**PIE MEETING**

**Thursday, November 13, 2014, 7PM**

**Meeting Minutes**

**Attendees:** Laurie Asencios, Edith Benisty, Laurie Callahan, Mario Colas, Margaret Duran, Karen Elsner, Lorraine Emanuel, Tracey Fraise, Linda Hernandez, Tanya Keating, Trina Kleinberg, Rowena Koran, Ana Lisa Mallari, Iesha Marcelino, Lauren Micciantuono, Kathy Montal, Krys Pezza, Krisan Pope, Deb Rogers, Christy Solimine, Heidi Solivan, Jill Teahan, Tina Walnista, Vivian Webster

Tanya motioned to approve the October 9, 2014 minutes, and Krys 2nd.

**RECENT EVENTS**

Book Fair

* J. Smith chaired this event. The Book Fair was held the week of October 13th in the 5th grade wing while the 5th graders were at Nature’s Classroom. The timing was great for teachers. The 5th graders were supposed to be able to go when they returned form Nature’s Classroom on Friday. However, there was a miscommunication and that didn’t happen. The Book Fair was open for family shopping on Wednesday evening.
* Net income from the book fair was $2,084.23.
* Jen is not going to chair next year. Kathy is working with her to get a download on the details for running the Book Fair in the future. In the meantime, Kathy will make contact with Scholastic to get information from them. There were many ideas shared for use in the future.
* We will check again with the school about holding a book Fair again towards the end of the school year, perhaps after the seniors graduate and before summer starts. Heidi Solivan offered to be a chair.

Family Night

* Family night for K-5 was held on Friday, November 7th – theme was Family Movie Night; the Muppets movie was shown.
* Approximately 140 people attended. It was a great community-building event for that age group.
* The question was asked if the middle or high school would go for something like that.

Barrett’s Haunted Mansion

* We raised $1,900 from the evening. We will need to think about if we can support it next year. It is a great fundraiser, but we need to be able to get the volunteers to work at the Haunted Mansion.

**UPCOMING EVENTS**

Holiday Fair

* To be held Wednesday and Thursday, December 3 and 4 in the Media Center
* Tina Walnista is co-chair; she provided overview of the event for those new to PIE
  + Will have Her/His/Kids/General/Pet tables
  + Working the fair is different than shopping with their kids
  + Typically have done IOUs up to $5 if kids forgot their money. Then teachers collect the money and give it to PIE; this can be a pain for the teachers
* For a future year there was an idea of sending gift tags home with the kids before hand so they can fill them out and know who they are shopping for; some teachers make the experience into a lesson and or wrap presents with the kids; Mrs. Solivan said the teachers and kids always look forward to this. Perhaps next year we present it to Christina Benson, the K-2 instructional lead, about working with the teacher to incorporate it into the curriculum
* Historically it has been for K-12 but since the construction it has been mainly for K-8. There were some great ideas on how to include the high school again next year. Some of them included:
  + Set up table on the stage with stuff for 9-12 to go during lunch
  + Hold a special time for 9-12 to go before school
* Building Use Form is complete
* For volunteer sign-ups, parents suggested time slots be shorter (not 4 hour chunks)
* Tina is waiting to find out what classes are coming what days since that drives the volunteers. Heidi Solivan will see if she can expedite getting the schedule

Family Holiday Event - Scholarship Fundraiser

* Co-chairs: Christy Solimine and Tanya Keating
* Dec 13, 9-12
* Brunch, silent auction, raffle, 50/50, games, Face painting, visitor, raffle items
* Donations for food are being sought.
* There will be lots of volunteer opportunities. A sign-up genius will be sent-out through room parents.
* Classrooms are doing themed baskets. Room parents at the meeting had mixed responses and it sounds like there was some confusion. Some room parents are doing basket for just their class, some for grade. It was suggested to adjust plans as so it works for your grade and other classes. If baskets were getting to be more than $100, it was suggested they be broken up so they are more reasonable to bid on.

Family event for January 16

* Would like it to be for upper school event
* Need to confirm co-chair.

Father –Daughter Dance

* Working to confirm a date for March 2015.

Mother-Son Event

* Tanya Keating to chair.
* Event will be laser tag; date TBD

**GENERAL BUSINESS/MISC TOPICS**

Room Parent Update

* 5th grade…wasn’t being served but Margaret has taken it over
* There was some confusion over the new list. That was clarified. It was also mentioned that sometimes the addresses on the new list were not what the parent wanted to use. That was because the email address submitted to PIE for room parents is sometimes different than what they give to the school.
* Will work next year to hopefully improve the process.

