

EEHSP General Meeting Minutes

Thursday, October 15, 2015

EEHSP Board Members in Attendance: Naim Moore, Freddy Murray, Michelle West, Colleen Schaller and Hillary Chybinski

Administration in Attendance: Dr. Mitchell and Mr. McLaurin

Faculty in Attendance: Robin Cottone, Kathy Evans and Emily Duffy

Co-President Introductions and Welcome.

The meeting was called to order and Freddy and Naim welcomed all attendees. This meeting is being broadcast via LiveStream (for the first time) for parents that are unable to attend in person.

Claire's Samples

A representative from Claire's Gourmet was in attendance to present some treats, explain the products available and describe how their fundraising program work. They have an 80%+ retention rate with schools. If we can get 200-300 (out of our 1,000) families to sell approximately 8-12 products, we can expect to gain approximately \$3,000 - \$5,000. Claire's also accepts online orders shipped directly to customers (for a price) or to the schools. Pre-Thanksgiving and pre-Easter are the best times to run the program. Claire's can also provide samples for Back to School Night and they will do a kick-off assembly if the principals would like. We earn a certain dollar amount per item (approximately \$5.25 per item). Volunteers would be needed on delivery day for order picking. Parents would need to come to school for pick up.

Updated Budget and Last Meeting's Minutes

Two small changes to the budget were made (discussed and agreed upon at the last meeting). An additional \$200 donation from the Garden Committee was actually reallocated to cover the cost of QuickBooks (\$150), and the remaining \$50 is to go to the Publishing Center. No disagreements were voiced. The minutes from last month's meeting (and all future meetings) can be found on the website, here: <http://eehsp.org/minutes/>

Volunteer Clearances

The EEHSP will follow District guidelines for EEHSP volunteers. The details are being outlined and will be disseminated to all EEHSP Members. According to Dr. Mitchell and Dr. McCarthy, the administration WILL allow families to attend the Halloween Parties on October 30th without obtaining a District Volunteer Badge. Notice will be sent home tomorrow. Check with your child's teacher on party protocol.

Principals Report

Dr. Mitchell – Enfield

Last night was Curriculum Night, which focused on the education organization. Feedback has been very positive. Teachers shared what the children will learn while they are here.

Enfield Administration is in the process of finalizing the interview process for a new music teacher (Mr. Lee is leaving). Sample lessons were held with some of the candidates and children.

Enfield's Costume Parade begins at 9:30 on October 30th and parents should report immediately to the back of the school.

Dr. McCarthy - Erdenheim

The Costume Parade will now be at 10am. The parade route was modified to be a longer loop. Parking will be available in the upper lot (near the cafeteria), behind the high school (by the maintenance shed) or at the Middle School.

Some parents recently received a notice home regarding RtII Processes. There are three levels of instruction: all kids get Tier 1, Tier 2 is for the children that need an additional level of support, such as instructional aids and reading specialists and Tier 3 is further instructional support.

Both schools are reviewing their absence procedures, and tightening up controls. For an absence excused – a note needs to come in within 3 days. This is PDE Law and not a district requirement. Please send in notes for latenesses AND absences. No particular format is necessary, it can be a form filled in or a hand-written note. Excused absences do not include family vacations, however there is a protocol for that. It's important to send your kids to school, the number of absences impacts our district's "grade" on the statewide school performance profile number.

Treasurer's Report

Colleen didn't have anything new to report.

Committee Reports

Spirit Wear

The committee is finalizing what the fall campaign will be. The campaign will be ready to go out to families in the next few weeks, with a 2-week purchase period. We are hoping to have an online outlet as well. Items to be sent home before the start of the Winter Holiday Season. We made over \$400 in sales at Spartan Fest, that was all profit. Dr. McCarthy & Dr. Mitchell encouraged EEHSP to set up

Spirit Wear tables during conferences to sell spirit wear, and Committee Chairs will be in contact to make arrangements.

Spartan Fest

A very successful first time event! A successful Food Truck event needs 1 truck per 300 people. We had estimated 1200 people, and had 6 trucks. Next time, we plan to add 2 more trucks. We don't get to pick the trucks, they pick us. At current time, we estimate a \$3,000 profit. Port-a-potties were a necessary expense. A survey will be sent to district families to solicit feedback and suggestions for a similar future event.

Book Fairs

Erdenheim - 11/2 – 11/6. It will be open on Election Day. The Preview Day will be Monday 11/2 from 9-3. Set-up will happen on 10/30 at 3 pm.

Enfield – 11/16 - 11/20. Set-up will be held on the morning of November 13th. Preview day will be on November 16th. The Book Fair at Enfield will run from 10-12.

Family Nights will be on the Wednesday Night of both fairs. We offer several challenges in addition to the book fair that allow the teachers to purchase additional books. We had \$1000 that expired and was lost. We will work to promote that better to avoid any lost dollars in the future. All for Books money and raffles goes to All for Books, and Scholastic matches our money and gives books to foundations that give to children that need books. Information and links will be made more available this year. Online Book Fair earnings goes directly to product. EEHSP relies on the cash earned at the physical Book Fairs to offer their programming throughout the year.

Directory Sales

Elisa and Susan are working on the directory and looking to distribute them in early November. We only have 71% of family's information (7 out of 10 families). The opt-in form is good until your child leaves 5th grade. If you aren't sure that you completed an opt-in form, you may contact Susan. Opt-In forms must be completed for EACH child. Dr. Mitchell asked if we have considered sending out a survey about the directory to gauge interest and usefulness. We have not, but will consider that suggestion moving forward. Orders are being taken and directories are \$15. We have 180 orders in so far.

KidStuff Books

Money was due on October 5th. Books should be coming home soon.

Square1 Art

Art is being shipped on October 22nd. Parent order forms will come home in November, and products will be delivered in early December.

First Grade – Grade Level Event

The First Grade – Grade Level Event will be on November 13th at Enfield from 6-8:30p. The Franklin Institute will have a science show and there will be a Food Truck to replace donated food done in the past. Kids can play games and make slime. Flyers are going home Friday, October 16. Families must RSVP to attend, the only cost is for Food.

New Business

Outdoor Classroom

We are actively looking for a Chair for this committee, as well as members to participate. Lisa Kempner is our Volunteer Coordinator and will be sending out additional information.

The Dads' Committee

We are also actively looking for participants for this committee as well.

Thank for attending – the meeting was adjourned.