



# Parent Faculty Association

Casa Esperanza Montessori Charter School

## CASA Esperanza Montessori January Parent/Faculty Meeting

**January 16, 2018/8:00 AM/ Faculty Lounge**

### Executive Officers

Kerrie Gottschall & Lilian Zeitouni, Co-Presidents; Intuit Janovitz-Freireich & Kerri Schmidt, Vice Presidents; Bryan Lanspery, Treasurer; Wendy Pineda, Secretary

### Members Present:

Jenny Goguen, Sarah Slipsky, Sindy Salcedo, Niome Krauskopf, Julie Stevenson, Laura Chapman, Elizabeth Press, Colleen Yeager, TeeJay Lanspery, Danielle Whysall, Valerie Jung

### AGENDA

#### Welcome and Call to Order

The meeting was called to order at 8:10 by Lilian

Kerrie reminded all present to please sign in at the front office and get a visitor sticker

#### New Business

1. Budget Update (Income, expenses, cash flow, balance, committee budget updates ): **Bryan**
  - a. In December we received Square 1 and Casa Gear for \$2,
  - b. Bryan switched the type of checking account because we were being charged \$25 a month with the old account
  - c. Bryan printed a snapshot of all the budget
  - d. There are 3 main committees that have income (passive, active, and communications)
2. Casa Board Presentation: Mariposa & Fiesta
  - a. The board is thinking about kicking of Mariposa at Fiesta
  - b. They were going to present today but are waiting until after the board meeting on Thursday meeting
  - c. They are trying to bridge with the PFA to work better to raise funds for the school
  - d. If the theme of Fiesta would fit with Mariposa it would be good
3. Educational Committee: **Wendy**
  - a. Touch Tank (**TeeJay & Rachel**)
    - i. The new program launched last Friday and it was a huge name
    - ii. The students had a great experience
    - iii. Each class has named one creature
    - iv. It will take 7 weeks to be able to work with every student
    - v. This cycle is learning about the tank and who is in it
    - vi. They have also opened up the tank to teachers to bring their students to the tank for special presentations. TeeJay, Rachel, or Kerri S will be on hand but the teacher will be in charge.
    - vii. The team presented to the teachers on the workday and if anyone has more questions, they can contact the team.
    - viii. Sindy said that her students loved going to the tank on Friday
  - b. Playground (**Kerri S., Kerrie G., & Lilian**)
    - i. If anyone has any information about someone who can do playground inspections
    - ii. We also need a contractor to fix some things
    - iii. TeeJay wanted to know if we could reach out to parents to see if anyone could make the repairs and then have someone come inspect it
    - iv. This is a liability issue and it really falls under the umbrella with the school board. PFA said that we will help with money but that is it.
    - v. Sarah wanted to know if the school has reached out to someone to fix the playground.
    - vi. PJ knows someone that she is going to reach out to.
    - vii. Wendy will get the info on inspectors or contractors from the PFA to pass on to the administration.

