

**EEHSP General Meeting  
Enfield Library  
October 14, 2014  
7:00 p.m.  
DRAFT MINUTES**

**Board Members Present**

Lisa Kempner, Charlotte Igou, Stephanie McNeil, Melissa Gatewood

**Board Members Absent**

Kris Steen, Karen McGlinchey

**Others Present**

Tim Straub, Susan Lee Houser, Jackie Sullivan, Chelsea Kuzma, Michelle West, Sarah McFadden, Beth Michner, Naim Moore, Fred Murray, Tracy Shechtman, Ann Goodman, Aruna Padmanabhan, Kim Briggs, Kathy Evans, Hillary Chybinski, Julie Ebner, and Joanne Hastings

**Nominees for EEHSP Board, Lisa Kempner**

- Director of Purchasing: Michelle West was nominated and confirmed.
- Recording Secretary: Linda Cortese was nominated and confirmed.
- Communications Liaison/Webmaster: Elisa Seeherman was nominated and confirmed
- Assistant Treasurer: Marty Longstreth was not present so was not confirmed.

**Enfield Report, Dr. Mitchell (Kathy Evans presented for Dr. Mitchell)**

- October 21<sup>st</sup> high school students/fall athletes will be mystery readers
- Friday 21<sup>st</sup> – Title 1 parents meeting
- October 31<sup>st</sup> - Halloween parade at 9:30, followed by class party. ACTION: Need to confirm registration process. Send the kids dressed in costume.
- December 22<sup>nd</sup> - K-1 winter concert will be held on December 22<sup>nd</sup>, to be followed by the classroom parties. ACTION: Need to confirm registration process.

**Erdenheim Report (to have been presented by Dr. McCarthy)**

Dr. McCarthy was unable to attend due to a last minute illness at home, but Erdenheim had just eblasted out their school update, which Lisa Kempner referenced. Lisa also referenced the then upcoming Third Grade Meeting, which was Oct. 16<sup>th</sup>.

**Changes to Operating Policies at Erdenheim and Enfield**

- Copying: Erdenheim, EEHSP supplies its own paper. You are allowed to use the secretaries at Erdenheim and expect to get it processed within 1-2 days. If it is last minute, you cannot use the lunchroom copier between 11:30 and 2:00. Enfield process remains the same.
- Enfield Stars of the Week will have lunch with Mrs. Alston, and no longer appear on Hall of Fame by the gym.
- Apple attendance line now sending out automated voicemails.
- EEHSP policies on when to send paper vs. electronic communications with families. We will use electronic communications (eblast and facebook) for one way notices and send paper home for things that require a response. General consensus with this new policy, but interest in seeing if there is a way to make eblasts more attention grabbing or send at a more opportune time.
- ACTION ITEM: Lisa will update the official copying policies in the google drive for all chairs to have access to and reference.

### **Treasurer's Report, Charlotte Igou**

- P&L for July-October was handed out, showing bulk of income so far has come from Directory Sales.
- ACTION, ALL MEMBERS: Please review Quick Reference Financial Guide

EEHSP, now that there is an acting Secretary, will send minutes from previous meeting out before next meeting, as well as a draft financial report.

### **COMMITTEE REPORTS**

#### **Garden Committee**, Tracy Schectman

Through a previously applied for grant, the committee received \$200 from the Random Garden Club. Tracy will be seeking additional donations from local businesses. Could be a good project for high school kids for community service. ACTION: Hillary Chebinsky to provide mailing address to Tracy to send thank you note.

#### **Directory Report, Susan Lee Hauser**

- District imposed a new policy to have signed consent to be included in the directory this year, but we still got an 83% opt in response rate, which isn't too bad for the first year we had to do it.
- 272 orders at \$15 each, totaling approximately \$4000 in sales.
- Hope to get directory out in the next 2-3 weeks.
- Later this year, we may survey the population about interest in a digital or on line directory option. Someone mentioned we may want to consider getting feedback prior to the survey from the School Board to see if there are any issues with an online directory.
- ACTION: Consider mid-year reminder to sell any left over.

