



## **EPS PA Minutes for Class Representative Workshop Friday, September 7, 2012**

Note: from 7:45-8:25 am, breakfast was served to the EPS PA attendees, by Chef Ian at the newly opened EPS cafeteria. The attendees dined at the administration conference room.

### **Attendance (per sign in sheet)**

**Desiree Eden**, President, 11 grade class rep  
**Angela Kavounas**, Secretary  
**Lisa Brashem**, VP of Communications  
**Alice Ryan**, Co-VP of Teacher Appreciation  
**Diane Najm**, VP of Volunteerism  
**Anne Corley**, Past President  
**Vickie Baldwin**, Liaison to the EPS PA  
**Leisl Bohan**, 5<sup>th</sup> grade class rep  
**Mica Voskuil**, 5<sup>th</sup> grade class rep

**Amy Hallman**, 5<sup>th</sup> grade class rep  
**Laurie Goetsch**, 6<sup>th</sup> grade class rep  
**Stephanie Brooks**, 6<sup>th</sup> grade class rep  
**Merav Netz**, 7<sup>th</sup> grade class rep  
**Arianne Burnham**, 7<sup>th</sup> grade class rep  
**Leslie Laird-McConnell**, 7<sup>th</sup> grade class rep  
**Valerie Horvath**, 8<sup>th</sup> grade class rep  
**Debbie Dimmer**, 9<sup>th</sup> grade class rep  
**Kim Merino**, 10<sup>th</sup> grade class rep  
**Leigh Ann More**, 10<sup>th</sup> grade class rep

### **8:20 am Welcome**

Desiree Eden, EPS PA President welcomed everyone.

Desiree Eden's opening remarks included her vision for EPSPA this upcoming year..."I looked to the building dedication video at the founder's mission and implementing the EPS mission "Think Critically, Act Responsibly, Lead Compassionately and Innovate Wisely."

This year will include focus on research and development (R/D) to develop and fine tune the procedures and a process for the EPS PA to follow; using

the EPS PA time efficiently and effectively in benefiting the EPS community.

### **Diane Najm EPS PA VP Volunteerism** **Volunteer Support**

Desiree introduced Diane Najm, EPS PA VP Volunteerism and thanked her for coordinating to have both of the guest speakers. Diane spoke of her past involvement with the EPS PA community, EPS PA. Diane spoke on the volunteerism and how fortunate that EPS had had such active and committed parents.

Diane shared how her in volunteering Olive Crest program she had the opportunity to hear the speakers and how she came to become acquainted with Biz Enrich and how it precipitated inviting the keynote speakers to today's seminar.

Diane Najm, introduced the keynote speakers, Dr. Julie Miller and Mr. Peter Di Santis of Biz Enrich.

Diane Najm, spoke of Dr. Julie Miller's biography, which included being passionate about education; as a former English teacher and high school administrator.

### **Keynote Speaker - Dr. Julie Miller** **"Productivity, Professionalism & Protection"**

Part of Dr. Julie Miller's presentation included a power point presentation (note, technical difficulties)

Good Writing = Good Business

Building best e-mail practices - Productivity, Professionalism & Protection

Dr. Julie Miller shared the following insights:

When discussing a matter via e-mail, when not to send any further e-mails;

After 3 e-mails have been exchanged then it is time to pick up a phone and address the matter. Otherwise topic can get confused and cause delays or confusion.

When writing an e-mail, open with a greeting to set the tone of the e-mail (informal vs formal). Punctuation can also set the tone of an e-mail (! vs ,).

When writing an e-mail, have a closing such as “Sincerely”, “Best”, “Kind Regards” ; closing to included contact info (e-mail or phone #). Note: a “signature block” should not be used as a closing to an email.

When writing an e-mail, closing to included pertinent contact info (e-mail or phone #), don't clutter it up with;

- Years on served on the board
- All forms of contact info
- Quotes, sayings, lyrics
- Cartoons, graphics

When writing an e-mail, Manners do count; remember “Please and Thank You”

When writing an e-mail, (so it is easy to read and not distracting to the reader):

- The text font size should be within the range of 10-12 (not larger)
- The text font should be Arial or Verdana
- The text color should be black
- The background color should be white
- When writing an e-mail, if multiple topics are presented; then organize topics by most important and list in descending order.

