

Minutes
John Eaton Elementary School Home & School Association (HSA) Board Meeting
November 13, 2007
6:00-8:00pm
John Eaton Library

Present: Carolyn Barnhardt, Stephanie Berger, Don Blanchon, Mark Boss, Laura Broach, Kelley Ellsworth, Jacqueline Gartrell, Renee Jones, Caroline Joss, Margie Lidoff, Jeanie Mah, April Payne-McMillian, Stratton Pemberthy, Shaun Seaberry, Joy Carroll Wallis, Tysan Williams, Alex Wilson, Claudia Withers, Lisa Woods

Absent: Kim Bayliss, Sheri Carline, Cathy Conger, Matt Paul, Courtney Tolbert

Start time: 6:33pm

1. Socializing and Looking over Budget

2. Welcome, thank yous, and review of agenda (Kelley):

We thank the following folks for their generous time and recent efforts on behalf of our the Eaton community:

Stephanie Berger and Jennifer Azzariti - Sally Foster Gift Wrap Co-coordinators
Lisa Woods and Sheri Carline – VPs of Fundraising, for keeping the ENF campaign alive and thriving.

Dana and Shelley Grasti – Eaton Block Party Co-coordinators

Pam Alozie – Macomb Halloween Parade Coordinator; she’s been running it for 11 years and doing an excellent job!

3. Approval of the HSA Minutes of October 16 Meeting: Lisa Woods moved to approve, Mark Boss seconded and the minutes were approved.

4. Treasurer’s Report (Stratton):

Stratton inquired as to who should have signatory rights on the SunTrust payroll account. It was decided that VP for Personnel, Kim Bayliss, along with Co-Presidents, Kelley Ellsworth and Mark Boss, should have signatory rights. Stratton will present a copy of these meeting minutes to the bank in order to effect these changes. Claudia Withers moved to approve these changes to the payroll account, April Payne-McMillian seconded and the change was passed. Stratton said that all other names attached to the SunTrust account were current and in order.

FYI - SunTrust charges us extra if cash bills are not deposited facing a uniform direction.

Notable items in the budget:

- The Block Party netted \$1,404; we had budgeted \$5000.
- Stephanie Berger reported that Sally Foster has netted almost \$6,000, as budgeted. On-line orders are still being accepted until mid-January. Enter “507247” as the group account #.
- Lisa Woods noted that the value (\$1,980) on the “Auction Receipts” line should be moved down to “Auction Expenses”.

5. Principal's Report (Principal Gartrell):

Crossing Guard - Ms. Gartrell has requested a Crossing Guard for 34th and Lowell St. from DCPS, who wants to know the percentage of students who walk to school vs. are driven.

DCPS change – The way in which DCPS groups schools has changed from “divisions” to “clusters”. Eaton has a new Instructional Superintendent working with our cluster, which includes schools geographically close to us.

Principals' Breakfast and Snack - Ms. Gartrell thanked participants in this month's breakfast and snack and today's open house, which 26 visitors attended.

Emergency Procedures and Drills - Caroline Joss asked if Eaton has any lockdown procedures, other than fire drill procedures. Ms. Gartrell said that we have just turned in our emergency response plans, but she agrees that we need to have a practice. Eaton currently has both shelter-in-place and evacuation procedures. Ms. Gartrell estimated that Eaton's last non-fire emergency drill was 2 years ago.

6th Grade to Deal – Someone asked when DCPS now plans for 6th grade to be transferred to Deal. Ms. Gartrell said the current timeline is for the 2009-10 school year, which means that this year's 4th graders would attend 6th grade at Deal