#### **Box Tops, Jackie Confer**

- All the classes have been collected.
- Dr. Mitchell did not want box top parties going forward, instead \$25 gift certificate to Barnes & Noble, Amazon, etc. to winners. Needs to be consistent between schools/classes so Erdenheim will also have prizes instead of pizza parties.
- Currently have \$548 worth of box tops, with a goal of \$3000.
- Nominate a Giant – October 31<sup>st</sup> – someone who stands up to bullying. Character limit of 140. Can win \$25,000 for school.
- Monday October 20<sup>th</sup> - Snip and Sip party at Jackie's House – bring scissors and favorite beverages.
- Winners to be announced before October 31<sup>st</sup>.
- ACTION: Consider reaching out to community organizations such as senior centers, group homes, etc to assist with collection and cutting.
- ACTION: Consider providing further direction via eblast on best ways to send in box tops to minimize work for committee chairs and members.
- ACTION: Ensure teachers are aware of box top collection to address concern of some members who have sent kids in with box tops and had them sent home.

#### **Fall Fun Fest, Lisa Kempner**

- ACTION: All members asked to help publicize the event and generate attendance.
- Challenges with mapping the 5K were discussed.

#### **Book Fair, Stephanie McNeil**

- Working with Reading and Literacy Specialists to make Book Fair more about the reading than about the fundraising element.
- Plan is to run challenges, competitions between grades on number of pages read, raffles, etc. Prize will be books. Working to ensure fairness between varied reading levels between kids and classes.
- ACTION: Stephanie and Hillary working on a communication/eblast to provide details on the program.

### **First Grade Event, Naim Moore**

- November 14<sup>th</sup> from 6-8 pm, two presentations.
- Continuing with Science theme, working with the Franklin Institute. Slime was really popular last year - will be included again this year. (FYI, Science Explorers fee had doubled.)

### **Breakfast Buddies, Naim Moore**

- November 18<sup>th</sup> and 19<sup>th</sup> from 8:00 – 8:40, communication to go out shortly. Consider adding language to ensure folks know it's a LIGHT breakfast.
- ACTION: Provide recycling bin in the gym to capture the bottled waters.
- ACTION: Someone suggested we consider finding sponsors -- Phila-Bagel in Jenkintown – Vicki Ard has worked with the district before and been pretty supportive, Whole Foods, etc. Weavers Way Coop in Chestnut Hill. Consider Bagel Buddies for the name. Someone else urged us to try to stay local and support our local businesses. Someone else pointed out that Doug Buchanan is affiliated with a local bakery.

### **Green Committee, Hillary Chybinski**

- Collecting juice boxes for recycling, spent markers, glue sticks at school
- Entenmann's Little Bites Bag also being collected but not at school, at Hillary's house

### **Surplus Committee, Kris Kasabon**

- Committee divided into teams that will work with Enfield and Erdenheim schools to implement the proposal made at the end of the 2013-14 school year.
- Next steps are to meet with schools to determine plan forward.

### **Mini Grants, Kris Kasabon**

- This year, focusing on grade level mini grants in the \$700-800 grant level.
- Recommending that the team leaders for each grade submit on behalf of each grade submitted to grant committee, principals review and then passed on to EEHSP.
- Hoping to see if someone from the committee could come to the schools and talk to the teachers about the new direction the team is going in – would be great to have Kris and/or Lisa could join. Looking to do within the next two weeks.
- ACTION: Lisa to speak with the principals to determine best way to communicate and manage.

### **Artist in Residence, Kris Kasabom**

- Working to develop collective RFP for Enfield and Erdenheim.
- Committee will review proposals, make recommendation for presentation to EEHSP.

Meeting adjourned at 8:40 p.m.

Respectfully submitted,

Linda Cortese

Recording Secretary