Called to Order: 6:39pm ***Adjourned: 7:55 pm***

PTO Meeting Agenda - October 13, 2026 @ 6:30 PM

Families attending receive a dress-down pass and volunteer hours. Please record attendance in the volunteer book under your family name.
Meeting reminder: *that attending PTO meetings counts toward each family's required 10 volunteer hours. Families were reminded to record their attendance in the volunteer book under their child's name to receive credit and a dress-down pass.*

Welcome - President: Kate Cantees
PTO leadership update: Kate Cantees will serve as President; Kat Braverman will serve as Vice President.

Moment of Silence - Before we begin, we would like to take a moment of silence to remember three young children from our community whose lives ended in tragedy. We hold their families and loved ones in our thoughts during this difficult time. Please join us in a moment of silence in their memory.
The meeting opened with a moment of silence in memory of Bellamy Dawkins-Morris, age 5, of Riviera Elementary School, and Remy Dingwall, age 7, and Aria Dingwall, age 5, of Audubon Elementary School. The school community extended its thoughts to the children's families and loved ones.

Minutes - Secretary: Lexus Martin
Review/approval of previous meeting minutes. Minutes are maintained in the office, posted on the school webpage, and shared with the newsletter.

Treasurer's Report - Martha Williams
Current PTO balance: *$7,437.55* as of *10/13/2026*; fundraising and upcoming expense updates.
"*5,022.53 transferred - 99Pledges."*

Vice President's Report - Kat Braverman

- Read-a-Thon results: amount raised $8,078.19! Classroom awards/dress-down pass and possible class celebration; top-reader trophies/medals planned for November Spirit Day.
  The PTO thanked all participating students and supportive families for helping raise $8,078.19. Classroom recognitions and Top Reader awards are being finalized for presentation during the November 6 Spirit Day.
- Classroom communication: clarify school-wide announcements vs. classroom representative messages; appropriate parent–teacher communication and questions/concerns.
  As this is the first year implementing classroom representatives, expectations for classroom communication were clarified. Individual student learning concerns should be addressed directly with the teacher, while classroom group chats should be used primarily for reminders, volunteer sign-ups, and classroom needs. Families needing assistance may contact Mr. Galloway.
- Parent follow-ups: classroom water cooler/refill concerns;
  Teachers assist students with refilling water throughout the school day. Parents experiencing any concerns are encouraged to notify school officials so the matter can be addressed with Mr. Galloway.

- Volunteer opportunities and coordination: room-parent support, event decorating, donation sorting, coin counting and club assistance.
  The PTO expressed appreciation for parent involvement and encouraged families to assist with upcoming activities. Additional volunteers are needed, providing opportunities for families to fulfill volunteer-hour requirements.

Upcoming Events

Timeline - Thursday, October 22, Calvary Baptist Church. Teachers will explain participation and event expectations. Kindergarten opens with a song; encourage families to remain for the full presentation, supervise children and respect the venue. Students may wear Timeline costumes to school Friday, October 23.

Teachers will send home additional program details. Following their presentations, students will return to their seats with their classes while teachers supervise. Families are encouraged to remain for the full program, support all student presenters, and help maintain a respectful environment. Kindergarten students will perform their song and then be dismissed.

Red Ribbon Week - campus decorating planned October 25 (Room 8 and volunteers); school-wide activities are detailed in the newsletter. PTO has purchased student capes for Friday.Red Ribbon Week Poster Contest - student submissions and contest voting; PTO prize baskets being organized. Confirm submission deadline, judging and prize distribution before announcing.

A SignUpGenius will be available for campus decorating volunteers. The PTO has purchased capes for students to wear on Friday.

Police & Fire Appreciation - bring individually wrapped snacks and cards for donation boxes supporting West Melbourne Police Department and Brevard Fire Rescue Station 82. Planned October 27 visit; Fire Department participation pending confirmation.

Donation bins will be placed in the car loop for individually wrapped snacks and cards through October 27 for the West Melbourne Police Department. Brevard Fire Rescue Station 82 is scheduled to participate on October 30.

Coins for a Cause - first two weeks of November; classroom coin collection to benefit Serene Harbor. Volunteers needed for counting collections.

Serene Harbor, a domestic abuse shelter previously supported by the PTO, will receive proceeds from the collection. Volunteers are needed to count classroom donations. The winning classroom will be rewarded with a fun activity, such as silly-stringing Mr. Galloway.

Montessori Night / next PTO meeting - November 10 at 6:30 PM. Classroom walkthroughs planned for the first 30 minutes, followed by the meeting; volunteers requested for patio twinkle lights.

Families are encouraged to save the date and attend classroom walkthroughs with their children to observe Montessori activities. Volunteers are needed to help set up patio lights. The meeting will take place on the patio following the classroom visits.

Clubs and Student Activities

Yearbook Club (Grade 6) and Chess Club (Grades 3–5): currently full. LEGO Club (Grades 1–2): volunteer help needed; consult the newsletter SignUpGenius for club details.

