



Casa Esperanza Montessori

Parent Faculty Association Meeting

February 6, 2019 8:30am Faculty Lounge

Executive Officers:

Ghenet Mogos & Teresa Lockhart, Co-Presidents; Ghenet Yosief, Vice President; Bryan Lanspery, Treasurer; Kristen King, Secretary

Members Present:

Sra. Ibis Núñez, Kristen King, Ghenet Mogos, Teresa Lockhart, Teejay Lanspery, Jennifer Fuller, Laura Chapman, Connie Omari, Rachel Banyal, Sarah Slipsky, Bryan Lanspery, Hannah Harrell, Monique Taylor

AGENDA

Welcome and Call to Order: Ghenet Mogos called the meeting to order at 8:30.

OPEN COMMENT:

-Teresa updates on Yearbook progress:

- Information will go out in this Friday's folders regarding purchasing a yearbook and/or a PDA
- For PDAs there will only be paper order form (no on-line ordering)
- All orders are due back to school by March 1, 2019
- Anyone who has pictures to submit needs to send as soon as possible

-Rachel provides an update on the Marine Club:

- Marine Club is still in need of volunteers (specifically two hour time blocks on Fridays)
- There need to be two volunteers at a time
- There is a need for reading volunteers
- Seems as though volunteers have dropped off since the beginning of the school year
- Hannah Harrell is helping
- Jennifer notes that the emails requesting volunteers may not be getting filtered properly in email
- Sarah mentions it would be a good idea to have room parents send out an email requesting volunteers
- Rachel says she will draft an email

-Rachel discusses carpool connection

- She states that there are about 8-10 families who are currently signed up
- Notes that we may want to remind people of this service because there may be families currently in need of being connected

-Ghenet M. mentions the update on Teacher Appreciation Luncheons because Julie Stevenson was not present

- Last month Julie organized a food truck
- Teachers and staff are very appreciative

-Ghenet discusses the Sponsorship Breakfast

- Last Thursday the PFA organized a networking breakfast for all of our sponsors
- Cocoa Forte provided the food and beverages
- Was a very successful event, with many of the sponsors making more business connections
- The PFA will keep and continue to display the banner to promote the businesses of our wonderful sponsors

-Ghenet discusses the success of STEM night in Ghenet Yosief's absence

- The PFA sold Papa Murphy's pizza
- We had a large turnout of children and parents
- The learning stations were spread out in the teacher's lounge, library, music room, and elementary hallways
- Everyone seemed to enjoy themselves, as it was not too crowded having the stations spread out

-Ghenet discusses McTeacher night that took place at the end of January

- It was the most successful McTeacher night the school has ever had according to Bryan
- Casa earned approximately \$925 from the sales
- A collage of our wonderful teachers has been put together and is on display in the teacher's lounge

-Ghenet announces the final stages of the Gaga Pit Project (Danielle was not present to discuss)

- It is going to be built this Saturday
- After a meeting with the Administration, and research, Danielle will be getting the rest of the needed supplies today
- Sarah suggests that we have a ribbon cutting to present it to the school
- Ghenet states that the MGs are purchasing a ball for every classroom, and they have already been ordered

-Ghenet talks about the success the PFA is having with selling Casa Gear

- PFA has been successful selling the gear this year, but Ghenet states that it is a bit too chaotic during school wide events to sell the gear
- Ghenet mentions that Laura made order form copies at the beginning of the year that were sent home in Friday folders so that gear could be ordered. She did this again in January.
- Ghenet states that the gear printer mistakenly sent us adult sizes when we ordered youth sizes, and therefore the PFA was able to purchase the gear at a discounted price of \$5.00

-Senora Nunez has to excuse herself from the meeting in order to guide a public tour. She states that, "the PFA rocks!"

-Bryan talks about the current budget:

- PFA main checking- \$6,755.82
- PFA savings- \$1,198.61
- PFA scrip account- \$3,286.73
- Banking balance- \$11,276.67
- Sarah inquires as to whether we are still selling Scrip cards

- Bryan states that he wishes the Scrip cards were for sell online only because the PFA is making VERY little profit on the cards. If the cards were sold online, the PFA could direct families to enroll online to purchase the cards. The cards could then be sent directly to the purchaser's home for about 17 cents a transaction. Also, there would be an ecard option so that the cards were available for use immediately and there would be no shipping charges for ecards.
- Jennifer states that the families would be incurring the shipping costs instead of the PFA.
- Teresa reminds the members that we need to get the message out and remind people to use Amazon Smile for online purchases. Teejay agrees that this is a great way to collect extra funds.
- Bryan mentions the sale of the old Scrip cards, and that people responded well to the sign up genius that was created to move the older cards.
- Sarah inquires as to how many cards are currently in the binder for sale.
- Jennifer recommends that we need to press the cards for Teacher Appreciation week, and that it would be helpful if someone could showcase the current cards.
- Bryan states that the Scrip card process is cyclical. We spend money to purchase the cards, we sell the cards, and we reinvest with the purchase of more new cards.
- Jennifer proposes advertising the cards at a deal.
- Laura suggests a quarterly reminder about the ecards.
- The discussion of the PFA financials continues with the mention of a \$2700 check that we brought in with the purchase of Fall pictures. Kendra Scott fundraiser went well earning us \$486.42. STEM night was a success with a net zero budget, and earning \$43 to the positive with the Papa Murphy's pizza sales.
- Bryan declares that we have no major expenses coming at this time.
- Jennifer asks if the PFA is planning on doing an Auction fundraiser this year, and Bryan replies that we do not know.
- **** (See the attached addendum, below for updated budget details)**

NEW BUSINESS:

-Teresa mention new ideas for the Fun Run.

