still a need for tables for eating.

XI. Veteran's Day Parade - Diana
announced that a small group had RSVPd
for the

Tempe Veteran's Day parade, and she
hoped a few more would join the
group,
either in the costumes from
International Children's Day, or in
their TMS shirts. The parade is a 1
mile walk up Mill Avenue and ends
with a picnic in the park.
This is a great opportunity to promote
the school! Kiann suggested meeting
under
the arch that says MUSIC at the
music building north of Gammage
at 8:50am
sharp, prior to signing in for the parade,
so that plans could be made in how to
get cars after the parade.

XII. Campus Camp Out Postponed - Diana
said that due to several scheduling conflicts,
the campus camp out suggested by a
student has been postponed until the
spring,
before it gets too hot. The idea was
to let parents and students bring
tents and

sleep on campus overnight, enjoy an evening of campfire songs or
games. The
event will try to be combined
with a new moon, so that we
can schedule time with the
astronomy club to look at stars,
since it will be dark out.

XIII. Adjournment - Amber moved to adjourn and Larry 2nd the
motion, the meeting
qdjourned

2008 - 5pm

Your Board Members: Amber
Velasquez, President / Rachel
Streiff, Vice President /
Alejandra Iniguez, Treasurer /
Diana Kaminski, Secretary /
Kiann Mapes, At Large Member
/ Gene Letson, TMS
Administrative Assistant

at 5:40pm

**LAST TEMPO MEETING OF
CALENDAR YEAR: December 9th,**

APPROVED MINUTES

December 9th, 2008 Meeting

In attendance:

Amber Velasquez, President	Jodi Jones
Rachel Streiff, Vice President	Shweta Aurangabadkar
Alejandra Iniguez, Treasurer	Bonnie Martin
Kiann Mapes, At Large Member	Kathryn DeBano-Rhodes
Gene Letson, TMS Administrative Assistant	Tania Bziukiewicz
Denyse Norby, TMS Administrative Director	Alex Gino
Steve Mapes	Zoe Coleman
Larry Alexander	Antonio Ramirez
Gulcin Bakkaloglu	Bertan Bakkaloglu
Henir Mehta	Andrea Richa
Arzuhan Kavak	Molly Dalton
Lily Longacre	Steven Kaminski
Dale Ross	Toya Allen
Lara Harvell	Christy Maycock

- I. Call to Order - Amber called the meeting to order at 5:10 pm.
- II. Introduction of members (board and around the room).
- III. Minutes from the November 5th TEMPO General Meetings were presented for approval. Gene requested one change regarding the Star Gazing event noted in the minutes. The event has been postponed until the spring. Exact date TBA. Amber moved to approve minutes with said changes, Kiann 2 the motion, vote was unanimous.
- IV. Treasurer's Report - Alejandra presented receipts from Diana Kaminski (not present) to be reimbursed \$200 for the puppet show. A hat was passed around the room to take donations to offset the costs. \$137 was collected. Two receipts from Lara Harvell were presented for pizza for the December Parent Discussion Night and TEMPO Meetings. The vote was unanimous to reimburse for all receipts presented and deposit \$137 from parent donations. TEMPO account balance not presented.
- V. Chuck-E-Cheese Fundraiser Update - Lara Harvell was notified that a check from the fundraiser will be mailed shortly. The exact amount raised from that evening is not yet known. Another Chuck-E-Cheese fundraiser is being planned for the spring.
- VI. Changing Hands Update - A parent (unknown) asked how much has been raised with the program. Andrea Richa had not yet arrived; Amber gave a brief explanation of the program and explained that in Andrea's absence the total earned to date is not known. Parents asked for more communication on this fundraiser in addition to the emails and fliers already distributed.
- VII. Tuition Tax Credit - Rachel gave an update and presented the option of seeking a 0% interest loan from Tempe Schools Federal Credit Union to aid participation in

the Tax Credit. Fliers were passed around. An unknown parent asked if TEMPO has put together a list of corporate donors that match employee donations. Rachel explained that the board had not and was not sure how that information could be gathered but mentioned that Intel and Goodrich match. Amber added that Kraft does as well.

Auction Update - Auction will be held on April, 25th, 2009. Projected attendance is 200. Rachel reads volunteer list. Parents request another meeting for planning.

Rachel offered to host a meeting at her home on December 17th, 2008 at 5pm. A silent auction was discussed as well as the cost to come in to the event. Auction volunteer list was passed around for parents to volunteer. Gene presented raffle item "The Absorbent Mind" which was kindly donated by Diana Kaminski. Parents who volunteered for the Auction would be entered into the drawing to win the book. Number 15 was drawn. Winner TBA.

Veteran's Day Parade - Gene gave a brief update about the event.

Caroling Party - Amber reminded parents of the upcoming caroling party and

passed around a sign-up sheet for parents to RSVP for the event.

Adjournment - Amber moved to adjourn, Kiann 2^d, meeting adjourned at 6:10 pm.

NEXT TEMPO Meeting: January 7th, 2008 - 5pm

Your Board Members: Amber Velasquez, President / Rachel Streiff, Vice President / Alejandra Iniguez, Treasurer / Diana Kaminski, Secretary / Kiann Mapes, At Large Member / Gene Letson, TMS Administrative Assistant

Minutes recorded by Christy Maycock and typed by Amber Velasquez in Diana Kaminski's absence.