

**1. In Attendance:**

Andrea Doan	President
Meredith Atkins	Vice-President
Karen Yeh	Secretary
Jia Li	Volunteer Coordinator
Christine Han	Community Coordinator, Pre-Elementary
Kristin Wyatt	Community Coordinator, Lower/Upper/Middle Schools
Minnu Kotha	Invited Guest - Board Liaison
Monica Maling	Invited Guest
Sonja Everson	Invited Guest

**2. Review minutes from June**

**3. Welcome Picnic- September 4, 11:30 a.m. (Wed)- Finalize Planning**

- Picnic is for new students and new to level (1, 4, 6 grades) – 84 new students
- Set- up time: 10 a.m., food set up: 11 a.m.
- Ordering food from QFC: sandwiches (Monica)
- Pick up food from QFC (Kristin)
- Costco run for other food: apples, cheese, mandarins, etc. (Jia)
- Set up tables and chairs according to template (Igor)
- EPC trifold by basketball court (Monica)
- Tote bags to give to new families (Monica). T-shirts will be given to all students on the first day of school.
- Jackie will have a table with paperwork
- 2 tables with write your own name tags (Monica)
- Table marker held up by plastic library stands (Monica)

**4. EPC Friday Coffee: What's New? – September 6, 8:45 a.m.- Finalize Planning**

- Sign-up sheets for volunteer opportunities during school year: volunteer sheet at coffees
- No smoothie day this year
- Monthly breakfast for teachers. Provide vegetarian, vegan, GF, DF options. Examples: muffins, bagels, fruit, boiled eggs, etc. Volunteer via Sign Up Genius. September (Kristin), October (Jia)
- How to inform and engage parents about volunteer opportunities? Coffee? On Portal? Need follow up and descriptions of duties, so parents know what to expect and how much time is needed (Jia and Monica)
- Updates available on what's happened recently- poster, white board, photos? (Monica)
- Karen will send sample teacher/staff preferences survey to Monica who will send to and collect from staff. After the surveys are returned, she will send out to Community Coordinators who will then send to room reps to distribute to parents.

**5. Cultural Fair- September 21, 12:00- 3:00 p.m. - Planning Update**

- Meetings: Sept 6, 13, 20 at 9 a.m.
- Sign-up for volunteer opportunities

**6. Picture Days- October 1st & 2nd- Volunteer Call**

- Overall students enjoy working with photographer.
- Volunteer opportunity sign-ups: 4 parents to help move line along. 3-4 hour a.m. & p.m. shifts. (Monica)

## **7. EPC Newsletter- September 4**

- Items to include: #4, 6 and 7, 11, 12
- Karen and Monica work together to send out
- Karen was briefed by Kathy regarding timelines and formatting. Karen has past newsletters for reference.

## **8. Parent Info Nights-September 3, 4, 12**

- Speak about EPC and ways to get involved
- Sept 3: Room Reps will mention during New Family Visit for grades 1-8 (no EPC)
- Sept 4: Room Reps will mention at Pre-elementary Parent Info Meeting at 1:15 p.m. Each Room Rep will be in their own classroom. (no EPC)
- EPC representatives to speak at Info Nights as follows:
  - Lower Elementary Info Night (Meredith)
  - 4th and 5th grade Info Night (Noah will do 4<sup>th</sup> and 5<sup>th</sup>)
  - Middle School Info Night (Kristin)
- Still need reps for Mezzo A, B, 3, Room 5

## **9. Sno-King- Planning Update**

- Kathy is taking the lead to contact the rink to book the date. No response yet from rink.
- MLK day (no school), Monday, January 21, 2019, 2:50- 4:50 p.m.
- Plan to get 2 instructors for 2:50 - 3:50 p.m. at \$1/hour = \$120 (Same as last year)
- Opportunity to invite new families

## **10. EPC meeting-- Sept. 25 6:15pm (Before Learning Event)**

- Order pizza and other refreshments. Double cut pizza. Monica will know numbers (Monica will remind Treasurer to order)
- Costco run (Andrea)
- Set-up at 6 p.m. Table for food set up at back of room.
- Sign-up sheets for volunteer opportunities during school year
- Speakers:
  - President: Welcome, Introduce Exec Committee and Level Reps
  - Level Reps: Introduce Room Reps, quickly explain function
  - Treasurer Report

## **11. Learning Event September 25th at 6:15pm**

- Dr. Amelia Bachleda on Executive Function (Meredith will introduce)
- Childcare for ages 3+
- Middle school stuents are welcome to attend with their parents. Announce at Info Night.

## **12. Annual Fund Drive Kick-off -- Sept. 30**

- No Gala this year. Bigger push for Annual Fund
- Monica will try to pull in admin, teachers, students. Students holding signs that say something about annual fund on one side and "Thank You" on the other side.
- Idea of having decals or rearview hangers to recognize donors. Students can cheer when a donor arrives at drop off. Sign Up Genius (Monica)
- Sept. 30: Donut handout

- Oct. 1&2: Giveaway
- Idea to ask for specific needs. Perhaps parents/guardians could donate items or their companies could donate or subsidize items.

**13. Ideas to invite parents to feel welcome and connected to Eton and the EPC**

EPC members try to engage parents personally at events, help people feel included, draw in new members

**14. The role of Room Reps: acting as a resource for parents etc...**

**15. Other Business**

**16. Adjourn**

**Next EPC Executive Committee Meeting- Sept 27, 9:00 a.m., Casa 207**