When writing an e-mail, don't use jargon, abbreviations &/or emoticons

When writing an e-mail, abandon “text message” style writing/communicating

When writing an e-mail, send attachments with caution

When writing an e-mail, beware of the “reply all”, “forward”, “cc”, “bcc”, “read receive”, “high priority”;

- “cc” – when an e-mail is received as a “cc” then no action needed
- “Bcc” – is not effective
- “high priority” – Is a matter of opinion
- “response time” – Is a good stand in establishing a timeline as to when to expect a status or conclusion of a matter

When writing an e-mail, use the subject line to summarize not to describe content;

- Action required \_\_\_\_\_ respond by \_\_/\_\_/\_\_
- FYI \_\_\_\_\_
- Question \_\_\_\_\_

When writing an e-mail, remember there can be a liability in using e-mail;

- No secrets or matters of confidentiality
- Business Records
- Internet, it is indestructible (can't take it back)
- Speed of Internet (there is no lag or down time)

Legal risks:

- Disclaimers – not regarded
- Copyrights – need the source to give permissions to use
- Offensive or disruptive messages
- Discussing competition (other schools)

A friendly reminder/ rule of thumb in writing e-mails;” that anything you write should be able to be published on the front page of a newspaper” and “what would your mother say”

When reading/acting on e-mails have an established time (uninterrupted) to read/or respond and scan subject line/sender to address the most important ones first;

- Do it now if under 2 minutes
- If not yours – delegate
- If you can't do it now – defer it

- Done with it – delete (no clutter)

Good News – Bad News “E-mails are forever”

### **9:35 am meeting break; 9:40 am meeting resumed**

Desiree explained contents of attendee’s bags;

- Lanyard (EPS logo) donated to EPS PA from EPS, attached to badge holders Note; badge are in process of be set up & using the clear holders will enable everyone to place a photo of their student on the reverse side of the badge
- Bingo cards (to be used by next keynote speaker)
- Chocolate kisses (to be used by next keynote speaker) Note; Desiree referred to her daughter Angelika and how chocolate pieces in solid state could be melted together and again become into solid state; resulting in the coming together of the individual pieces to make a unified bigger piece; similar as all the pa parents that are coming together working for the same one purpose of enriching the EPS community.

### **Keynote Speaker - Mr Pete Di Santis** **“Best Practices for Effective Meetings”**

Desiree introduced keynote speaker Pete Di Santis. Mr Di Santis, part of the presentation included a power point presentation

Effectiveness vs Efficiently the difference is;

- Effectiveness = doing the right thing
- Efficiently= doing well

“The goal of climbing the ladder of success – make sure that it leans on the right wall”, “How do you eat an elephant – one bite at a time”

A video titled “Cowboys herding cats” was shown as example of how some meeting are organized /run.

## The A, B, C & D of effective meeting:

### A is for Agenda:

- Focused
- Purpose
- Start Times
- Outcomes

### B is for Be Prepared:

- Agenda - sent out beforehand
- Handouts – sent out beforehand
- Right Participants – get the information to the appropriate parties
- Assignment – stay on task
  - Time keeper – to ensure meeting stays within start/end time
  - Task master – to ensure discussion/decision on agenda items
  - Post it Notes – a pending (parking lot) for items not on agenda
- AV- Test the AV equipment onsite, prior to the event
- Room – see that the layout of the meeting room meets specification

### C is for Conduct:

- Make introductions
- Restate the purpose of the meeting (formation or action)
- Ground Rules
- Process of who is to speak
- Parliamentary Process – Roberts Rules
- Process for decisions
- How to handle off topic discussion or conflict
- Define roles – task master, time keeper
- Stay on track with the topic
- Review – what was done &/or what needs to be done; deadline and by whom
- One voice – once a vote has been made on a matter (even if not unanimous) that is the decision of the body (even if you don' agree with it)
- Schedule – set plans for next meeting
- Evaluation – self -evaluation of how well you did in getting through the agenda

D is for Delegate – delegate to other groups (committees) R/D &/or implementation as needed

- Outcomes- Don't delegate tasks...delegate outcomes.
- Executive Committee – needs to communicate their vision
- Charter – a project plan
- Discuss – discuss opposed votes to passed motion...be diplomatic

Executive committee individual votes cast to be closed.

