**PIE Executive Board Meeting Minutes
July 17, 2016**

**Attendees:**

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| **Christy Solimine** | **Kathy DeFanti** | **Stephanie Rizzo** | **Bonnie Goslin** |
| **JM Hunt** |  |  |  |

 **Discussion Points:**

1. We have had several meetings with school administration over the last month.
	1. June 20th- Christy Solimine, JayneMarie Hunt, and Stephanie met with Heidi Berkowitz.
	2. July 12th- Christy Solimine, JayneMarie Hunt, and Kathy DeFanti met with Heidi Berkowitz, Christiana Benson, Karen Harris, and Michelle Bartley.
		1. Talked about shifting priorities toward a more educational support focus and building a strong and seamless partnership
		2. Create a survey to explain re-organization
			1. Heidi sent preliminary survey she drafted to team for feedback
		3. Coordination of Back to School Picnic
		4. Create a combined school/family list of volunteer opportunities- one place for all volunteer signups
		5. Redesign Room Parent program
	3. Met with Karen Harris on July 15th @ 9am to work on Back to School event
		1. We agreed to have a Block Party.
		2. PIE agreed to be responsible for the DJ, water, freeze pops, and sidewalk chalk.
		3. PIE will provide Dunkin Donuts and Papa Gino’s gift cards for raffle prizes.
		4. PIE will also look into coordinating a Papa Gino’s fundraiser for the day of event.
		5. Karen will work on logistics with where we will hold the Block Party- either in front of the playground, or bus lanes.
		6. School will provide watermelon and lemonade.
		7. School will provide school trinkets for raffle items.
	4. Next Meeting scheduled for August 4th @ 9am
2. Back to School Picnic- August 29th 3:30-5:30pm
	1. Kathy DeFanti suggested changing it to a Block Party. Karen Harris loved this idea.
	2. Christy Solimine will contact the same DJ from the Father/Daughter dance to see if he is available.
	3. Brought team up to speed on meeting with Karen Harris
3. Change in name.
	1. We all agreed to rename to “Partners in Education”.
	2. Stephanie Rizzo will email Kimberly Getker asking for help with our new logo and branding. Once we have that, we can proceed with having a sign, webpages, facebook, and letterhead.
	3. We want to create a sticker to hand out at Open House to say “I am a Partner in Education”
4. Dress Code Closet
	1. JM Hunt will be drafting guidelines with Susie Spezio so that groups know what their responsibility is for running event.
	2. PIE will collect money and then give the organization the money back as a donation. This way we are able to track how much each team makes in order to be fair.
5. Taxes are done!! CPA completed them last week and JayneMarie mailed them this past Friday.
6. Reviewed meeting minutes from July 12th meeting with school.
7. Room parents revamp – We all agreed that school will handle this going forward.
8. Communications- Jayne Marie Hunt and Stephanie Rizzo will work with Heidi Berkowitz to use Constant Contact to coordinate grade/school communications
9. PIE Meeting - first meeting will be held at 6pm on Thursday September 8th
10. Scholastic book fair- we had previously voted to not run this event this coming year but when speaking to the company, they suggested we hold event during parent/teacher conferences. The school loves this idea, as it would not interfere with school scheduling. We are also hoping to get upper school councils to help run the event.
11. Barrett’s Haunted Mansion- we have been entered into the lottery and waiting for results
12. Field Day- School is open to scheduling this event on another day other than the last day of school.
13. JayneMarie is working on the budget for next year

*Next PIE board meeting scheduled for Monday, August 15th @ 6pm*