

Marshall Mustang Organization

Virtual Board Meeting

March 10, 2026

In attendance: Krista Dwyer, Suresh Menon, Stephen Olds, Allyson Pehau, Esmeralda Stevens, Naomi Chavez, Anne Arendson, Sara Siegrist, Saurabh Singhal, Alison Murphy, Traci Johnson, Krishna Guttikonda, Judy Purcell, and Dutta Hailemariam

10:03am - **Call to Order:** Krista Dwyer

10:03 - **Principal's Report:** Steve Olds

Steve provided the principal's report, highlighting discussions about a proposed garden project and securing a Knox box for emergency access. He also mentioned meeting with a new vendor for chairs and stage equipment, replacing Rafael's due to district approval issues. Upcoming events include spring break and post-break testing, with the academic year drawing to a close.

10:05-**President Report:** Krista

Krista and the 8th grade committee are working on the behavior contract. Eighth grade committee working on volunteers for the ribbon leis and distributing for promotion.

Krista confirmed that the February meeting minutes were reviewed without objections and waiting for one more participant to approve them.

10:10- **PE Report:** Naomi

The group discussed payment options for PE class sales, with Naomi reporting they will sell medium youth shorts and shirts this year. They explored using Square and Venmo for payments, with Vanessa clarifying that Venmo payments are already processed through PayPal within the system. Suresh suggested discussing payment logistics in detail during an upcoming budget meeting with Vanessa, and Krista agreed this was a good approach to resolve any tracking concerns.

Naomi reported that clothes would be arriving from Ralph at the end of the week, and she would coordinate with Tasha to set up an appointment to deliver boxes to the community room.

10:15-**8th Grade Promotion Update:** Krishna

The team discussed the 8th grade promotion party planning, with Krishna providing updates on volunteer coordination, t-shirt designs, and DJ arrangements. The group agreed to start selling yard signs after spring break, with Krista having organized approximately 40 volunteers to help with

distribution, and Vanessa explained that behavior contracts would be triggered through a Google Doc form once ticket sales began.

Financial Planning and Party Budget

The meeting focused on financial updates and planning for the upcoming promotion party. Suresh advised Krishna about avoiding helium balloons at the party. The meeting covered several topics, including the need to recreate a shredded banner and obtain quotes for replacement. The group also addressed the requirement for a certificate of insurance before receiving city paperwork and discussed leveraging vendor connections for the 8th grade promotion.

10:24-Approve February meetings

Vanessa approved first and Suresh seconded the approval of the February minutes

10:25- Departmental Funding Report: Alison M.

Alison going through the reports. She will get the cut off date from Kathleen in the office to close the books. There are still some departments that are close to hitting their max and other departments not spending.

10:29-Hospitality Report: Julianne

Julianne discussed plans for Teacher Appreciation Week in May, which will include vendors like Everbowl and a taco truck, along with Amazon gift cards.

10:30- Open Discussion

School Projects and Initiatives Update

The meeting covered updates on various school projects and initiatives. Krista discussed upcoming testing information and promotion party plans, while Suresh reported on the garden project's presentation and its potential funding for next year, as well as a successful meeting with UC Regions regarding fire evacuation procedures. Suresh also mentioned that all toilets are functioning properly, and he will plan for a proposal for Marshall in August or September. The group agreed to have a follow-up meeting to discuss promotion party details, and Krista noted her work on SOPs and volunteering information.

School Safety and Traffic Concerns

Allyson raised concerns about back gate parking during school hours, suggesting the need for a sign to prevent dangerous exits. Allyson reported on traffic and safety concerns around the school, noting

that cars were off-roading and creating chaos, and students were walking on the sidewalk despite safety measures. Stephen agreed to make announcements to students and ensure barricades were in place, while Krista suggested adding a reminder in the Sunday newsletter to reinforce safety guidelines.

Stage Setup and Crowd Management

The team discussed stage setup plans, with Stephen confirming they are working with Abbey Party Rentals who will superimpose a drone photo of the field to visualize the layout. Vanessa raised concerns about crowd management during performances, suggesting potential solutions like using caution tape to create viewing zones and potentially repositioning the stage to prevent spectators from blocking chairs. The conversation ended with a brief discussion about promotion signs pickup, where Allyson suggested allowing carpool groups to collect signs to reduce individual pickup burden, though Vanessa noted this was primarily an issue for a few people rather than a widespread problem.

Vendor Insurance and Reservation Requirements

The team discussed the need to secure vendors and obtain Certificates of Insurance (COIs) with the city added as additional insured. Krista emphasized the urgency of completing the reservation request form for the Parks and Rec Department, noting that previous experience showed multiple rounds of submissions might be required. Suresh advised that if Walter, who handles city insurance requirements, does not respond within two weeks, he will follow up in person. The team also discussed the need to clarify vendor requirements, particularly for a DJ who may be an individual rather than a company, and Krista shared that historical documentation from previous events could help guide the process.

8th Grade Event Planning and Logistics Discussion

The group discussed planning for an upcoming event, focusing on securing photography services from Picture Perfect International for the promotion ceremony and party. They identified the need to finalize event activities and logistics, including potential additions like a photo booth, laser tag, and canopy setup, while considering the available budget. Suresh suggested forming a subcommittee with volunteers to help decide on activities and proposed creating a visual layout for the event to aid communication and organization. Krista emphasized the importance of referring to the 2025 budget and expressed concern about the timeline, suggesting that decisions should be finalized soon to avoid delays.

10:42- **Adjourn**

Marshall Middle School MMO, Recording Secretary, Allyson Pehau

Adjournment of Marshall Middle School MMO Executive Board Meeting at 10:42 am

Tuesday, March 10th at 10 am is the next MMO meeting