Plan out meetings/events at least 1 month ahead

All of the above mention is part of the process to run the meeting – being prepared. Each member is a representative of their constituency.

Desiree announced that she will have a copy of the slides and notes available of “Best Practices for Meetings”

**10:30 am meeting break; 10:40 am meeting resumed**

**Lisa Brashem, EPS PA VP Communication**

**&**

**Jennifer Cross EPS IT Webmaster**

**Engagement – Our Community – PA Blog**

Desiree introduced Lisa Brashem, EPS PA VP Communication and Jennifer Cross, EPS IT webmaster to discuss the NEW EPS PA Blog.

The EPS PA Blog is still in the development stage – hopefully will be up and running within the next several weeks. Some of the features include;

- PA weekly updates
- Class &/or school wide sign –up to volunteer EPA PA events
- Class &/or school wide sign –up to attend EPA PA events
- Photo Gallery
- EPS PA Bylaws
- EPS Meeting Minutes

- School Calendar (EPS PA has a designated category)
- Building dedication photos uploaded

Lisa Brashem, requested that all suggestions for the EPS PA blog to be sent directly to her.

Jennifer Cross clarified that even though it is called a blog, it is in fact a fully functional website.

Jennifer Cross showed and “before” and “after” photos of the EPA PA webpages and various highlights (uploading photos into galleries F&A) as part of her power point presentation. Jennifer also stated that areas/features (minutes, forms photos) of the website could password protected.

Vickie Baldwin announced that she has the list of all the EPS parents on which they designated if they wanted their student to be included/excluded in public EPS photo images; and she will filter out all the excluded photos prior to uploads to the EPS web site.

Lisa Brashem, stated that there will be an established procedure for submission of photos to be uploaded onto the site.

A question from one of the attendees was, “what is the process for the casual pictures parent take at social functions, class outing & etc? Vickie stated that it would be worked out on by individual class levels.

A question from one of the attendees regarding use of grade level email list was, “...for class events not officially hosted/sponsored by EPS or EPS PA, but rather by an individual parent(s)...” can the grade level distribution list be used? Vickie Baldwin responded that they can use the e-mail addresses from the directory.

Vickie went on to explain that in the past parents had complained that their contact information was being used for non-EPS communication. EPS has a responsibility to safeguard contact information that has been supplied for the exclusive purpose of EPS communications. Vickie noted some of the e-mails are at their workplace. Moreover, the EPS contact information is not used to promote or solicit for any business endeavors.



Vickie Baldwin announced that sometime next week she will develop a list of questions for the new families and requested the class rep communicators call the new families after the second full week of school to check in and ask how school is going; to get feedback of first day from the parents. Class Rep Communicators, to submit questions, concerns and/or suggestions collected to Desiree Eden, EPS PA President.

Desiree Eden introduced Chef Ian, EPS Food Service Director. Inquired how everyone enjoyed their breakfast. The attendees erupted with their compliments and praise. Thanked everyone for their warm welcome.

Chef Ian spoke of his culinary bio which included that he developed the Microsoft commons from the ground up over four years; and how he came to join EPS. Chef Ian stated that this year was “Research/Development” if seeing how the students reacted to the food, menu and snack options. He shared his view and passion of what he envisioned culinary for the EPS community. Currently in place in the cafeteria:

- Breakfast – before school
- Salad Bar
- Food line – includes starch, vegetables and protein options
- Food line – includes vegetarian mainstream dishes (not separated)
- Soup – two options
- Flavored water – exp. Citrus & mint, students can fill their water bottles
- Fridays – Chef’s Choice
- Menu Plans – information two weeks out

In the process:

- Quick grab – sandwiches; protein/vegetarian
- Afterschool snacks- cliff bar, kind bar & GFB bar

In the future:

- Non-school functions – catering on-site
- Non-school functions – catering off-site
- Cooking Classes – For EPS Parents
- Cooking Classes – afterschool EPS Students
- Boxed dinners – daily excess lunch menu for 2 & 4persons priced a la carte
- Preordered dinners - for 2 & 4persons priced a la carte

Desiree Eden thanked Chef Ian for the wonderful breakfast and the lovely meeting room refreshments that included a chocolate waterfall.

Desiree thanked everyone for attending and invited them to enjoy the refreshments.

Seminar ended at 11:30 am.

**Respectfully submitted**

Angela Kavounas  
EPS PA Secretary

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