

**Minutes**  
**John Eaton Elementary School Home & School Association (HSA) Board Meeting**  
**March 11, 2008**  
**6:00-8:00pm**

**Present:** Carolyn Barnhardt, Kim Bayliss, Stephanie Berger, Mark Boss, Laura Broach, Kelly Ellsworth, Jacqueline Gartrell (partial), Caroline Joss, Diane Magruder, Jeanie Mah, Erica McKinley, Aisha Murray, Matt Paul, Stratton Penberthy, Shaun Seaberry, Courtney Tolbert, Stuart Weiser, Tysan Williams, Lisa Woods, Gwen Wright

**Absent:** Sheri Carline, Cathy Conger, April Payne

**1. Socializing and enjoying potluck dinner (6:00-6:30)**

**2. Welcome, thank yous, and review of agenda**

**3. Approval of the Minutes of Feb. 12 Meeting:** Stratton moved to approve the minutes, Matt seconded and they were approved.

**4. Treasurer's Report: (Stratton):**

- See attached Income & Expenditures report
- Footloose (Staurt): If DCPS bills us \$1000 for security expenses as budgeted, then the net profit will be \$1749, slightly better than the \$1500 budgeted. If we are not billed for security, then our profits increase to \$2749.
- Politics & Prose bookfair (Stephanie): We probably netted about \$2500 (not including receipts from Comet Pizza )

**1. Principal's Report (Principal Gartrell):**

- Partnership with GWU: George Washington University has a **Literacy Cooperative Program** in which Masters students in Education participate, many of whom are "career-switchers" and experienced professionals. Students in this program are required to complete internships. Ms. Gartrell has proposed to GWU that the LCP partner with Eaton so that we may benefit from mature, grad-level interns in our classrooms. The proposed scenario would have LCP interns paired up with Eaton teachers who have at least 5 years of experience. Many Eaton teachers have taken graduate courses at GWU, and we have hosted interns from the GWU "Model" program, so the university is familiar with our school. As part of the partnership, Eaton teachers could take up to 15 hours of graduate courses from GWU. The goal is that Eaton would start with 6 or 7 interns, 4 days/week, 9am-2pm, beginning Sept. 2008. We would still maintain our connection with the "Model" program.
- 6<sup>th</sup> Grade Transition scheduled for SY2009-10: In today's LSRT discussion, we discussed possible ways to bring in an additional pre-K class next year (SY 2008-9) and then add yet another pre-K the following year (SY 2009-10). We are looking at the vacant classroom space currently available in the building (including JEAP areas) that could be transformed in to pre-K classrooms with a minimum of structural renovation. We do not have next year's school budget to work with yet, and that will impact what we can do. Ms. Gartrell feels that we should start with an added class of some kind by next year in order to be more prepared for the loss of 6<sup>th</sup> grade the following year.

Kim Bayliss asked if the LSRT might present this proposal to the wider Eaton community to get input on what the community thinks Eaton should do to adjust to the 6<sup>th</sup> grade transition to middle high. Ms. Gartrell said that the LSRT has been working towards drafting a well-thought out set of options that would be presented in a spring community meeting.

**1. Safe Routes to Schools Program (Jeanie):** The DC Dept. of Transportation (DDOT) is initiating a

program to evaluate and improve safety and traffic conditions around school campuses to encourage students to walk or bike to school. To kick-off their Safe Routes to Schools (SRTS) Program, DDOT will select one public school that serves a subset of grades K-8 in each ward to be a pilot school. Pilot schools are expected to maintain a volunteer team that will work with DDOT in encouraging students to walk and bike to school. Pilot schools will receive education, enforcement and engineering support from DDOT, including:

- Pedestrian (lower grades) and bicycle (upper grades) safety training in the classroom
- Increased law enforcement from the Metropolitan Police Department within the School Zone
- Planning and possible implementation of engineering changes (including sidewalks) to improve the safety of children walking and bicycling to school

Jeanie feels that Eaton has a decent chance to be selected as a pilot school in Ward 3 because of the mix of transport our students use. We have students who walk and bike/scooter from home or from bus/Metro stops, but we also necessarily have students who must be dropped-off in cars close to the school, which makes a structured and enforced traffic pattern around the school that much more important. There is also a density of other schools, a daycare center and Macomb community center/playground surrounding Eaton that would benefit from DDOT's increased attention around our school. It would be great if we could get one or more dedicated crossing guards since children cross 34<sup>th</sup> St. at two busy intersections. Jeanie will get Eaton's application together (due May 1<sup>st</sup>), which will require school-wide participation.

- Letter of support from the principal (Ms. Gartrell has already agreed to write)
- Letters of support from citizens or organizations in the community
- Student tallies of how they get to/from school, administered by teachers
- Parent survey of students' modes of transportation to/from school

While on this subject... **bike racks are now available in the front courtyard of the school for students and staff to use. Thank you to Cathy Conger for requesting them from the DC office in charge of biking activities!**