- viii. We have the plan and layout for the school and have purchased some items for when we can move forward.
  - ix. Kerri S suggested that we send out emails requesting parents that are contractors to put in a bid
  - x. Lilian said the email needs to come from the school board
  - xi. We still have money from last year's fun run to spend on the playground (We have around \$11,000)
  - xii. Some things need landlord approval
  - xiii. Elizabeth Press asked if the new playground equipment that we are purchasing could be moved to a new school once we get one.
  - xiv. Lilian said that if we do move, it won't be for a while so the materials would not be good any more
4. Program and Events: **Kerri S.**
- a. Book Fair (**Julie S.**)
    - i. Scholastic dollars \$1,798 so Bryan adjusted the media center budget down to reflect that
    - ii. PFA allocated \$5,000 to the media center at the beginning of the year
    - iii. Cash from book fair \$2,544.35
    - iv. We also have \$400 money for the school in Puerto Rico
    - v. Danielle suggests that the media center funding and Scholastic money to be totalled out at the end of the year to make it easier for the budget
    - vi. Since the PFA has not made as much money as last year at this point in the year, we are thinking about lowering the Media center budget
    - vii. Bryan will look at the annual subscriptions and what has been spent so far and what is pending
  - b. Casa Connections (**Kerri S. & Emily Press**)
    - i. Elizabeth is taking over but would still like help
    - ii. Elizabeth had some questions about snacks when it is indoor
    - iii. The library would be a good idea for an indoor event
    - iv. If they have an indoor event at a restaurant we could also turn it into a family night for the school
    - v. Buffaloe Road Aquatic Center would also be a good idea
    - vi. Feb 22th Annie Wilkerson Nature Preserve
    - vii. March 6th Greystone and Itnuit will look at an ice cream place next door for a family night
    - viii. March 19th Millbrook
  - c. Winterfest vs. STEM Night & End of Year Bash (**Kerri S.**)
    - i. We do not have a location so we will not have Winterfest this year
    - ii. We have looked at the schedule so we are planning an end of the year bash at June 9th pending approval
    - iii. We would have it at a park with a cover
    - iv. We are hoping to do a STEM night for March 2nd or 9th pending approval as well
    - v. NC State is already booked but there are other options that Kerrie is looking into
    - vi. May due it here at school or have it at a park
    - vii. May have a spanish book store that night
    - viii. Offer pizza and water for \$1 each (second piece for \$.50)
5. Communication: **Lilian**
- a. Yearbook (**Jennifer Fuller & Lilian**)
    - i. Online sales have started
    - ii. PDA's are coming
    - iii. They are working on an online form so that it imports directly to the yearbook (hopefully by the end of the week)
    - iv. Can have volunteers go through the carpool line to promote it
    - v. Will send the envelopes home in Friday folders this week
  - b. Newsletter (**Freya, Meghan A. & Lilian**)
    - i. Freya and Meghan have done a great job
    - ii. They are finalizing it now
    - iii. Hope to send it by the end of the month
  - c. Website (**Meghan A.**)
    - i. Officers can send her information and dates to add
  - d. Directory (**Jenny & Lilian**)
    - i. 98 entries based on first child
    - ii. We could send it again through facebook
    - iii. Jenny was wondering if we could put the link in the newsletter

- iv. Sra. Nunez also spoke with Sarah about online forms for registration
  - v. But during open house, we could have laptops up for parents to sign in right away
  - vi. Could we send it out now and then just add to it
  - vii. Cut off date of Feb 1st and then send out a final document
6. Hospitality: **Kerrie G.**
- a. Staff Luncheon January 26th (**Julie S.**)
    - i. Julie will let the room parents know to send out the info
  - b. Staff Birthdays (**Amy S.**)
    - i. Amy delivered the cards this morning
  - c. Lost & Found (**Laura Chapman**)
    - i. Uniform swap on Jan 25
    - ii. Laura will take the coats out as well
    - iii. Laura needs help with this
    - iv. We can ask admin to have a morning for students look for coats
    - v. After the friendship breakfast, we will donate to note in the pocket
    - vi. We will put it on Facebook and let people know where it is
  - d. Sunshine and Gratitude (**Adrienne S.**)
  - e. Staff Bathroom & Supplies (**Kristen King**)
7. Active fundraising: **Itnuit**
- a. Cookbook
    - i. Itnuit will create a google form for people to add recipes and story to go along with it
    - ii. Kerri S has a form and print out to share with Itnuit
    - iii. Can not copy and paste - have to write it themselves
    - iv. We should decide what categories to have
    - v. Do we include all recipes? - yes
    - vi. Do we have a limit for submission?
    - vii. Do we want to have pictures?
      - 1. The cost would go up
    - viii. Do we want to have a cookbook release night to have people bring in the recipes?
    - ix. Can we have a printed or electronic version to buy?
    - x. Order forms sent in April and delivery in May
  - b. Silent auction
    - i. Itnuit will come up with a plan for next meeting
    - ii. We may just do Casa creations for Fiesta
    - iii. Wendy will talk with Ana Maria about the theme of Fiesta
    - iv. Casa creations
      - 1. If we are going to do it, we need to get started and have ideas given to the teachers immediately
    - v. Auction
      - 1. We have Disney tickets and a stay in a mountain house
    - vi. Raffle
      - 1. We had leftover items so we bundled them together for raffle baskets
  - c. Square One Art (**Kerrie G.**)
    - i. Heather wants to transfer the email address to Itnuit to be the contact
    - ii. Ask for a timeline - Itnuit needs guidance because she has never done it before
    - iii. Itnuit will write down the process
  - d. Casa Gear (**Danielle W.**)
    - i. Danielle and Itnuit are going to meet and do the inventory and set up the store
    - ii. Lot of confusion between the UE fundraiser and Casa Gear
    - iii. Can we set up a table at the Friendship breakfast to sell it?
  - e. Fun Run
    - i. April 23 and 24
    - ii. Will send out information right after spring break
    - iii. Kerrie G has a friend who works with tshirts and will ask for a donation
    - iv. We could mark on the tshirt
  - f. Family Nights
    - i. Pieology update
      - 1. We made \$264
    - ii. Upcoming Events
      - 1. Chipotle Feb 22 from 4 -8 pm
      - 2. They give 50%
      - 3. Wendy will ask Barb to put it on the calendar
      - 4. We need to send out a flyer and a link
      - 5. We have to show it to earn money for the school

