



Parent Faculty Association

Casa Esperanza Montessori Charter School

CASA Esperanza Montessori March Parent/Faculty Meeting

March 6, 2018/8:00 AM/ Faculty Lounge

Executive Officers

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

Members Present:

Lucretia Griffiths, Sarah Slipsky, TeeJay Lanspery, Jenny Goguen, Sindy Salcedo, Zenobia Simmons, Niome Krauskopf, Latasha Battle Pittman, Rachel Banyal, Awamary Khan, Freya Walker, Sutapa Das, Megan Nosol, Elizabeth Press, Laura Chapman, Julie Stevenson, Traci Cortez, Krisy Sims

AGENDA

Welcome and Call to Order

Kerrie called the meeting to order at 8:10

Open Comment

No open comments

New Business

1. Budget Update(Income, expenses, cash flow, balance, etc): **Bryan**
 - a. We have received the money from fall pictures
 - b. Faculty grants are completed - just waiting for 2 things to arrive
 - c. We have not recieved Chipotle yet - Itnuit will check with Karen
 - d. We have not received McDonald's yet - Wendy will email
 - e. Casa Cash box for STEAM night?
 - f. We have \$33 from Casa Gear that we can deposit or use for Cash box for STEAM night
 - g. We have spent 61% of our budget and have only earned 31% but we have 3 large fundraising events coming up.
 - h. End of February balances
 - i. Checking \$5335.62
 - ii. Savings \$10,058.90
 - iii. Scrip \$1,307.73
 - iv. Change Box \$38.51
2. Educational Committee: **Wendy**
 - a. Touch Tank (**Rachel & TeeJay**)
 - i. Still need volunteers
 - ii. The blurb and video helped but still need more
 - iii. Sarah Slipsky suggested that the numbers of hours might help find volunteers
 - iv. Explain how many per week or per month for what specific jobs
 - b. Playground (**Kerri S.**)
 - i. Mrs. Griffiths explained that all upgrades to the playground need to be commercial grade
 - ii. She wanted to know if PFA wants to pay for things that are approved or if they would like to reimburse.
 - iii. It is mandatory that we have 3 quotes for all playground equipment

- iv. PFA already purchased some equipment. Mrs. Griffiths asked to see the bill of sale to see if it is commercial grade.
 - v. School has already fixed some equipment and fence.
 - vi. PFA officers need to meet with Mrs. Griffiths and the playground specialists to choose specific structures or equipment next week. She will send an email.
 - vii. The current structure will need to be replaced within the next two years.
 - viii. If we buy specific playgrounds, it could move to a new location should the school move.
 - ix. Parents could tear down the current structure if they sign a waiver. That could save the school money.
 - x. PFA officers will meet with Ms. Griffiths next week to go over choices.
 - xi. We need to choose specific things for all grade levels
 - xii. The PFA has \$10,000 to put towards the playground
 - xiii. The school also has the Lowe's grant for \$100,000.00 that we will hear about in May.
 - xiv. Mrs. Griffiths wondered if we could also have parent volunteers help build trenches
3. Program and Events: **Kerri S.**
- a. Casa Connections (**Kerri S.**)
 - i. Today at 3:45 at Greystone Rec Center
 - ii. March 19th at 3:45 at Millbrook Exchange Park
 - b. S.T.E.A.M. Night Friday March 9th at Greystone Park (**Kerri S.**)
 - i. We still need volunteers for that night - to be at stations and help sell pizza and water
 - ii. Have different stations for the students to go to
 - iii. NC Science Museum is coming - with live animals and other activities
 - iv. Two Roosters ice cream will donate a percentage of sales from 5-10 to Casa from that night. (They are next door to Greystone)
 - c. End of Year Bash (**Kerri S.**)
 - i. Prep for End of Year Bash will begin at the end of March - Please look for communications about that to volunteer
 - ii. It will be June 9th
4. Communication: **Lilian**
- a. Yearbook (**Jennifer**)
 - i. We have already sold 150
 - ii. We sold 250 last year
 - iii. We have extended the deadline for PDAs
 - iv. We have filled about 6 pages so far but have 13 pages set aside for this.
 - v. It is only online. Sarah said that this may be a reason why not as many people put one in but Lilian explained that online is much easier for our volunteer for PDAs.
 - vi. Jennifer will talk with Strawbridge about removing the 4 extra pages.
 - vii. If not, we will keep it the same but add more pictures
 - viii. MG teachers will keep sending the info to the parents
 - b. Newsletter (**Meghan A./ Lilian**)
 - i. Next newsletter will have a literacy theme
 - ii. Publication will be May
 - iii. Piggy bank graphic will be added and Bryan will update it
 - iv. Any PFA event needs to be submitted to Barbara Cooke and when she adds it to the calendar, it will automatically upload to the website.
 - c. Facebook (**Jenny**)
 - i. No updates but she uses the websites calendar to post things
 - ii. Itnuit asked if she could add the Two Roosters
 - d. Directory (**Jenny**)
 - i. Jenny will convert it to an excel spreadsheet and send it to Wendy to send to the community by next Friday
 - ii. Next year, it would be good to have it completed early in the year.