#### 1. Brief Reports on Recent and/or Ongoing Events:

- a. LSRT meeting (see Principal's Report)
- b. Eaton hosted Open Houses Feb. 28 and today, Mar. 11<sup>th</sup>. Although sparsely attended, we talked to some enthusiastic inbound families(Kelley).
- c. Politics &Prose Bookfair, held Mar. 8-9, grossed about \$2980 from book purchases, which is only slightly less than last year. We received most of the wish list books. Comet has yet to report revenue, yet indicated that they appreciated the extra business. Courtney noticed that there were many Eaton alum families at the bookstore and commented that the formalization of an Eaton alumni association would really boost attendance at fundraising events like this. (Stephanie Berger)
- d. Footloose Dance 2/27 (Stuart): A success!
- e. Fundraising
  - ENF has \$75,000 in pledges but only about \$59,000 has been paid. Have received a suggestion that we send out a "bill" with the recommended ENF amount to all families at the start of the school year. It was also suggested that families who had pledged but have not paid in-full may have simply forgotten and would respond to a mailing or call. Kim will give Lisa the letter she and Rose Audette used to encourage late-year contributions to ENF. A few volunteers said that they would help Lisa call ENF pledgers in a phone-a-thon.
  - Sunrise senior home is planning to contribute \$200 to the ENF in thanks for the 2<sup>nd</sup> grade performance. Courtney has been writing to the heads of PNC bank, SunTrust and other corporations who have advertised themselves as wanting to be involved in local communities. The idea is to have a corporation underwrite Eaton's HSA budget (or portions thereof).
- a. Instructional Support and Music Instruction (Kim Bayliss): The Eaton Arts task force has learned that every DCPS school in NW offers music instruction that is funded by DCPS, in some cases via the Fillmore Arts Center. Fillmore spends twice as much on instruction

per student than Eaton does through its HSA-funded music teachers. Fillmore has limited space and does not have any more space for applicants right now. The task force feels that there is widespread support for music instruction and feels the next step is to survey the Eaton community about what type of music program to implement. However, it has been evident that the HSA needs to re-evaluate how many teachers we can financially support. Before we implement any music program, we need to discuss what the next HSA budget will look like, which is dependent on Eaton's school budget (budget for SY2008-9 hasn't been received yet).

- b. Grocery Program (Lisa Woods): The program co-chairs currently feel the program is a large amount of effort for relatively small profit. However, when Eaton families link their Safeway Club, Giant and Harris Teeter customer cards to John Eaton (can be done online or in the store), we do get a lot of funds from that whenever people shop at these stores.
- c. Principal Selection Process Update (Kelley): Kelley e-mailed the Chancellor since we have not heard whether or not Ms. Gartrell has been approved as a permanent candidate. The Chancellor referred the decision to John Davies, who has not gotten back to us. We were told we would be informed by Feb. 29. *DC Voice* is convening a meeting this Thursday at 6:30pm at the Cleveland Park Library. The Chancellor will attend so it is important that Eaton parents attend. [Follow-up: At the DC Voice meeting, the Chancellor said that she expected to complete interviewing all interim principals by the end of April.]
- d. Election Day Cantina (Jeanie Mah): We netted \$1142 and sold 76 raffle tickets at \$5 each. We raffled off a dinner for two at New Heights Restaurant (donated by the owner, who is an Eaton alum) and a chocolate model of the Capitol, purchased at Costco. Feedback is that we should have more chocolate chip cookies and cupcakes for sale in the afternoon (might not be as much of a factor if school is suspended for the general election). Kim suggested that we plan on doing the Cantina for the general election.

1. Discussion of Staffing Options for Next Year: Kim suggested that this discussion be deferred until the spring community meeting, tentatively scheduled for April. That way, we can get a larger range of input.
2. Discussion of Leadership Positions for Next Year: Matt and Stratton are willing to continue as Co-Treasurers next year. Kim suggested that we heavily recruit for officers at the spring community meeting since we may get a wider volunteer pool. Kelley was hoping to have commitments earlier so that the next year's board could have 1 or 2 meetings, overlapping with the current board, prior to the end of this school year. If you are interested in a board position, please contact Kelley.

### **3. Upcoming Events/Issues:**

- a. DC Vote meeting: Thursday, March 13 at 6:30pm, Cleveland Park Library.
- b. Auction (Erica McKinley):
  - Erica talked about getting an underwriter(s) to help defray auction expenses as the values of donations are down. Kim suggested that a small group approach SunTrust (where the HSA has their account) and ask them to underwrite the auction for \$5000.
  - There will be an Auction Spirit Week, class competitions in an effort to reach parents through the enthusiasm of their kids.
  - Erica will attend the next faculty meeting and offer to run errands, get supplies, etc., to help teachers with their class projects). The hope is to free up teachers' time so that they will donate time for outings/special activities as auction items.
  - We are considering offering drink tickets this year to defray the cost of alcohol.
  - E-mail Erica ideas at: *Togetherwecan08@gmail.com*
- a. 6<sup>th</sup> grade activities (Monica Boyd, Karen McAdoo):
- b. Spring Musical, May 30 & 31<sup>st</sup> (Kim Bayliss): About 60 kids are involved in cast and crew. Kim is submitting a grant proposal to the ANC for \$1000 (which they have provided in the past). Phronie Jackson is organizing fundraising bake sales, and the first one will be

on the Wed. before spring break (3/19). In order to cover costs this year, we are doing a big push for ticket sales. We can seat 300-350 at each performance. Gwen said that the annual meeting of the Cleveland Park Historical Society will be in May and she will ask if she can have a table to sell tickets for the musical.

- c. Sally Foster SY2008-9: Stephanie Berger asked if we would like to do the Sally Foster fundraiser next year because their marketing person has contacted us to sign us up. Stephanie will not be able to co-chair next year. The feeling was generally positive about repeating the fundraiser since we made our budgeted goal and the effort was manageable.

**1. New Business**

**2. Adjourn (8:15 pm)**

Submitted by

Jean C. Mah