New opportunities: Theater Club (Grades 1–6, alternating Thursdays with LEGO Club); possible Art Club, kindergarten Dance Club in November and expanded Critter Club activities.

Additional clubs and activities are being explored at various stages of planning. Families should watch for official permission forms and further details before participation.

Fundraising and School Support

Box Tops for Education - download the app, scan receipts and use the school referral information provided by PTO. Yearbook sales - preparations underway; additional information to follow.

Box Tops for Education was highlighted as an easy way to support the school. Families who shop at Walmart regularly may be able to link their Walmart app to Box Tops to contribute. Parents should verify that Educational Horizons Charter School is selected in the app. Yearbook ordering information will be shared by email once available.

Teacher's Report - Mrs. Eiben

Science and Engineering Fair information and classroom updates.

Ms. Eiben reviewed the upcoming Science Fair for students in grades 4–6, explaining the project categories, requirements, deadlines, and judging process. Students may participate individually or in teams of two with students from the same school. Projects must demonstrate scientific inquiry, engineering design, computer science/coding, mathematics, or robotics, depending on the selected category. Students have received project packets and access to the Brevard Public Schools Science Fair resources to guide their work.

Projects are underway, with most fifth- and sixth-grade proposals approved and fourth-grade proposals still under review. Students will receive progress checks to ensure they remain on track. Before winter break, students will submit preliminary project-board information so revisions can be made before final assembly. Completed projects will be judged at the school Science Fair on January 22. First-place category winners may advance to the Brevard Regional Science Fair at Melbourne Square Mall on February 19.

Ms. Eiben reviewed key requirements, including handwritten logbooks and recorded data, at least three trials to qualify for regionals (five trials recommended for grades 5–6), a bibliography, and all required forms. Projects must follow size and display rules, including no board toppers and no school names or identifying information on display boards. Additional safety restrictions apply to certain materials, organisms, and experiments; families were encouraged to consult the project packet and online handbook before proceeding.

Parents with backgrounds in science, engineering, mathematics, or related fields are encouraged to volunteer as judges. During the question-and-answer period, Ms. Eiben and the judging representative clarified expectations for team projects, individual logbooks, handwritten data, and judging criteria. The logbook helps judges assess the student's direct involvement in the experiment and collection of data.

Last year, nine projects advanced to regionals, and all students who participated placed. Families were encouraged to support this year's participants and visit the regional fair to view student projects.

Principal's Report - Paul Galloway

School updates; thanks to Room 8 families for providing lunch for the October 12 teacher workday
Classroom water access, school communication and other parent questions requiring administrative Clarification.

The Principal thanked PTO parents and volunteers for providing lunch for staff during the recent workday. Teachers appreciated the meal and used the day for Montessori refresher discussions, collaboration, and planning.

PBIS Committee - Josephine Parker-

Mr. Galloway and Mrs. Parker provided an update on the school's Positive Behavioral Interventions and Supports (PBIS) committee. The team is working to strengthen school culture by establishing consistent, school-wide language and expectations aligned with Montessori principles, including being Safe, Ready, Respectful, and Responsible. The committee includes administrators and teachers (Ms. Murphy, Ms. Kat, Mrs. Chartier, Ms. Eiben, and Mrs. Parker), with participation open to additional staff.

The rollout will begin with classroom discussions and visual posters to help students understand what the expectations look like in different settings, including classrooms, PE, lunch areas, and school-wide events. Teachers will introduce the concepts gradually through morning meetings and other classroom discussions, using examples and modeling appropriate behaviors. The school plans to share the posters with families through Focus so parents can reinforce the same language at home.

The team is also refining consistent guidelines for the smiley-face behavior system used across grade levels. The goal is to help students understand how their choices and behavior affect their classroom community and why they receive a particular rating. Staff will gather feedback from students and teachers as the system is

introduced and adjusted.

Discussion emphasized a greater focus on positive reinforcement, recognizing students who consistently demonstrate appropriate behavior, and helping students develop self-regulation and accountability. Examples of potential positive incentives included dress-down passes and classroom celebrations. Staff noted that consequences may still be necessary in some situations, but the goal is to balance accountability with positive recognition and restorative reflection. Students referred to administration may use reflection sheets to consider their actions, their impact on others, and how to make better choices in the future.

PTO Business and Future Planning

Bylaws review: note proposed changes, including timing of PTO officer elections; explain how feedback and formal consideration will proceed.
Looking ahead: January Literacy Week planning (location and grade-level participation to be finalized).
No changes will be made unless in accordance with our current PTO Bylaws

Concerns and Comments

Open floor for parent questions, feedback and volunteer sign-ups.
Regarding PBIS: Parents asked questions about consistency across classrooms, collective consequences, incentives, teacher training, and opportunities for family input. The administration explained that the committee's work is an ongoing, school-developed initiative intended to strengthen the school's Montessori culture. Parent feedback will be welcomed as the initiative progresses, with the longer-term goal of building a shared school identity and revisiting the school's mission and vision.

Next PTO Meeting: November 10 @ 6:30 PM - Montessori Night Classroom Tours