- iii. Activity for half day: skating, jumping?
    - iv. Movie night for next year (September)
  - g. McTeacher Night January 18th (**Molly & Wendy**)
    - i. If there is a snow day, we will send out the info and reschedule
    - ii. Itnuit will not be there so Wendy will be there with Molly
- 8. Passive Fundraising: **Bryan**
  - a. Harris Teeter
    - i. Only 29 cards through our school
    - ii. We did not receive enough for them to cut a check
  - b. Pictures (**Dionne**)
    - i. Dionne is calling about the check that we still have not received from fall pictures
    - ii. Danielle explained that money for pictures can be made out to Casa PFA but there is a lot more work involved in that
    - iii. We can also explore other options if we are not pleased with Strawbridge
  - c. Terracycle (**Jenny**)
    - i. Still going strong
    - ii. We received a check for \$187
    - iii. Want to know if someone else would like to join the volunteer team
  - d. Box Tops (**Caryn Summers**)
    - i. Send home in Friday Folders
  - e. **Scrip (Danielle W.)**
    - i. We received a loan from PFA to order more cards for the front office because we ran out.
- 9. Faculty Grants (**Kerrie G.**)
  - a. Kerrie went through the list of faculty grants
  - b. Asked some teachers to lower the amount asked for
  - c. Overall cost is close to \$6,000
  - d. That is why the PFA is thinking about reducing the media center budget and using some of it to cover faculty grants
  - e. Bryan will speak with Valerie about how much has been spent
  - f. Valerie said that they could also use iPads
  - g. Some programs are coming up for renewal - but she is not sure if the school pays for it or the PFA pays for it
  - h. Kerrie asked for a list so the PFA knows what is coming up
  - i. Kerrie also asked if we want to use some funding from savings to cover all of the faculty grants
  - j. Board voted and it was approved
- 10. Bylaws: **Lilian & Kerrie G.**
  - a. Legal best practices from DPI and Casa attorney
  - b. Form bylaws subcommittee
    - i. Lilian passed out form
    - ii. States that faculty should not be officers
    - iii. Have to obtain any approval for fundraising from the board or administration
    - iv. Updated Parent Involvement Policy
      - 1. Have to have one parent representative for the board
      - 2. The parents have to elect a parent to take the voice of the parents to the board
      - 3. Have the election during the same time as the PFA votes
      - 4. Lilian suggested having a PFA officer be that person
      - 5. Sarah and Wendy disagreed. It is best to have another person who agrees to go to all Board and PFA meetings
- 11. Request for Funds
  - a. Senora Mendez request
    - i. It would be housed in the media center
    - ii. Board voted and approved up to \$1200
    - iii. Kerrie will order it along with the faculty grants
- 12. Next Meeting Date
  - a. Feb. 6th 6 - 7 pm
  - b. Kerrie talked with Dionne about child care
  - c. She will have 2 people stay and take
  - d. No food, just the meeting
- 13. Child Care for the Casa Conversation meeting
  - a. PFA will help pay for the child care as long as it begins at 6
  - b. Lilian will talk with the board about start time and RSVP