



Parent Faculty Association

Casa Esperanza Montessori Charter School

October Parent/Faculty Meeting
October 18, 2017/8:00 AM/ Faculty Lounge

Executive Officers

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

Members present: Sindy Salcedo, Julie Stevenson, Jenny Goguen, Jean-Joseph, Carrie LeChevallier, TJ Lanspery, Laura Chapman, Sarah Slipsky, Erin Huckel, Jennifer Fuller, Rachel Banyal, Freya Walker, Ibis Nunez

AGENDA

Welcome and Call to Order

Kerrie G called the meeting to order at 8:16
Everyone introduced themselves

Last Meeting Follow-up

1. Review September Meeting minutes and approve: Wendy
 - The officers will all review the meeting minutes, make any changes necessary, and approve them. Then, 2 days after the meeting, Meghan will post them on the website.

New Business

1. Viva Casa Sponsorship: Lilian

PFA officers approved the Viva Casa Sponsorship for \$500

We will sell raffle tickets for free tickets to Viva Casa with drink tickets

The Board is buying wine bottle to auction off

The raffle tickets has to be completed this week

How much should we sell them for?

Jenny Goegen suggested \$1 per ticket

The raffle will be held on October 25 at 8:30 am in the front lobby in the morning and then we will email the notice of the winner.

Have 4 different prizes of one ticket and 2 drink tickets

We will sell tickets in carpool or in the front of the school

Intuit has raffle tickets but the PFA should have some from last year

Wendy will send an email whole school to explain tickets will be sold during carpool

Volunteers to help sell in carpool - every day until the morning of Oct 25 starting tomorrow (10/19)

Need a couple to hit all areas of carpool

Raffle tickets will be in the front office. Money will be counted after carpool, documented on paper, signed, and given to the business office.

Jenny will add it to facebook

2. Budget Update(Income, expenses, cash flow, balance, etc): Bryan
We met as officers since the election took place in September
We made adjustments as needed based on last year
Please email if you have any questions
Julie brought a question about money spent on Book Fair
Kerrie thought it may be for BoB
The officers will double check and clarify

3. Educational Committee: Wendy

a. Touch Tank

- TeeJay has asked for a requisition form but is wondering what the process is for buying ongoing supplies for the touch tank
- Ask Meghan to put the requisition form on the website so the community has access
- We are going to do a couple of exchanges of the fish as well
- Kerrie G will meet with the team to go over monthly budget
- They are now comfortable with taking care of the tank on their own
- Clearwater charged us for the entire month of October but they only came 2 weeks so we need to contact them about that before paying it
- They want to start having students visit starting January - they need time to build the curriculum and contact the teachers
- We will have a google doc for the teachers to sign up
- The older students may be able to help
- We doubled the budget for touch tank but should go back down for next year

b. Garden

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c. United Artist

- Update the budget item to \$7,500
- Have paid \$5,100 so far but still need supplies

d. Playground

- We have looked at everything that people have mentioned
- They are going to create a list and have the PFA vote
- Admin then needs to approve
- Kerri S has information on new soccer goals for \$219 but it has stakes to hold it in place
- Teachers need to make sure that children do not hang on them.
- Jennifer Fuller said she may know of a similar one that is cheaper. She will send it to Kerri.
- These have attached velcro nets.
- Mr. Lynch bought some for PE
- Two of the bars are loose for the monkey bars
- We want to have some add on for the preschoolers
- Busy board for preschool
- Student council is also interested in helping improve the playground
- Wendy will touch base with Student Council before next meeting
- The soccer nets went to vote and are approved

4. Program and Events: Kerri S.

a. Events Committee (Needs Chair)

- Kerri S explained how the standing committee chairs and volunteer leads
- She needs a chair for Events committee

- Kerri will send an electronic copy to Jenny to post on facebook
- b. Casa Connections (Needs Volunteer lead)
 - Kerri explained that she leads this now but would like to transition this to another person to be the lead
 - Kerri has a lot of information documented that would help the new person taking over
- c. Winterfest (Update & Need Volunteers)
 - Kerri is waiting to hear back from the church
 - Probably going to be Jan 27
 - Kerri has a sign up sheet for volunteers
 - She needs help getting donations, planning, and volunteers for actual day.
- d. Book Fair (Julie Stevenson to give Update)
 - We had a meeting before break and have a good plan
 - November 13 - 17
 - Wendy will send out the letters
 - Valerie will send out the invites later this week for the teachers to sign up for wishlists
 - Julie will need volunteers to help that week
 - May get decorations from Wakefield
 - We went with Scholastic this year but may have another smaller one later on this year with Spanish books
- e. S.T.E.M. Night
 - All STEM nights for this year are booked.
 - If we are interested, it would have to be led by parents and faculty
 - It would be better to hold it in the spring
 - We may be able to incorporate the other book fair as well
 - Itnuit has a contact at the Science Museum in Raleigh who wants to build more curriculum in Spanish
 - We will reach out to them in August