6. Brief Reports on Recent Events:

- . LSRT meeting held November 13 (Laura Broach): There were two main items of discussion: 1) principal selection process – The Chancellor described some criteria for retaining our interim principal as permanent, if the Eaton community so desires it, at her Nov. 7th appearance; 2) A community meeting is scheduled for tomorrow, Wed., Nov. 14th at 6pm in the library. It will focus on Eaton's standardized test scores and how our current curriculum and teaching structure is changing in order to strengthen student performance on these tests. The next LSRT meeting is Dec. 11th at 4pm.
- . Sally Foster (Stefanie Berger): The Sally Foster representative has asked if Eaton would like to continue with SF next year. We have apparently made our budgeted goal with this fundraiser, so it looks like we will do it next year as long as we can recruit chairpersons. Mark Boss suggested that we profile the top SF seller(s) in the Eaton newsletter.
- . Fundraising (Lisa Woods):
 - ENF – Ms. Natarajan's (O'Neill's) class is in the lead for percentage of families pledged. The amount collected to-date is \$65,210 (\$18,620 has been pledged but not collected yet) towards our goal of \$75,000.
 - Box tops – We haven't been able to contact the chairperson of this fundraiser, Beyana Sebour, so the status of October submission is unknown. Next date for submission is in the spring.

- Annual Fund – The low-key, update-on-Eaton mailing early in the year has yielded \$2551. The major mailing for this fundraiser will be in December.
- Book Fair – A flyer was sent out to all teachers soliciting their input as to how we can increase participation in the annual Politics & Prose book fair, especially among the higher grades.
- . Principal’s Breakfast and Snack, November 7 (Mark Boss): B’fast was well-attended (15) and very cordial, with sincere interaction. Firefighter LaCore’s wife was briefly at the breakfast and expressed appreciation for Eaton’s contributions. The snack will be held in Ms. Gartrell’s office in the future since the library is in use for classes until 3pm.
- . Meeting with Chancellor Rhee, November 7: The meeting started promptly at 6pm. As hoped, the Chancellor addressed the principal selection process for schools that currently have interims. Kelley pointedly asked her that if John Eaton as a community communicated to her that we wanted to keep Ms. Gartrell as our permanent principal, would there be any other potential obstacles to making it happen. The Chancellor’s staffperson for principal selection procedures responded that DCPS might “push” Eaton a little to open up our search; but then the Chancellor herself said that she wouldn’t stand in the way of what the school wanted.
- . Instructional Support (Mark): There has not been a 4th grade co-teacher to-date. Recently, someone has been interviewed by Ms. Gartrell and is expected to start shortly. The 5th grade co-teacher started about 2 weeks ago.
- . Public Policy (Caroline Joss, April Payne-McMillian): A reporter from *The Northwest Current* interviewed Eaton folks for a story about Michael La Core. We would like to submit an article to the *Washington Post* about the LaCore family and Eaton’s response.
- . Block Party
- . Halloween Parade

7. Upcoming Events/Issues:

- . Positions to be filled: We still need a VP of Communication. Danna McCormick is no longer managing the Eaton website because it has become unfeasible for her to do the job gratis. Susan Eastman is looking into taking that job over, along with the 6th graders.
- . Car Raffle (Tysan Williams) – Today, red envelopes were sent home in backpacks, containing an intro letter and a raffle ticket, to be bought by that family or sold to someone else. If every family sold 2 tickets, our profit would be \$41,000...if 1,000 tickets are sold, our profit would \$30,000, etc. The RCN channel is running a free ad for our raffle all month.
- Tysan is contacting radio stations to run public service announcements on our raffle and has posted flyers at local businesses. S
- ome tickets are being bundled into groups of 10, to be sold that way.

