



**Board Meeting Minutes**  
**Thursday August 19, 2021**  
**Via Zoom and in person at ECS 2:00**

**Attendance:**

	Role	Name
X	President	Amanda Ford
X	President Elect	Carrie McCann
X	Vice President	Lori D'Elia
	Treasurer	Lynn Van Houten
X	Secretary	Lee Edwards
X	P. Ambassador Lead	Gwen Eaton
	Hospitality	Samantha Gorman
X	Cultural Arts	Allison Blatz
X	Book Fair/Pic. Day	Lisa Fore
X	Lend A Paw	Natalie Newell
	Yearbook	TBD
	Art Show	Kate Cerullo
X	School Supplies	Colleen Icenhower
	Café Days	Marina Adams
	Scrip	Meredith Webster
	Social Committee	Ashley Johnson
	Field Day Committee	TBD
	ECS Teacher Liaison	TBD
X	Communication Committee	Meredith Webster

**Preparation Items:**

- Review Agenda

**Action Items:**

- Vote to approve Budget - approved
- Vote to approve July 23, 2021 meeting minutes - approved

**AGENDA:**

**Fundraising:**

- **Membership Drive-Amanda Ford**
  - 139 Families and 45 Staff - we are on track for memberships
  - Prize: Totes for first 400 that signup - totes have arrived
- **Café Days- Marina Adams**
  - First Ordering Period Sales: \$23,995.45 Profit: \$7,400

- Next Ordering Period: 8/20 – 8/28
- First day of café days: 9/6
- Feedback from first week?
- Status on finding replacement lead?
- **School Supply Kits - Colleen Icenhower**
  - Swapped two boxes that were ordered in error
  - Feedback on working with Kennedy? Went well. No missing items. Will use them again.
- **Spirit Night- Ashley Johnson**
  - First Spirit Night –9/15 at Culver’s – Need teacher/staff volunteers to serve. 10% of proceeds from 5-8pm go to ECS. Culvers ask that we have 3 staff per hour to serve. We want to do a save the date.
- **Scrip-Meredith Webster**
  - First Ordering Window - November to go along with teacher appreciation. PA’s will let parents know what Scrip is.
- **School Pictures – Lisa Fore**
  - Fall Picture Date (Individuals) – 9/21
  - Makeup Date and class pictures – 10/27

### Budget - Lynn VanHouten

- **Budget Update**
- **Treasurer Report**

### Programs and Services:

- **Lend a Paw : Natalie Newell**
  - Completed 2 workdays in July (7/23 and 7/30) and 1 workday in August (8/7)
  - Next Workday: 10/24 2pm – 6pm - list will go out closer to the date.
- **Cultural Arts Update: Allison Blatz**
  - 2021-2022 Grant Application Deadline 9/14 (aiming for 9/10 submission) - Hoping to receive the full \$800 grant. Next meeting should know what performances are selected.
- **Hospitality and Staff Appreciation Update: Samantha Gorman**
  - Next Stock the Lounge: 9/1, 10/18, 11/1, 12/1 Great feedback from first luncheon and mugs to staff. Trying to stock the lounge the first of every month.
  - Next Staff Luncheon: 12/9/21 (Holiday theme)
- **Parent Ambassadors: Gwen Eaton**
  - Staff Birthdays – Discuss how to handle - point PA’s to teachers' favorite things lists.
  - Lunch Duty Sign ups (K-5<sup>th</sup>) Live - push lunch duty sign ups.
  - Lunch Blitz Prize: Culver’s ice cream for class to fill Lunch Duty Sign up 1<sup>st</sup> - Class that fills up for the quarter K-5.
  - Family Fun Fest (October 22<sup>nd</sup>)
    - Grade-Level Baskets for Raffle
- **Teacher Support Update: Carrie McCann**
  - 17   Staff have submitted for reimbursement to date (Confirmed PAWS membership)

### Communication - Meredith Webster

- Review Consolidated School Calendar – September

### Miscellaneous – Amanda Ford

- Front office is in need of donations of small sized clothing for K and 1<sup>st</sup> “accidents”
- PAWS-Sponsored Rewards for middle school behavior management, LiveSchool (Susan White)
- PAWS T-shirts – who still needs one?
- Teacher Liaison (Open)
  
- Ms White came in and let us know about LiveSchool. Culvers will sponsor items like ice cream, lunch, etc.

**Important Dates:**

**Aug 17-19<sup>th</sup> Curriculum Nights TBD**

**Sept 1<sup>st</sup> – Stock the Lounge**

**Sept 15<sup>th</sup> – Half day, Spirit Night @ Culver’s**

**Sept 16<sup>th</sup> - Teacher Conferences, No school**

**Sept 21<sup>st</sup> – Picture Day**

**Oct 22<sup>nd</sup> – Family Fun Fest**

**Oct 24<sup>th</sup> - Lend a Paw**