5. Communication: Lilian

- a. Yearbook (signed contract and cover deadline November 1st)
 - Contract has been signed and given to Jennifer
 - Jennifer will talk with Keema about the cover
 - Jennifer said there is some flexibility on due dates
 - All PDAs online
 - Keema will standardize the order form with different options
 - We want all orders online as well
- b. Newsletter (should be published in a few days)
 - Should be sent out by Friday
- c. Website
 - Any updates should be sent to Meghan
 - Tee Jay will write something up to be added about the touch tank
- d. Facebook
 - People need to like the posts and comment for people to see it
 - Or people can put Casa as show first
- e. Directory
 - Would like to do it this year

- We would do it electronically
- Have a google doc for the parents to opt in if they want to be in the directory
- The room parents could send the link
- Post it on facebook as well
- Make a check box on the initial forms that the school has the parents fill out
- If we have that, someone from the school would have to create it.
- Opting in would be better so that people can choose whether or not to do it
- We need a volunteer to create a google form that room parents and pfa
- Need to get approval from admin first
- Need to make guidelines for the directory - not for marketing purposes

6. Hospitality: Kerrie G.

- Staff Luncheon October 27 (Julie Stevenson)
 - MG only has 2 groups this year instead of three
 - Carrie will be handling it this time
- Staff Birthdays
 - Amy
- Uniform Swap (Update Laura)
- Lost and found volunteer
 - Carrie LeChevallier
 - Laura Chapman
- Carpool Connector (Need Volunteer Lead)
- Sunshine and Gratitude (Adrienne Scigliano)
- Staff Bathroom & Supplies (Kristen King)

7. Active fundraising: Itnuit

- Silent Auction
- Fun Run (April 1st)
 - Will be held in April but need to get on the calendar
 - Need to set purpose beforehand
 - Itnuit brought an idea about having a special place or special equipment for kids with special needs
 - Sensory box storage container for classrooms
 - Tee Jay will look into pedometers for the fun run
- Square One Art (Heather Worrell and Kerrie G.)
 - Boxes have arrived and will be put in Friday folders
 - Itnuit will help Kerrie sort and distribute
- Casa Gear
 - We will do an inventory and set up a square
- Family Nights
 - We will have 4 during the year
 - Foodtruck up here
 - Totopos in Cary
 - Pieology
 - City Barb-b-que
 - McTeacher night - Jan 18
 - Jason's Deli
 - Chuck-E-Cheese
- Cookbook

- Itnuit will start working on this
 - Maybe for Mother's Day
- g. Game night
- Think Fun
 - Board games
 - Logic games
 - STEM games
 - Rush Hour
 - Purchase a game package and then take orders
 - Casa will make 40% of all the games sold that night
 - Julie suggested having a game night but people just pay \$5 per person instead of having a sales pitch
 - We could have pizza and drinks but need an RSVP so we have a count

8. Passive Fundraising: Bryan

a. Pictures (Dionne)

b. Terracycle

- Jenny is making a bucket for each classroom
- Just received \$180 from last year
- Need to send the terracycle home paper again in Friday folders
- On the PFA website

c. Scrip

- We have decided to keep Scrip but make sure that it is better documented
- We should add this to the newsletter
- We should have an order sheet again - that was helpful for many parents
- We could sell it in carpool again
- Melinda is willing to do it again

d. Box Tops

e. Grocery Cards

- Have to reset every year

f. Amazon smile

- Need to remind parents before the holidays

g. First Day School Supplies (Kerrie G.)

- We charged \$3 per box last year
- We need to decide what we want to charge for next year and then sign the contract
- We approve to charge \$5 per box for this year
- Sarah wondered if the teachers could be asked for the supplies to be sent home at the end of the year
- Or , extra supplies can be donated

9. Bylaws: Lilian & Kerrie G.

10. Request for Funds

a. Water cooler

- We received a proposal for a water cooler for the staff lounge
- 2 proposals
- One is \$45 a month for 5 years - local company
- Second is \$38 for 3 years or \$55 a month for firewall
- The contract for 3 years for \$38 dollars has been approved

b. PE equipment

- Mr. Lynch needs 3 more heart monitors \$139 each -
 - Gave us a projection for 5
 - Will the company replace any that break?
 - Tire inflator for the balls - automatic air pump \$53
 - Approval for the 5 monitors and air pump
- c. Playground
- Soccer nets are approved
- d. Volunteer software
- Wendy will check to see if our software can track
 - Sarah has a website that would track hours for everyone (at school and at home) and could keep track of certain expertise that could possibly help with different jobs.
 - Price \$35 to \$55 a month for the software
 - Tracks jobs for PFA and School
 - PFA voted and approved buying software
 - Sarah will send the different options to the officers
- e. Training for teachers and staff for CPR
- f. AED funding
- Next meeting
- g. READ Night
- Need a google form to see how many people will attend
 - Kerrie will pick up pizza and water with Bryan
 - We could use smaller water bottles but they are more expensive
 - Have container for recyclable materials
- h. Christina Riordan asked about printing Viva Casa flyers on the colored printer
- She can email it to Danielle to print
- i. Requisite form for cabinet that we use for Palabras a su Paso
- Christina Riordan will submit