

EPS PA Minutes for Summer Executive Committee Meeting Wednesday, August 10, 2011

In Attendance

Vickie Baldwin
Lisa Brashem
Anne Corley
Laura Hamilton
Kristina King
Kevin McQuade
Libby Miller
Diane Najm
Alice Ryan
Karen Triebes

Introductions

Vickie Baldwin, new development director at EPS, was introduced. She will support and help the PA with events. Fundraising is her major focus and she will work closely with Terry Macaluso and the Board on the fundraising campaign; she is also working on admissions.

Kevin McQuade introduced Kristina King, the new admissions assistant.

Board introductions were made.

Update from Kevin McQuade

Admissions were very successful this year. The current student count is 239. Ten new faculty and staff were hired. A new building will open for administration offices. Average classes are 14-18 students. Teacher to student ratio is still 8:1. The boy to girl ratio is 60:40.

EPS will host a film screening of "Finding Kind," a film that is the product of some young film students at Pepperdine in response to the "mean girl" phenomenon in middle and high schools. The event is at the Kirkland Performing Arts Center on Monday, September 26th at 7 p.m. It offers the opportunity to see/talk candidly about the issue of bullying, especially related to girls.

The first Open House is October 15th. Four Open Houses are scheduled this year. Kevin is targeting a specific list of "drop off" locations for postcards. Parent volunteers are being sought to help with the process of getting the word out about the Open Houses.

A new horse program will be introduced through Hooves with Heart, and the possibility of a Riding Club will be pursued.

Communications Position

Betsy Smith offered at the last meeting to take on a communications role for the PA. We would need to amend the bylaws to add her to the executive committee as a VP. But, she could serve on the executive board as an advisor. Laura Hamilton said it is an important role on the Board, and should be an executive board position, even if it remains unfilled. This will be discussed at our next meeting, with Betsy present. Vickie suggested making Betsy an advisor this year and then looking at the communications role as a permanent VP position in years to come.

EPSnet Executive Committee Distribution

Does it make sense to include Vickie's name to the distribution list? The emails go to parents only. Laura suggested forwarding appropriate emails to Vickie, Terry, Kevin, as needed. Vickie wants to be a support to the PA, so she doesn't want to be out of the loop. The committee discussed the advantages and disadvantages of this.

PA Mission and Engaging the Community

What are we supposed to be doing as the PA? From the bylaws, it states, *"The purpose of the EPS PA is to promote community, hospitality and volunteerism. The association's mission is to facilitate and enhance the relationship and communication between our families and the school, to support the school's exceptional learning environment, and to enrich the educational and social experience for families, students, faculty and staff."*

We are a commuter school and we are trying to establish a sense of neighborhood. What do we think is our mission? The committee agreed that our mission is what is stated in the by-laws. Discussion ensued about our goals. We discussed attendance at meetings, what topics are a draw to parents, opportunities for parents to participate in meetings via phone, skype and webcam, increasing volunteerism and participation in school/community activities, use of the EPSnews to link parents to the PA website with updates. Vickie will check with Jonathan Briggs to determine the feasibility of employing methods for parents to participate in PA meetings if they cannot attend in person.

A discussion about approving and posting the PA minutes took place. It was decided that minutes from meetings will be approved by the board each month. Board members and class reps will be responsible to get any information for the EPSnews to the Secretary each week by Tuesday, and the Secretary will then send one email to Tina Hadden on Wednesdays by noon.

We discussed PA participation at Coffees with Bart and Sam.

Meeting Schedule

Anne Corley recommended the Executive Board meet monthly and the General Meetings occur less frequently. Laura recommended the Class Reps attend the Executive Board Meeting. Discussion ensued.

We reviewed our meeting calendar for the year. The result was as follows: General Meetings in September, October, January, February, April and May. There will be no

General Meetings in November, December and March. We discussed adding speakers to the General Meetings to attract higher attendance. General Meetings would include a brief update from Class Reps, a general announcement would be made about opportunities for volunteers, and finally a speaker would make a presentation. Vickie can reach out to the staff for speakers. People/topics might include: Jeff Adair, Kelly Moore, Terry Macaluso, construction project, Spring adventures, Hooves with Heart.

We agreed the Executive Committee will meet every month, except December.

We will invite Terry to speak at the first General Meeting in September.

Class Reps Update

We have Class Reps for all grade levels except 12th. Last year we had a workshop for Class Reps at a luncheon and Terry spoke about the year ahead at EPS. It was suggested the Class Reps be asked to come to the Parent Coffee on the first day of school, and stay afterwards for a meeting—for the Executive Committee and the Class Reps to meet, to discuss expectations, and share ideas.

Budget

The budget is not finalized for 2011-12. It was suggested to add in a line item for the cost of ice cream for the social in September.

The budget will be reviewed in detail at the September Executive Committee Meeting.

Picnic Status

Class picnics are scheduled for every grade except 12th. The 12th grade picnic is pending.

Fall Events

First Day of School

Parent Coffee

Ice Cream Social

Betsy will take care of the social and would like volunteers.

Fall Harvest Event

The event is scheduled for October 21st at The Bellevue Club. Save the Date cards will go out in late August. In early September, the real invites will go out electronically. RSVP and payment methods are to be determined. Raffle tickets will be given and a door prize will be awarded—a weekend stay at The Bellevue Club, donated by the Club.

Halloween Bowling

This is planned by the 6th grade and is not a PA event. It is mostly attended by middle school students.

Adult Bowling Event

The event is scheduled for January 27th at Lucky Strikes. The ticket cost will include bowling, appetizers, etc.

Calendar Review

The PA will assist with the EPS Open House at the beginning of the year and the BBQ at the end of the year.

Other Business

Vickie asked the PA to make phone calls to new families after the first two weeks of school. It was recommended the Class Reps take on that responsibility, calling new families in their grade level. This will be further discussed at our next meeting. Vickie will generate lists with phone numbers for the Class Reps.

Respectfully submitted by Lisa Brashem.