- Teresa proposes the idea of having the kids run in 10-20 minute increments
- Perhaps charging the parents to participate by running as well, and collecting vendors to set up tables along the run for a fee.
- There will be talks with the Landlord and Administration to see if this is possible.
- April 29 is the scheduled date.
- Sarah and Jennifer conquer that lots of parents come to this event, but they're not sure how long people will stay to view.
- As an aside, Booster Fun takes 50% of proceeds collected.
- Teresa adds that there is a way to set all of this up online, and Ghenet proposes having a form ahead of time, and collecting payments with credit cards and paypal.

-Ghenet discusses the topic of CPR Training for all of the teachers and paraprofessionals that are interested in participating.

- Ghenet states that she has a contact that she is following up with on this.
- Ghenet states that she only knows of about four staff members that are currently trained.
- Sra. Nunez adds that last year all of the paraprofessionals were trained in first aid, but no certificates were given out.

-Monique briefs the members on the status of events that the Board is working on.

- Time and energy are being focused on committee meetings, marketing activities, the website, and how to reach out to the community.
- She emphasizes that the Board is looking for new talent, especially as far as grant writers, but also with regards to strategic planning, HR/finance, and communications.

-Jennifer brings up the discussion of the PFA sending out a PFA meeting agenda and budget prior to PFA meetings.

- She inquires as to whether this information could be attached to the weekly newsletter that is email to the community as an additional level of transparency.
- Sarah asks if this information could be posted on the website by Meghan Antonopoulos.
- As an example, Jennifer says that many people may not know about the volunteers needed for the Gaga Pit this weekend, and that also people may not be aware of what our PFA monthly meetings are all about.
- Ghenet replies that it's an administration type of process, as the PFA doesn't have access to the school wide listserv. She replies that we could always ask administration.
- Monique states that our focus needs to remain on driving people to the website for information.
- Teresa adds that this information could possibly be added to the bulletin.
- Jennifer states that it sounds like the answer is no.
- Bryan adds that the budget would be inaccurate in advance.
- Jennifer states that there were two months where the financials were not presented, and she's requested this information from the PFA with no reply.
- Teejay states that she'd like to see all the funds spent this year on the current students.
- Bryan adds that the PFA has a lot of expenses, but that \$8000 is our target goal of money to be left behind for next year's PFA. There are a great deal of first quarter costs.
- Teresa emphasized that the PFA is being diligent about the budget.

-Laura introduces the topic of the Yondr bag

- It is a bag that you place cell phones into, and it locks shut.
- Cell phone use with the middle graders should be monitored.
- There is a device that the teachers can pass over the bags at the end of the day to unlock them. This way the student keeps their cell phone with them all day, but they are not a distraction in class.
- The bags would stay at the school.
- Sarah inquires about the cost.
- Laura replies that the bags can be rented or purchased. Renting would cost \$30/bag.
- There are about 38 middle grade students, and about 50 5th grade students.
- Jennifer asks if this is an item that could be added to the MG school supply list at the beginning of the year.
- Teresa recommends looking into grants to cover this cost.
- Teejay asks if there is currently any way for the teachers to lock up their possessions, such as a locker.
- Jennifer states that some kids may feel anxious with the intentional block to use their personal cell phones. Can it be underwritten?
- Sarah suggests that we talk to the teachers about this. Monique agrees that the teachers must be consulted, but that cell phones are definitely distracting. Perhaps the phones could be put in shoe hangers on the classroom door.
- Monique states that it would have to be directed through the administration. It would have to be a part of the school protocol. There may be some emergency contact pushback from parents on this issue.
- Teresa states the the students should be asked not to bring them to school.

Kristen adjourns the meeting at 9:35 am.

PFA Budget Update – Through January 2019

PFA Main Checking – \$6,755.82

PFA Savings – \$1,198.61

PFA Scrip Account - \$3,286.73

Banking Balance - \$11,276.67

PFA Budget by Committee

Standing Committee	Budgeted Income	Actual Income	Budgeted Expense	Actual Expense	Budgeted Balance	Actual Balance	% to Budget
Active Fundraising	\$11,150	\$8,729	\$2,500	\$4,828	\$8,650	\$3,902	45%
Passive Fundraising	\$4,400	\$12,602	\$0	\$4,069	\$4,400	\$8,533	194%
Communications	\$2,500	\$163	\$0	\$0	\$2,500	\$163	7%
Educational	\$2,000	\$2,011	\$8,800	\$5,084	\$6,800	\$3,074	45%
Events	\$9,246	\$9,548	\$4,542	\$11,785	\$4,704	\$2,238	-48%
Hospitality	\$2,500	\$2,916	\$6,089	\$3,970	\$3,589	\$1,054	29%
School Support	\$0	\$0	\$8,850	\$4,451	\$8,850	\$4,451	50%
July-January	\$31,796	\$35,969	\$30,781	\$34,187	\$1,015	\$1,781	176%