- iii. Have iPads in teachers rooms during Meet the Teacher so that parents can fill it out easily.
- 5. Hospitality: **Kerrie G.**
 - a. Staff Luncheon Friday March 9th (**Julie Stevenson**)
 - i. The date will be changed to Wed. March 14th
 - ii. Julie asked that we ask parents to donate \$20 at the beginning of school and then she could budget throughout the year
 - iii. Sarah stated it may be difficult for some families since there is also the consumable fee
 - iv. We can try it at the beginning of the year and see how it goes
 - v. Wendy will ask Barb to change date on calendar
 - b. Teacher Appreciation Week(**Kerrie G.**)
 - i. May 7 - 11
 - ii. Teacher love boxes from Pensieve Spices - TeeJay will send the officers the info
 - iii. For the specials teachers - we will include all teachers that do not have a classroom
 - c. Sunshine & Gratitude (**Kerrie**)
- 6. Active fundraising: **Itluit**
 - a. Casa Gear (**Itluit**)
 - i. We opened an online store
 - ii. At Friendship breakfast we sold \$523 of older gear to clear out inventory
 - iii. High demand for hoodies
 - iv. We need a volunteer to help with this
 - v. Need to update the link on the website and send out the link through facebook and email
 - vi. Need another link on the site for people to order what they want if it is not in the inventory
 - vii. Need to get quotes from vendors to build inventory for the beginning of school
 - viii. Any ideas to add to Casa gear
 - ix. There is always confusion between Casa Gear and Upper Elementary Tshirt fundraiser.
 - x. TeeJay mentioned that she likes wearing her Casa tshirt when she is volunteering
 - xi. Mrs. Press wondered how long it takes to receive tshirts when ordered. She will email the info about a vendor to Itluit
 - xii. If we sell Casa red tshirts - would that infringe on the UE fundraiser?
 - xiii. If the PFA had volunteers, they could work with UE and give them the profits.
 - xiv. Itluit will look into red tshirts (both short and long sleeve) with the Casa logo
 - xv. She will also look for Hoodies both pull over and zip
 - b. Cookbook (**Itluit**)
 - i. Itluit would like to table the cookbook until the fall.
 - ii. It could happen next year around potluck time. ‘
 - iii. People could buy it for Thanksgiving or Christmas
 - c. Silent Auction/ Casa Creations (**Itluit**)
 - i. Itluit would like to move it to the End of Year Bash
 - ii. We have 4 - 1 day hopper Disney pass
 - iii. We have a donation for 1 week at a mountain house
 - iv. Itluit is looking for other donations
 - v. If there is a business, the PFA has a number for tax exemption.
 - vi. Also discussing a parent night out at a brewery (trivia night) and could coordinate with MG for babysitting.
 - vii. The silent auction will be online and lead up to the End of Year Bash and people will pick up there.
 - d. Fun Run (**Jenny**)
 - i. April 23 and 24
 - 1. Jenny is waiting to hear about the MG students helping.
 - 2. Mr. Lynch has created a schedule that also needs to be approved.
 - 3. Jenny will buy stickers to test them to see if they work.

