

**PiP Meeting Minutes**

**September 11, 2013**

**Attendees:**

Nirav Desai-President, Stephanie Pickle-President Elect, Rebecca Carson-Secretary, Jennifer Christenson-Treasurer, Kathie Byler-Director of Programs, John Snyder-Director of IT, & Kim Wood-Director of Communication

**7:00 p.m. Meeting Begins:**

Meeting began with standard overview of agenda with upcoming events.

**School Update**

Nirav recapped the efforts being made by PiP as well as Karen, the school liaison. Efforts have been successful in the building of efforts to cohesively map the schools objectives and align with them as well. As a result of these efforts, Karen will present at PiP’s first general meeting September 17th. Other representatives from the school have been asked to speak if their schedules will allow due to other school events that week. Nirav & Stephanie opened the discussion on the school’s wish list that was received in the previous meeting with Karen. The school’s current wish list in order of importance is: 1) Outdoor space (hope to unveil in Fall 2014), 2) 2nd Laptop Cart that would benefit MYP & PYP, 3) Laptops for Diploma Years Students, & 4) Math Technology System. Each item is estimated between 10,000-15,000. Nirav discussed that plan for GLR’s will be to meet with administration three times per year. Stephanie expressed that first and second grade GLR spots are currently still vacant and that she will attend these meetings and work on trying to recruit for these positions. Stephanie will currently act as the facilitator for communication between the GLR’s so that a cohesive plan is in place for communication between them and administration. Room Mom’s will be chosen by the teacher after curriculum night. PiP’s role in room mom initiatives were brought forth as to PiP’s role if any between room mom and PiP. Involvement will primarily be from Teacher to Room Mom and PiP’s role will be limited to helping in more volunteer role rather than to guide or offer direction. The board will work on trying to have meeting with board members as well as Julia, Karen, Preston, and Angela that will hopefully occur in October. Nirav communicated that the request was made earlier that day in his meeting with Karen to request a two week lead time on requests made for the board to fulfill.

7:38pm John Snyder had to leave at this time to previous work requirements.

**IT**

Rebecca indicated in John’s absence that John will touch base with Mark Owens to meet with him soon to try and align efforts of technology with PiP’s efforts as best we can. VOTE - Nirav motioned for upgrade of weebly site, Kathie second the motion. All in favor-unanimous, all opposed-none.

**Finance Overview**

Outstanding invoices for Spirit Wear to keep 30 day terms were approved. Expenses & funding coming in were assessed as well as a percentage of profit margins vs. current expenses outstanding. Spirit wear has risen over $12000 for the current year which is significantly more than the previous year and is on a good track. Current total working budget before payment of all outstanding invoices (Spirit Wear & taxes) is $14,901.70. Currently there is a total of $7,471.02 in outstanding invoices to be paid. Stephanie mentioned we still need to send Meyer’s park a W-9. Spirit wear approximately 51% of all current expenses, other expenses include: picnic, 501 © 3, PTO Insurance, Carry Over Expense, Teacher Appreciation, and Volunteer Appreciation.

**Communication**

Nirav brought forth discussion on whether to proceed forward with Facebook page for PiP. Everyone in agreement that it would further enhance parent communication and add a sense of cohesiveness throughout the school and work well with initiatives being brought forth from school Facebook page. VOTE: Nirav motioned for approval for school Facebook page, Rebecca second the motion. All in favor-unanimous, all opposed-none. Kim discussed considering doing a PiP Directory and trying to do so sooner rather than later. It was agreed to move forward with Lapathon initiative and to allow time for John to meet with Mark to determine IT capabilities to determine if paper or electronic version will be more user friendly and offer ability between two systems. Board will follow up on initiative once John has met with Mark to come to general consensus on best platform. Kim expressed the effort being put forth to receive email blasts efficiently to properly communicate information. First monthly newsletter has been informative way to get information out to parents and has been well received. She is currently in the process of adding the teacher’s favorites and wishlists as well.

**Volunteers**

Marcia was not able to be present for meeting, but did indicate information to be communicated. She indicated that volunteer forms are being completed and background checks are being returned. This will be helpful in securing more volunteers for the school and PiP. The volunteer FB page is up and running and many volunteer spots are in use. There has been positive feedback from volunteer spot being used as a platform for parents to sign up as well. Marcia is currently working on defining room parent role and getting copier training. She is also helping the initiatives to assign a room parent to each MYP and DP teacher. In addition, she is looking for ways to increase volunteer support as we are in need of volunteers to fulfill carpool, school based volunteering, as well as other opportunities for PiP.

**Committees**

Aundrea was not present for the meeting but provided information to be communicated. She indicated that we secured 3-4 volunteers on average for each committee at the back to school picnic. We also secured co-committee chairs for the Hospitality Committee. The Garden Project has been postponed due to construction that will be used as a platform for equipment for construction this Fall. Aundrea indicated that she needs to confirm the January 17th date with the school for the International Festival. Hospitality committee was discussed with needs for supplies needing to be met for upcoming meetings. VOTE - Initial proposal to fund hospitality committee with budget for $300 was motioned by Jennifer. Stephanie seconds the motion. All in favor-unanimous, all opposed-none. Stephanie will touch base with Hospitality Committee to help them with understanding role and getting supplies.

**Programs**

Kathie indicated wanting to send home a career-week guest speaker form for parents to fill out to gather more information on parents roles so that they can be called upon if needed to pool resources from existing sources to help for PiP initiatives we would like to present for Career Week and other Speaker opportunities. Consensus was to hold off on that initiative temporarily until we move forward also with the directory in the event we can capture all that information as one initiative to simplify for parent communication. Kathy expressed wanting to see if Box Top Money could be given to fund counselor initiatives. Box Top money is still in account with school and final decision as to the delegation of funds is still in progress. PiP was asked to fund PYP initiative for Magic Show at the cost of $800. VOTE – Board would like for school try to pull financial resources from existing Box Top Funds. Existing Box Top 2012-2013 balance was $1676.44. Kathie motioned, Stephanie second, all in favor-unanimous, all opposed-none. Nirav will discuss with school to see if funds can be delegated to counselor initiatives to fund counselor programs. Kathie discussed building approval for general meetings and working on finalizing dates for general meetings as well as any other needed dates. Kathie indicated her program of focus to be with Lap-A-Thon, Family Fun Night, Bike Rally, 4 Parent Socials a Year, and General Meetings. Kathie needs approval for building for October and will follow up on that as well.

**Lap-A-Thon**

Stephanie discussed briefly initiative for Lap-A-Thon to gather more ideas to present for final proposal. Ideally she would like to involve MYP and PYP in a cohesive manner. The discussion involved expense and cost to operate website that will offer appropriate platform and that can possibly be used for Family Fun Night as well to serve cost effective purpose. Nirav will look into site as well as comparison of others. The schools wish list was discussed as main focus for where contributions would be given to aid the school in improvements, as well as discussion of possible prizes and rewards for kids and other activities as well.

**End of Meeting 9:38 pm**