



Parent Faculty Association

Casa Esperanza Montessori Charter School

November Parent/Faculty Meeting
November 7, 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: Danielle Whysall, Julie Stevenson, Jen Goguen, Niome Krawskemp, Debra Perdomo, Sindy Salcedo, Rachel Banyal, Amy Shushuijak, Jennifer Fuller, Veronica Sanchez, TeeJay Lanspery, Erin Huckel, Ibis Nunez

AGENDA

Welcome and Call to Order

Kerrie G called the meeting to order

Reminded all present to get a visitor sticker

Explained that all updates will be three minutes and will be tabled if more time is needed - in order to keep the meeting to one hour

New Business

1. Budget Update (Income, expenses, cash flow, balance, etc): **Bryan**
 - a. \$128.69 of \$132.00 in raffle used to buy wine for Viva Casa (receipt in Google Docs drive). Remaining \$3.31 added to change box, along with \$4.00 received from magnet sales. If PFA would rather either or both amounts be deposited into checking, let Bryan know.
 - b. 3-year contract with Waterlogic signed, Barbara Cooke set as contact. Installation should be this week, next at the latest. Quarterly invoicing, so \$114 will be due post installation. Install fee of \$155 waived. Line item created in budget.
 - c. Soccer goals and basketball goals should arrive at school Tuesday or Wednesday. Bryan will reach out to Mr. Lynch in case setup assistance is needed.
 - d. Bryan looked into the volunteer software information provided to us. It appears YourVolunteer has a free version (not trial) that should work for us. Ad supported, so that should be discussed; premium version removes ads, but is it worth it?
 - e. Square Reader received, tied to PFA checking account. Question asked if we should look into securing one or two more?
 - f. October bank statement in Google Docs folder. All accounts match Treasurer records, except there remains a \$3.00 difference in checking account (resulting from something over 90 days old); still looking to find it.
 - g. Finally, moving forward, all expenses and received income will be paid or deposited within 2-3 business days of approval or receipt. Any deviations will be brought to the PFA Board's attention.
2. Educational Committee: **Wendy**
 - a. Touch Tank (**TeeJay & Wendy**)
 - b. United Artist (**Wendy**)
 - i. Question about how the teachers will be decorating?
 - ii. Doors decorated and classrooms decorated
 - iii. Need to take videos of the dances
 - iv. We can use the decorations for Fiesta auction
 - c. Playground (**Kerri S.**)
 - i. Kerri has found many different ideas for adding to the playground.
 - ii. We need to meet with admin for approval before PFA can vote
 - iii. We sent the copies around so people can see the ideas
 - iv. We have \$1,700 left in the budget for the playground this year
 - v. Ms. Huckel stated that her students have been writing opinion papers about playground improvements
3. Program and Events: **Kerri S.**
 - a. Book Fair (**Julie S.**)
 - i. Julie concerned about Volunteer hours

- ii. Needs more help with Literacy Night - wants to have 3 registers running
 - iii. She is going to recruit people
 - iv. Wendy will send out the sign up genius to the whole community
 - v. Jen Goguen stated that 4 hour chunks are too hard to fill - 2 hour may be better
 - vi. Danielle Whysall suggested that we order Scrip cards to order the pizza from Little Ceasars
 - vii. Set up will be Thursday all day. Help is appreciated
 - viii. More publicity for sign up genius and book fair
 - b. Casa Connections (**Kerri S.**)
 - i. Emily Press will be taking this over but still would like another volunteer to team with
 - c. Winterfest (**Kerri S.**)
 - i. Kerri is working with Crossroads to determine if we can still have it there
- 4. Communication: **Lilian**
 - a. Yearbook (**Jennifer Fuller**)
 - i. **Jennifer will meet with Keema this week to plan for the online PDA**
 - b. Newsletter
 - i. Newsletter went out 2 weeks ago
 - ii. Lilian is working with Debra, Meghan, and Monique to get the next one started
 - iii. Discussed putting the link on the website as well
 - c. Website
 - i. Meghan is still working on updating the website
 - ii. We are still missing some info on descriptions
 - d. Directory (**Jenny & Lilian**)
 - i. Google form is ready to be sent
 - ii. Have a timeline to turn it in.
 - iii. Have to send it out multiple times
 - iv. It is opt in so we need multiple reminders
 - v. Jenny will put it on the facebook page
 - vi. Wendy will send it out as well
- 5. Hospitality: **Kerrie G.**
 - a. Staff Luncheon November 9th(**Julie Stevenson**)
 - i. We tried something new and hired a caterer this time
 - ii. Julie has received about half the money she asked for
 - iii. PFA will cover the rest of the expenses if needed
 - b. Staff Birthdays (**Amy S.**)
 - i. Amy got an updated list from Anna Foley yesterday
 - ii. She will get the next batch of cards ready
 - c. Lost & Found (**Laura Chapman**)
 - i. She has put all the sweaters up front
 - ii. She also returns the sweaters that have names
 - iii. Post a reminder on facebook
 - iv. Sra. Nunez stated that it is helpful if we have a volunteer and schedule and the kids walk past and pick their possessions up
 - d. Sunshine and Gratitude (**Adrienne Scigliano**)
 - i. We would like to send cards to staff or parents if they are going through a difficult time and or have a celebration.
 - ii. Sra. Nunez will let the PFA know when something happens
 - iii. We can also post it on the facebook page if it is ok with the person
 - e. Staff Bathroom & Supplies (**Kristen King**)
 - i. Kristen was here a couple of weeks ago and filled the supplies
 - ii. She will come by about once a month to restock
 - iii. If there is anything they need, let the PFA know
- 6. Active fundraising: **Itnuit**
 - a. The committee will meet on Nov 16th at 1:30 at La Madeleine if anyone would like to participate
 - b. Square One Art (**Heather Worrell and Kerrie G.**)
 - i. Orders should arrive Nov. 16th
 - ii. People can still order but need to pay shipping themselves
 - c. Casa Gear (**Danielle W.**)
 - i. Danielle wants to know if Julie still makes the sandwich wrappers
 - ii. Julie would like to take that option off of the ordering form
 - iii. Danielle will do an inventory of what we have