- We need volunteers to sell tickets before and after school, during JEAP, and in front of grocery stores, etc. Tickets can be obtained from the main office, as well.
- Room parents are getting info to forward to class parents via e-mail.
- There is a tracking process to discourage fraud from people keeping the money from raffle sales.
- Class and teacher prizes have been negotiated with the Omni Shoreham.
- Remember, **SELLERS OF RAFFLE TICKETS MUST BE 18 YEARS OR OLDER.**
- The price of tickets is NOT tax-deductible.
- Drawing will be on Sat. Dec. 15th at the Cleveland Park Club.
- April Payne-McMillian suggested that Kojo Nnamdi on NPR would be willing to have Kelley and Mark on his show to advertise the raffle.
- Grocery Program (Margie Lidoff): Emily Thornell (a new Eaton parent) will co-chair this project with Margie. Margie has ordered certificates from Giant and Brookville. An Eaton parent works at Yes! Natural Foods and they are willing to sell Eaton certificates at a 10% discount. Certificates would be valid at all Yes! locations.
- School Directory (Caroline Joss): We have about \$800 in ads so far. There are about 80 outstanding student entries that Emily is following up on. The directory will go to the printers in about two weeks. We could potentially have the directory pay for itself if we were more aggressive about getting ads. Someone suggested that Janney elementary collects about \$7,000 in ads in their directory.
- Auction (Joy Carroll Wallis) – There have been 2 planning meetings already, drawing about 18 volunteers so far, half of which are newly involved parents. Erika McKinley is co-chair and has experience from chairing the NCRC auctions. A logo and theme have already been implemented: “Together We Can!” Pending the Finnish Embassy’s confirmation, the auction is scheduled for May 3rd. Five hundred lapel pins with the rainbow “Together We Can!” logo have been made up at a cost of \$1 each. The auction committee may sell them and/or use them for promotional purposes. One idea is to mount a lobby display with a rainbow posted for each donation, along with pictures of the HSA-funded staff, to explicitly communicate the purpose of the auction. The major solicitation for auction donation will be in January.
- Christmas Tree Sale (Don Blanchon): Nov. 29th is the delivery date for trees. The sale will continue for 3 weekends (3rd weekend will depend on swiftness of sales). Last year, trees were all sold by the first half of the 3rd weekend. Each class will be asked to provide a certain number of volunteers to help sell. We especially need volunteers for the evening of Nov. 29th to help put together tree stands for 300-400 trees. Stratton suggested that new wood might be needed for the stands. Tysan will recruit additional volunteers to sell raffle tickets during the sale. Don asked for help in publicizing, and Caroline and April volunteered to help. Don also suggested that we sell Eaton apparel during the sale because

people buy them as holiday presents. April volunteered to decorate the fence to attract customers.

- LaCore family support (Mark): Mark expressed appreciation to Ms. Tate for letting us use the refrigerator to store the LaCore food contributions. The first delivery of food was last Friday (food was delivered because Michael was not at school that day). Cards for the family can be given to Ms. Gartrell. Checks/monetary donations can be addressed to Madeleine LaCore. Food contribution sign-up is located in the lobby.
- Community Survey about Principal Selection: To be sent home in backpacks on Thurs. Nov. 15.
- Newsletter (Katherine Raphaelson, Steven Weinberger, Christina Finkelstein): None of the editors were present.
- Box Tops (see above # 6.c.)

8. Possible new items/projects to consider:

- Baskin Robbins fundraiser (Kelley): Would be conducted in the same manner as the Politics & Prose book fair, with a percentage of sales on a designated day going to Eaton. B & R suggested a date in the winter, but might want to put them off until warmer weather.
- SunTrust fundraiser (Kelley): SunTrust currently has a promotion that anyone opening a new account can designate \$100 to charity of their choice. Now is the perfect time to open an account for your child/children and designate Eaton!
- Phone-a-thon: An idea on how to follow-up on ENF pledges. Lisa Woods and Sheri Carline want to put this idea “on hold” for now. Yuk, yuk.
- Presentation about college savings plans (Kelley): People liked the idea of being presented with general info and the range of options, but were not interested in hearing a pitch from one particular plan.
- Discussion next month about Deal: Karen McAdoo suggested we invite Melissa Kim (Deal principal) and Eaton alums at Deal to present at Eaton. Good idea!
- Other - Chinese language program (Alex Wilson): The Eaton community is so very pleased with Ms. Ronda Kong Rui in her role as our Chinese teacher. She is working closely with Ms. Maggie Ma at Deal MS and Wilson HS. We expect the program to continue in collaboration with HanBan through the 08-09 school year. A range of possible options is being discussed to keep the Chinese language program strong at Eaton beyond SY 08-09. It fits in with our school mission to be committed to academic excellence with a focus on world cultures.

9. Meeting adjourned at 8pm

Submitted by

Jean C. Mah