

EPS PA Minutes for Class Representative Workshop

Tuesday, September 6, 2011

In Attendance

See attached sign in sheet attached.

Introductions

Introductions were made by the Executive Committee and all Class Reps.

Review of PA Mission

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 community of 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.

Overview of Class Rep Responsibilities

--Maintain up-to-date class distribution list.

--Serve as email conduit for class families. Class Reps may keep a separate email list of students in their grade level. The school requires us to be protective of parents' email addresses, so Evites are not acceptable. If Class Reps feel someone on the administrative staff should see a class email, send a copy to Vickie Baldwin, our PA liaison, at vbaldwin@eastsideprep.org.

--Attend PA General Meetings; send a summary of the meeting, including upcoming events and volunteer opportunities, to grade level families.

--Volunteer for and attend events organized by the PA as well as encourage participation among grade level families.

--Organize grade level get-togethers for parents and students during the school year.

--Call new families after the first full week of school to check in and ask how school is going; submit questions or concerns to Anne Corley, PA President and to Vickie Baldwin. The PA would like to develop a FAQ for new families next year.

--Distribute postcards for "Finding Kind" and Admissions Open Houses during the year.

--In the Spring, seek successors as class representatives; reserve venue for back-to-school picnic.

Communications Procedures

Use epsa@eastsideprep.org to communicate with the Executive Committee.

Use classreps@eastsideprep.org to communicate with class representatives.

Any announcements for the EPSnews, sent out by the school on Fridays, need to be sent to Lisa Brashem by Wednesday morning, 11 a.m.

Financials

Budget to be finalized at the first General Meeting, September 15th.

Reimbursement forms for expenses are available on EPSnet. If your expenditure is a donation, an expense form should still be submitted so the PA can keep track of all expenses.

Fall Events

Campus Beautification on October 8th

Fall Harvest, for staff and parents only, on October 21st

Halloween Bowling on October 30th

Next General Meeting

Thursday, September 15th, 8 a.m.

Respectfully submitted by Lisa Brashem.