- iv. People are requesting hoodies
- v. Danielle will contact the company to see about the turn around time for the order
- d. Family Nights
 - i. Itnuit is working on one for the week after Thanksgiving at Pieology
 - ii. November 30 from 5 to 9
 - iii. People have to mention Casa or bring a flyer to get 25% given to Casa
 - iv. Itnuit needs a 503c to submit to them
 - v. She will also talk to Regal about maybe a movie discount
 - vi. We need to add it to the Casa calendar
- 7. Passive Fundraising: **Bryan**
 - a. Pictures (**Dionne**)
 - i. We will ask Dionne about retakes. Some people have not
 - ii. Dionne has not received the amount received yet
 - b. Terracycle (**Jenny**)
 - i. We switched to Office Depot for old cartridges
 - ii. We received \$42
 - iii. Jenny made buckets for each classroom with the list
 - iv. Room parents are sending out an updated flyer
 - c. Scrip (**Danielle W.**)
 - i. We ordered the cards for the office and the book is loaded. \$5 for Panera, starbucks, \$10 Target, Amazon
 - ii. It was \$2400 worth of cards for the office
 - iii. The Friday folder form went home last week
 - iv. We had an order for \$2495 for cards already ordered
 - v. We will order cards for Little Caesar's for \$500
 - vi. Parents asked if Danielle could send another order form home before the holiday
 - vii. People can also check the front office for cards as well
 - d. Box Tops (**Caryn Sumners**)
 - i. Caryn submitted a large order
 - ii. We are not sure when we get the checks
 - iii. Danielle said the checks come twice a year
 - iv. Kerrie said we could print the form and send it in Friday folders for an option for parents to fill it out by themselves
- 8. Bylaws: **Lilian & Kerrie G.**
 - a. We need to have separate meetings about this
 - b. We would like to make sure it is updated and maybe have more clarity
 - c. We would like to invite Seraka Davis to consult with us on this is she is able.
 - d. The Election committee did a lot of this work so they may have some helpful information
 - e. We may need to contact DPI or get other examples of bylaws for PFA to look at and compare
 - f. If any other charter PFAs have bylaws
- 9. Request for Funds
 - a. Volunteer Software
 - i.
 - b. Senora Mendez request
 - i. Kerrie read the request aloud to the group
 - ii. Yamaha combo is \$1,200 - and the cheapest was \$800
 - iii. Kerrie passed the info around
 - iv. Kerrie suggested waiting until the next meeting since we do not know how much income we will have
 - v. TeeJay has an amp at home that she is willing to donate if the school needs it. She will talk to Sra. Mendez about it
 - c. Faculty Grants (**Wendy**)
 - i. Sra. is looking them over now and is talking to the staff about it
 - ii. Wendy will update officers

Next meeting

December 6 from 5:30 - 6:30

People may not be able to attend but there are some people who cannot attend in the morning either

Ask Jenny to ask people on the Facebook page

We will give two different options and see what people prefer

Meeting adjourned at 9:10 am