

# PVCICS FA Executive Committee Meeting Minutes

Location: Mosaic Café, 78 Masonic St, Northampton, MA 01060

Date: 6/2/19

Time: 9am

Attendees: Kelsey Camire, Megan Paik, Maggie Solis, Alexis Allen, Stephanie Rendulic

## Agenda items

1. **Transfer of duties to Secretary and Treasurer –**
  - a. Karen and Kristen resigned and Stephanie B has effectively stepped down; Kelsey and Megan co-chairs, Maggie Treasurer, Alexis Secretary, Stephanie R member-at-large
  - b. Emails have been linked to officers for the positions.
  - c. Website needs to be updated with officer info and newsletter updates– Task – Alexis
  - d. Mail needs to be picked up at post-office – Task – Maggie
  - e. Mail needs to be picked up at school – Task – whoever is at school – Megan and Stephanie will usually be there
2. **FFC and School Council meetings (June 7)** - June 7<sup>th</sup> is both FFC and School Council meetings
  - a. Discussion regarding the parent engagement/involvement at meetings with school admin – need involvement
  - b. Suggested that FA members attend meetings going forward and take notes that can be shared. Also at Trustees meetings.
  - c. Post Trustees meetings on FA website – Task – Alexis
  - d. School Council/PAC notes can be posted on website/newsletter – TASK - attendee mails to Alexis to post
3. **Ice Cream Social (June 8)**
  - a. Decided Friendly's is simple; vanilla ice cream; get variety of toppings; Megan will pick up ice cream; Friendly's provides scoopers, bowls, napkins, spoons. Megan will talk to Kathy about school being open and promoting via email;
  - b. Create flyer – task – megan; post flyer on social media and website – TASK – alexis; send to class parents – Task - Stephanie
  - c. Budget for 150-180 people based on previous attendance
4. **FA General Meeting (June 10)** from 4-8pm
  - a. Meet and greet – officers available 4-6 and fundraiser goes until 8
  - b. Might want FA info with contacts for PVCICS families and office admin – TASK – Maggie will draft

5. **Other end-of-year classroom and school-wide activities**
  - a. Promotion can be done by parents via facebook or through class parents
6. **Summer playdates**
  - a. Discussed whether this is something to do; maybe do 1 event
  - b. Kelsey will determine date and newsletter – task - kelsey
7. **Summer school mailings**
  - a. Desire to see if there is a way to get an FA google form included to get family data. Maybe focus on K and 6<sup>th</sup> and then share it with class parents.
  - b. Task – Maggie will draft form for EC review
8. **Drop-in Day (August 26)**
  - a. Suggestion to see if info table at entrance instead of gym?
  - b. Folder in drop box; we'll need a schedule for FA EC attendance
  - c. Collect list of those interested in volunteering
9. **Treasurer's end-of-year report**
  - a. Report not yet complete for 4<sup>th</sup> grade; still need to send out donations from 5<sup>th</sup> grade field trip;
  - b. Just under \$15000 in bank, \$800 in paypal to go to classes and FA discretionary fund; recent school store fundraiser was \$150; \$220 from amazon smile; boxtops, bank days, and stop and shop go to school and not FA; \$700 made from giftcards
  - c. Lost money based on spending (as expected)
10. **Budget 2019-2020**
  - a. Proposed to continue ongoing gift cards; Original Works made money and would need a committee to chair this
  - b. Need to have priorities for FA to set fundraising
  - c. Set proposed budget and priorities at next meeting and the budget report will be closed out for the year
11. **Communications EC**
  - a. Doodle poll was useful for scheduling
  - b. Best communication is email; text for time sensitive
12. **Future meeting schedule and agenda**
  - a. Will look in July first or last week
13. **Other business**
  - a. Approving new FA members on facebook
  - b. Asking Marianne to share a timely list of incoming and departing families from PVCI so we can keep our FB group membership as current as possible - Megan
  - c. FA not taking a role in lost and found; possible FA involvement if a parent wants to run it as a fundraiser
  - d. Offer leftover school chopsticks and backpacks to teachers for prize boxes – task - Kelsey
14. Adjournment: 11:37, Megan Paik

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Submitted By: Alexis Allen

Approved: July 1, 2019