4. Need Volunteers for those two days
5. Jenny will send Wendy a sign up genius to send out
6. PFA provides the popsicles
7. Jenny would also like to know about where the money is going
8. Sra. Salcedo has already contacted the Triangle Montessori Schools Association to see if he can present to our school.
9. We also spoke about Montessori materials but the school would be
 - ii. Volunteer sign up
- e. Family Nights (**Itluit**)
 - i. Pressed Sandwich - \$125
 - ii. Chipotle - \$276.28
 - iii. McDonald's - \$810
 - iv. Upcoming events?
 - v. Two Roosters on March 9th
 - vi. La Madeleine will be planned soon
 - vii. Would like more ideas for places
 1. City Barbeque
 - viii.
7. Passive Fundraising: **Bryan**
 - a. Pictures (**Dionne**)
 - i. Class pictures
 - ii. Still waiting for the check from class pictures
 - iii. Spring pictures are set for April 12 but we need to change the date because we have 2 groups gone for field trips
 - iv. Lilian will ask Dionne to change the date
 - b. Terracycle (**Jenny**)
 - i. Will receive the next check in April
 - c. Scrip (**Itluit**)
 - i. Bryan will update the form to add parent names
 - ii. Probably will order more for teacher appreciation
 - iii. We will have a better idea of profit at the end of the year
 - d. Box Tops (**Caryn**)
 - i. Sheets were sent out in friday folders for people can add their own
 - e. Grocery Cards (**Bryan**)
 - i. Amazon Smile \$106.39
8. Bylaws: **Lilian & Kerrie G.**
 - a. Want to create a committee so if you are interested, please email the PFA
 - b. Need to update the bylaws because faculty members can no longer be officers
9. Request for Funds **Lilian & Kerrie G.**
 - a. Large book bin
 - b. Balls for classrooms
 - i. Soccer balls, basketballs, etc.
 - ii. Another school had a sign up genius for donations of balls and then the PFA had a ball bin and at the end of the day, they stored all the balls in that.
 - iii. Ball, bubbles, chalk, etc
 - iv. Have it school wide to help those classrooms that do not get a lot of donations
 - v. We could buy bags for balls and they could hang on the hooks on the walls.
 - vi. Needs to be organized.
 - vii. Need Volunteers to help organize the storage room
 - viii. Mrs. Griffiths will speak with Sra. Nunez, Barbara, and Celeste about setting up a date.
 - ix. Sarah will organize a sign up genius to send out.
 - c. Parent communicated with PFA about recognizing volunteers with short videos or write ups to celebrate them.
 - i. Mrs. Griffiths said that we need to include administration in this conversation if it involves students
 - ii. Parent suggested even having first time volunteers shown so that others will begin to volunteer as well

- iii. We could begin simply and then build it up as time goes on.
- iv. Posted on the Casa facebook page or the website
- v. Ms. Griffiths stated that if it is done officially, it needs to be sent out through the official pages - not on side pages because others will be left out.
- vi. The communications committee is trying to streamline all official communications from the school.

10. 10. Election Process

- a. In April, we will form a nomination committee.
- b. TeeJay asked if we could post it on the website
- c. Sarah would like to know when the changes to the bylaws need to happen so that we have 30 days to vote on them.
- d. In the April meeting they will bring the proposed changes to the bylaws. Then we cannot have a nominating committee appointed until May.
- e. A Committee meeting for changes to the bylaws
 - i. Tues., March 13th at 8:30
 - ii. TeeJay, Sarah, Lilian, Freya,
- f. Jenny stated that the nomination committee was a lot of work and then anyone can put themselves on the ballot
- g. Sarah stated that time may be better spent organizing and detailing the process so that it can be sent to the community.
- h. Kerrie suggested to remove the nomination committee from the bylaws and instead create an election committee. They would oversee the entire election.
- i. Sarah will ask Mike Slipsky if he has information on forming an election committee.
- j. Election may happen in May or June
- k. TeeJay wondered if Sra. Nunez would be ok with the change of not having a nomination committee. She needs to have a voice.
- l. Sarah again stated that we need to have a better election process
- m.

11.

12. Mary Khan asked about the budget. She wanted to know if we operate on a negative budget. Lilian explained that we carry over from year to year. We can email Bryan and have him explain it better. Mary suggested a bank balance statement for the entire year, not just one month, and to have a copy to hand out.

13.

14.

15. Volunteer Software - Sarah Slipsky

- a. Volunteer software that was free did not work. It would be used to track volunteer hours and post job boards.
- b. This would help the school track volunteers better and help volunteers to track their own hours - especially if they work from home.
- c. Lilian wondered if we could use Google docs and Sarah said that she will look into it but that the software is all set up for this specific purpose.
- d. Sarah will research more and present but it will basically be for next school year.

16. Meeting adjourned at 10:10