Box Tops

* The fall collection and contest wrapped up; $1,253.50 was submitted.
* Clipping all of the Box Tops ended up being more time than expected. Parents that signed up to help were great - could hand them bags of Box Tops and they would turn back in clipped and bagged.
* Box Tops have to be sorted because there are often expired box tops mixed in with good ones. It was suggested that for a future contest we can give incentives based upon criteria:
  + Hand-in 1 pt
  + Clipped 2 pts
  + Bagged of 50 3 pts
* Give extra points for getting them in early.
* Any awards should only be based on valid Box Tops.
* The challenge is we still need to make sure they are not expired, which requires looking at each Box Top.
* Heidi Solivan emphasized the need to promote it to the kids. They will get on their parents to turn them in.
* Recommended that for next time need a committee
* We can collect all Box Tops all year and not turn them in until the spring deadline so it does not become so cumbersome. Or do a contest during first term but not submit them until the spring deadline so there is more time to cut and sort them. It was suggested to do a kick-off at the beginning of the school year next year and get the kids excited. Do updates during lunchtime when the kids are there; perhaps only once a month.
* Iesha is willing to co-chair but needs help. Stephanie also said she would support. Tanya does not want to chair again but can help promote.

Fundraising Effort

* Based upon meeting with Heidi Berkowitz, will put together information for Target, Stop and Shop, Amazon Smiles, Shoparoo. Would especially like to get out in time for holiday shopping.
* Additional parents expressed the desire to know what the money is used for.

Treasurer Report

* Deb Rogers reviewed the budget
* Deb Rogers reported that PIE received 501(c)(3) status as of October 3rd. Future donations will be able to be tax deductible.
* Expenditure request form: it asked if we can make it an online form that can it be submitted on-line. This would need to be investigated.

Teacher Requests

* Kindergarten Thanksgiving Feast
  + Each year, the Kindergarten holds a Thanksgiving feast that is tied into all curriculum (math, science, English, social studies, science). This is the 5th year.
  + Last year charged $5/child (instead of the normal lunch fee of $2.75)
  + They are looking for money (up to $100) to cover the cost of those on free- and reduced-price lunches.
  + Rowena motioned to approve up to $100 to cover the cost of the Thanksgiving feast for those on free or reduced-price lunches; Kris 2nd it.
* FM systems for Kindergarten
  + Heidi Solivan presented information on FM Systems the kindergarten classes are trying to get . FM Systems are wireless assistive hearing devices that can be used by teachers and help people hear better in noisy situations. The cost of one system is $1100-1200.
  + At the beginning of the year, each Kindergarten classroom got to use one during a 2 week period. The teachers and student’s loved it. It helped all students, but especially kids with disability, central auditory processing
  + The rooms in the upper school all have something called light speed built into the classrooms (it is a speaker system that lets the teachers sound crystal clear). These are not able to be added the lower school rooms at this point in time. The 3rd and 4th grades have the FM systems.
  + The kindergarten started a “Go Fund Me” campaign and as of the November meeting, had raised $570 with 20 people. Their goal is $4,800 so they can purchase 4 systems.
  + This is something they have
  + Asked people to get the word ou to room parents, companies, and/or friends that would be interested in donating. PIE will also consider how much money they might be able to contribute towards these systems.

Holiday assistance program

* This is a program in which FRCS families in need of assistance get support during the holidays. Anonymous tags for each family are made up and staff, friends, other families, etc. can take them and provide gifts, gift cards, etc. This year, there are 152 students eligible for the program. PIE has supported 1-2 families in the past. This year, there may be more support needed.
* Heidi Solivan motioned to spend up to $500 on the holiday assistance program if it’s needed. Iesha 2nd.

Staff meetings

* Heidi Berkowitz has asked if PIE would continue to support refreshments for the staff meetings. Heidi Solivan indicated how much staff appreciated this.
* Kristen motioned to spend up to $50 for November refreshments. Iesha 2nd. The PIE board will be responsible for getting them this time.
* We will look at having one grade support each month.

Broken Kuerig machine

* One of the staff Kuerig machines is reported to be broken. Kathy will call to see if it can be replaced.

Boy Scouts

* The Boy Scout’s raised $1,600 through popcorn sales.