



CASA Esperanza Montessori

## December Parent/Faculty Meeting

December 5, 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:

Jenny Goguen, Sindy Salcedo, Sarah Slipsky, Laura Chapman, Julie Stevenson, Freya Walker, Valerie Jong, Ibis Nunez

### AGENDA

Welcome and Call to Order

New Business

1. **Budget Update**(Income, expenses, cash flow, balance, etc): **Bryan**
2. **Educational Committee: Wendy**
  1. **Touch Tank (Rachel & TeeJay)**
    1. They will have a meeting with the staff to give overview
    2. They will introduce the students on Fridays
    3. The teachers will be able to sign up for extra times
    4. The team will rearrange during winter break
    5. Want to have a section in the newsletter for updates
    6. Each class will have a creature to name
  2. **Playground (Kerri S.)**
    1. All of the items were approved but we need to find a safety inspector
    2. Kerri will contact them if Sra. Nunez gets her the info
2. **Program and Events: Kerri S.**
  - . **Casa Connections (Kerri S.)**
    1. Today is Kerri's last Casa Connection
    2. Emily Press will be taking over
  - a. **Winterfest (Kerri S.)**
    1. Still having difficulty finding a location
    2. Park and Rec have activities
    3. Kerri is looking for Sunday dates as well
    4. May have to change the date
  - b. **Book Fair (Julie Stevenson)**

1. We need to decide how we want to spend the Scholastic dollars or cash
2. We have taken all Scholastic bucks in the past and have split it
3. We raised money to send to Puerto Rico & we can send them Scholastic dollars
4. We voted to send Scholastic bucks to the school Escuela Teodeomiro Taboas
5. Can we put that amount and info on the Facebook page
6. Wendy will double check the faculty grant lists against the scholastic catalog
7. Valerie Jong created a wish list using Scholastic bucks (\$1,820)
8. Valerie also added books needed that cannot be bought with Scholastic bucks

2. **Communication: Lilian**

**Yearbook (Jennifer)**

1. Jennifer and Khema are working on the yearbook cover and online ordering only

a. **Newsletter (Lilian)**

1. Freya is starting to work on it
2. Met with Monique to make it a joint effort with the board
3. Met with Meghan
4. Deadline to submit the articles is Jan 1
5. Hope to send out the newsletter by Jan 15
6. Beth Plumeri's father will help with the translation (he is a translator for Wake County Schools)

b. **Facebook (Jenny)**

1. PFA can send her info by text when it needs to go out quickly

c. **Directory (Jenny)**

1. We had 44 families
2. We can send a reminder
3. Send the notice in Spanish
4. Wendy will send it with Amazon Smile and grocery cards
5. Laura wanted to know why it was an opt in instead of an opt out
6. We talked about having it on the initial forms
7. Maybe have an online registration

2. **Hospitality: Kerrie G.**

**Staff Luncheon December 8th(Julie Stevenson)**

1. It will be this Friday

a. **Holiday Teacher Appreciation Gifts (Kerrie G.)**

1. We have \$1,100 dollars left
2. We have 51 staff members
3. We would like to give them \$10 gift cards

b. **Sunshine & Gratitude (Kerrie)**

1. **Active fundraising: Itnuit**

**Square One Art (Heather Worrell)**

1. Check came in yesterday
2. \$1,971.59
3. We also collected \$46 in cash

4. We raised less than we had budgeted for

a. **Casa Gear (Danielle)**

1. Danielle and Itnuit met to do inventory
2. They are going to make a Casa Gear Store online
3. They will use the square card reader

b. **Cookbook (Intuit)**

1. Itnuit is researching

c. **Fun Run (Jenny & Itnuit)**

1. April 23 and 24
2. Set a goal
3. Montessori training or materials
4. We need to research it and set a goal
5. It is easier to raise money if there is a set number ahead of time
6. Sra. Salcedo will do a survey with the staff
7. We will start to send the info out in April

d. **Family Nights (Itnuit & Danielle)**

1. Pieology
2. Chuck E Cheese
  1. We cannot do it on January 31 – they have something scheduled
  2. Danielle is going to look into United Skates
  3. We may be able to go to Adventure Landing
3. Chipotle
4. McTeacher Night
  1. January 18
  2. First 10 staff members to sign up will get a free apron

2. **Passive Fundraising: Bryan**

. **Pictures (Dionne)**

1. She is still waiting to hear from them

a. **Terracycle (Jenny)**

1. The teachers were appreciative about the buckets
2. The flyer is not pulling up on the website
3. We will ask Meghan to fix it
4. We can have a table at Winterfest to hand them out

b. **Scrip (Danielle)**

1. Orders are due by Dec. 6<sup>th</sup>
2. Jenny will post on Facebook
3. It is not on the website
4. Can we send a general order form to Meghan to put on the website

c. **Box Tops (Caryn)**

1. We made \$300.80
2. Have it printed in English and Spanish to put in Friday folders

3. Send it in January
4. Give that form to Meghan for the website as well

d. **Grocery Cards (Bryan)**

1. We have not received any info

3. **Bylaws: Lilian & Kerrie G.**

1. In January we will begin to put it on the agenda for the last 10 min
2. We will discuss it and then ask a lawyer to look it over

4. **Request for Funds Lilian & Kerrie G.**

a. **Playground**

1. We will start with the small periscope, binoculars and steering wheel
2. Music wall
3. We can have a committee created to look into this
4. Kerri will talk to the person at 3Bears Acre about there
5. Chalkboard wall
6. Kerri will look into a safety inspector
7. Soccer goals are here but not secured
8. Could we have an Eagle Scout project?
  1. May take too long

b. **Faculty Grants**

1. Wendy will cross reference the faculty grants with Scholastic
2. There are grants that will cover some of the options
3. People checked a box if their companies will match
4. Look at that list

c. **Sra. Mendez**

1. We put it on hold due to budget
2. We need to ask Bryan about the budget
3. Wendy will show the catalog to Sra. Mendez

**Volunteer Tracking Software**

We are going to go with the free version for now  
Sarah will start to set it up

**Next meeting**

**January 9 – 8-9 am**

**February 6 – 6-7 pm**

Kerrie will talk with Dionne about having staff stay for an extra hour that night  
Wendy will ask Barb to put the dates on the calendar

Due to ESSA, we have the parent and family eligibility act  
Could the PFA find someone to help with translations for a minimum fee