**PIE Board Meeting**

**Tuesday, July 29, 2014, 7:00 PM**

**Meeting Minutes**

ATTENDEES: Laurie Asencios, Karen Elsner, Regina Hill, Tanya Keating, Kathy Montal, Stephanie Rizzo, Deb Rogers, Cathy Wilkerson

Regina Hill resigned as corresponding secretary due to unexpected family circumstances.

Laurie nominated Tanya Keating as Corresponding Secretary; Deb 2nd. A vote will be taken at the first monthly meeting.

**PIE Forms**

* Draft forms have been developed. They will be emailed to the board for review and supplied to Karen Harris. The forms include:
  + Welcome letter
  + Donation form
  + Room parent letter -
  + Volunteer List
* It was also suggested we develop a for that talks about Easy ways to support FRCS that don’t cost anything – (target, box tops, Stop and Shop).
* It was mentioned the logo should go on top of all forms – KE to send to PIE Board

**Room parents**

* The teachers want input into who is selected. It was suggested we offer them 3 choices to select from, including one parent that has been around and one parent new to room parents.
* Training should include what the room parent does when they forward emails, including removing all of previous email content and personalizing it for their class.

**PIE Presentation at Orientation**

* Meeting set with Ron Griffin - Will talk about orientation week and when/what to present

**Fundraising**

* Met with Heidi Berkowitz
  + There is conversation around what to do and how to do it.
  + She mentioned DonorsChoose.org
    - Teachers or room parents can set up
  + Scripps program
  + Target and Box Tops
    - Can we offer to split the money if PIE organizes and does all of the work?
    - The thought is we would be able to get more money if we promoted the programs more.
    - We would like to be able to communicate what the money is being used for to help encourage donations.
    - Tanya indicated she would be willing to coordinate Boxtop activities; Karen will create communication about Box Tops and other programs.
  + Would PIE want to run the Road Race, Golf Tournament, raise money for bussing
    - There is a question about how the friends of FRCS fits in here.
  + Can we talk to Bonnie Gammerman about doing Square 1 Art again next year?
  + Someone offered to do a calendar…would that be worthwhile?
  + Heidi Berkowitz asked if PIE had any money that were allocated to the playground from previous fundraisers. Fundraising for the playground was all done through the Scholarship Committee and money was held by that committee and then Friends of FRCS, once that was formed.
  + Heidi did ask if PIE would take on the scholarship committee activities such as the Family Holiday Event. At this point, it was felt this was not something PIE had the bandwidth to take on. It was also felt these organizations should be managed separately.

**Harlem Wizards Update**

* Check has been sent to hold date
* Some of items to be organized include
  + Concessions
    - Keep snacks not messy (Rice Krispie Treats, Pringles, fruit snacks tend to be popular)
  + Hotel rooms for players
* We can sell tickets at the Orientation event.

**Welcome Back Event - September 12**

* Tanya Keating is coordinating; plan is that it will mainly be an outside event.
* She is asking someone from the Y to come to do some outdoor activities.

**Ice pops from Field Day.**

* The ice pops PIE provided were not distributed during Field Day
* There are 50 boxes left over and Patty Greene needs the freezer space.
* Debbie’s husband has freezer space to store them.
* Possible uses:
  + Sell at Wizards
  + Offer for summer enrichment
  + Back to school BBQ

**Other ideas/topics discussed**

* PIE shirts: should we have PIE shirts for volunteers to wear to all events?
* Ongoing parent involvement
  + We get a lot of people at the first 1-2 PIE meetings; how do we get them to them to remain active throughout the year.
* Communication
  + Heidi Berkowitz suggested a meeting between Laurie Gibbs, Laurie Asencios and Kathy Montal to develop a communication plan.
* Administrative presence during the monthly PIE meetings
  + It was mentioned it would be great to have someone from the school administration present at each meeting; this could be on a rotating.
  + Stephanie will reach out to the administration to ask.
* Family night options
  + There was some discussion on options for Family night. Some of the options discussed we having another Family Science night or a robotics night.