

CHIPA Meeting Minutes October 14th, 2015
3:00 – 3:50 pm

Attendance: Sarah Carroll, Christina Copenhaver, Polly Carlton, Carrine Pomaranski, Karen Libby, Dan Besselsen, Kelly Bulloch, Casey Ressler, Amanda Cozzens, Mary Shiller, Alicia Walker, Christina Ianitelli-Klee, Missy Russell, Michele Shane

1. All were welcomed and introductions were made
2. No additions made to agenda
3. Reviewed Recent Activities:
 - Classroom Picnics – Well attended by all classes. Infant & toddler picnic were combined. Alicia Walker presented the idea of having the classroom families join together again in the spring for another group activity.
 - Fall Harvest Festival – Carrine Pomaranski chaired this year's event. This event consisted of crafts, games and a luncheon. Approximately 280 attended. Many volunteers supported the success of this event.
 - New Family Contacts - Room parents contacted all new families before school started. Two new lower elementary students recently joined Jill's class and additional children will soon be joining the Primary and Toddler classrooms.
 - **Action Point:** Missy Russell will provide their contact information to the necessary room parents. A reminder to reach out to these new families was discussed.
4. Reviewed Upcoming Events:
 - Mom's Night Out – October 29th at the Ware House Market. The Falconers will host this event from 6 – 9pm. Invitations have been sent out and Missy Russell encouraged bringing friends from the community. If attending, please RSVP.
 - **Action Point:** All room parents are asked to please invite new moms to this event.
 - Pumpkin Fun Day (Lower Elementary) - October 30th
Mary Shiller reported that a format has been set. Games and crafts that have a focus on pumpkins will be part of this fun day.

- Holiday Art Market – November 13th & 14th. This event is a fundraiser. Missy Russell announced that we will need volunteers for clean up, set up, and to be cashiers. Food will be available for purchase and a poster coloring station will be provided for the children.
- Horizon Book Day – November 14th. Karen Libby will be chairing this year’s event. The theme will be United Nations’ “Year of Light”. Karen along with a few volunteers will be decorating the window on November 7th. Karen will be in need of volunteers to work this event.
 - **Action Point:** Karen will send Christina the volunteer recruitment letter. This letter has a link to the Google document where volunteers can sign up. Christina will forward to all room parents who are then asked to send this out to their respective classrooms.
- Classroom Harvest Feast –
 - Toddler : November 23rd & 24th
 - Primary & Elementary: November 24th
 - **Action Point:** All room parents are asked to contact their respective teachers to see how they can be of assistance.
- Gala – The Gala will be held on May 6th. No additional information is available at this time.

5. Administrative update.

- The head of school, Michele Shane briefed us on the board member selection process as well as the Children’s House 10-year plan. Highlights of this plan include: a 7 point strategic plan, a goal to ensure long-term financial stability, continuing to support professional development and the expansion of the junior high program.

Respectively submitted,
Christina Ianitelli-Klee
CHIPA Secretary