---- continued on next page ----

Standing Committee	2018-2019	Budgeted Income	Actual Income	Budgeted Expense	Actual Expense	Budgeted Balance	Actual Balance	% to Budget
Active Fundraising	Casa Gear	\$2,250.00	\$3,417.54	\$1,500.00	\$4,608.21	\$750.00	(\$1,190.67)	-159%
Active Fundraising	Fun Run	\$2,500.00	\$75.00			\$2,500.00	\$75.00	3%
Active Fundraising	Kendra Scott night	\$400.00	\$486.42		16.62	\$400.00	\$469.80	117%
Active Fundraising	Restaurant Family Nights	\$1,500.00	\$198.98			\$1,500.00	\$198.98	13%
Active Fundraising	Sponsorships	\$2,500.00	\$2,700.00	\$1,000.00	\$202.70	\$1,500.00	\$2,497.30	166%
Active Fundraising	Square One Art	\$2,000.00	\$1,851.30			\$2,000.00	\$1,851.30	93%
Communications	Yearbook	\$1,000.00	\$163.00			\$1,000.00	\$163.00	16%
Communications	PDA	\$1,500.00				\$1,500.00	\$0.00	0%
Educational	Playground			\$500.00	\$37.97	(\$500.00)	(\$37.97)	8%
Educational	Gaga Pit	\$2,000.00	\$2,010.51	\$2,000.00	\$847.50	\$0.00	\$1,163.01	
Educational	Touch Tank			\$1,000.00	\$198.92	(\$1,000.00)	(\$198.92)	20%
Educational	United Artist			\$5,300.00	\$4,000.00	(\$5,300.00)	(\$4,000.00)	75%
Events	Book Fair	\$6,245.91	\$6,245.91		\$4,331.82	\$6,245.91	\$1,914.09	
Events	Casa Connections			\$500.00		(\$500.00)	\$0.00	0%
Events	Fall Festival	\$3,000.00	\$2,889.01	\$3,000.00	\$6,107.21	\$0.00	(\$3,218.20)	
Events	STEAM Night		\$413.00	\$0.00	\$366.44	\$0.00	\$46.56	
Events	Family Literacy Night Pizza			\$542.00	\$650.00	(\$542.00)	(\$650.00)	120%
Events	PFA Special Events			\$500.00	\$330.00	(\$500.00)	(\$330.00)	66%
Hospitality	Casa Helping Hand (PS)			\$1,100.00	\$1,142.22	(\$1,100.00)	(\$1,142.22)	104%
Hospitality	Adult Bathroom Supplies			\$500.00	\$221.39	(\$500.00)	(\$221.39)	44%
Hospitality	Staff Appreciation			\$1,500.00	\$875.81	(\$1,500.00)	(\$875.81)	58%
Hospitality	Teacher Luncheons	\$2,500.00	\$2,915.58	\$2,500.00	\$1,486.09	\$0.00	\$1,429.49	
Hospitality	Water Cooler			\$489.08	\$244.54	(\$489.08)	(\$244.54)	50%
Passive Fundraising	Amazon Smile	\$300.00	\$191.65			\$300.00	\$191.65	64%
Passive Fundraising	Boxtops	\$300.00	\$229.50			\$300.00	\$229.50	77%
Passive Fundraising	First Day School Supplies	\$350.00	\$1,091.00			\$350.00	\$1,091.00	312%
Passive Fundraising	Mabel's Labels	\$200.00	\$49.38			\$200.00	\$49.38	25%
Passive Fundraising	Grocery Cards	\$200.00	\$251.63			\$200.00	\$251.63	126%
Passive Fundraising	Pictures	\$2,250.00	\$5,172.56			\$2,250.00	\$5,172.56	230%
Passive Fundraising	Scrip	\$500.00	\$5,550.55		\$4,069.00	\$500.00	\$1,481.55	296%
Passive Fundraising	Terracycle	\$300.00	\$66.00			\$300.00	\$66.00	22%
School Support	Faculty Grants			\$2,500.00		(\$2,500.00)	\$0.00	0%
School Support	Media Center			\$5,000.00	\$4,078.59	(\$5,000.00)	(\$4,078.59)	82%
School Support	PE Teacher Funding			\$150.00		(\$150.00)	\$0.00	0%
School Support	Technology			\$500.00		(\$500.00)	\$0.00	0%
School Support	Literacy Support			\$200.00		(\$200.00)	\$0.00	0%
School Support	PFA Operational Costs			\$500.00	\$372.27	(\$500.00)	(\$372.27)	74%
Budgeted		\$31,795.91		\$30,781.08		\$1,014.83		
Actual			\$35,968.52		\$34,187.30		\$1,781.22	