

EPC Executive Committee – Virtual Meeting Minutes

Dec 11, 2020: 9:38 a.m. to 11:18 a.m.

1. In Attendance:

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| • Meredith Atkins | President |
| • Tiffany Sparks-Keeney | Vice President |
| • Karen Yeh | Treasurer |
| • Janani Arvind | Secretary |
| • Laura Potter | Volunteer Coordinator |
| • Charles Potter | Volunteer Coordinator |
| • Monica Maling | Invited Guest (Director of Development (EPC liaison)) |
| • Janice Zhang | Invited Guest (pre-elementary coordinator) |
| • Jia Li | Invited Guest (lower elementary coordinator) |
| • Kristin Wyatt | Invited Guest (Upper elementary coordinator) |
| • Erica Rickard | Invited Guest |
| • Cheryl Wang | Invited Guest |

2. Meeting called to order by Meredith.

3. Approval of 11/20 meeting minutes: Move to Approve: Kristin. Seconded by Jia. Approved.

4. Parent to parent virtual coffee – *review*

Meredith

Thanks everyone for attending and participating in coffee. Another one in January and it will be an evening event, “Happy Hour” similar to December coffee. Questions are different from in person coffee and big group. Suggested to have breakouts for support. Other schools have a separate call for support. Spring we can expect a request to attend virtual coffee again.

5. Sweet Chinese New Year – *planning update*

Jia

Zoom meeting and Padlet planned. Looking for volunteers and materials family can provide. Jia, Cheryl and Erica have a draft for volunteer jobs. Should be rephrased to Lunar New Year to be more inclusive as other Asian cultures celebrate this, too. Community Coordinators should send an email for notifying about event and ask for volunteers needed. Recommended to send request post-holiday. Parents can send videos which coordinators can share it to committee to stitch it together. Two events – based on ages (one for pre-elementary and other for remaining). Jia, Cheryl and Erica will compile a blurb for coordinators (Jia, Janice and Kristin) to send. No additional budget needed. Date is Feb 7 or 14.

6. January Learning Event – *planning update*

Tiffany

Laura Kastner is available for the date we are looking for. She can cover all age groups. Housekeeping – need moderators, do we ask questions in chat or raise hands? She can email invoice to Monica. Tiffany should notify her on general meeting and to share bio about speaker to Monica.

7. Scavenger Hunt? – *planning*

Laura

Idea on winter break-a-thon to engage parents and kids throughout Mid-Winter break. Scavenger hunt costs \$10 a child. Scheduling needs volunteers for help. Committee to work on planning for Mid-Winter break-a-thon (Kristin, Karen, Janice, Laura, Tiffany).

8. Staff appreciation ideas – *planning*

Meredith

Staff working really hard. Teacher should feel supported. Ideas from Erica Rickard: Gift card from local stores, Theo chocolate pre-made boxes or bulk orders to put it in boxes ourselves, Padlet of all children and family contribution.

9. EPC Newsletter

Janani

Janani to send a note to Monica and Meredith to confirm newsletter contents.

10. Other business

All

Staff Appreciation

- Will happen the end of January
- Box or bag of Theo's chocolate with a gift card to local bookstore
- Erica Rickard will send price breakdown of gift packages
- We can use some of the Staff Appreciation budget that is allotted for the June luncheon (that won't be happening this year)
- Charles can possibly procure small gift boxes
- Monica has green ribbon for boxes
- In March, EPC will coordinate a Teacher Thank You activity
 - i. A Padlet where families and students can say thank you to their teacher(s); text, photo, video
 - ii. Padlet will be created by Monica using Eton account and sent out through the Community Coordinators to each grade level

11. Adjourn

Vice-President Tiffany Sparks-Keeney adjourned meeting at 11:18 a.m.

Next EPC General Meeting: January 20, 6:00 p.m., virtual

Next EPC Executive Committee Meeting: January 29, 9:30 a.m., virtual

Appendix:

EPC Learning Event: Pandemic Pressure: Calm Parenting in Times of Crisis

6:30 p.m.

Zoom

Pandemic Pressure: Calm Parenting in Times of Crisis

Presented by Laura Kastner, Ph.D.

The current spiraling global health crisis has the power to wreak havoc on our mental health, strain our family relationships and completely undermine our "normal" parenting strategies. But it doesn't have to be that way. In times when something outside of our control happens, it's what we do as parents with what we can control that really shapes our children into cool, kind kids with character.

Though ensuring domestic tranquility will remain challenging as we navigate the coronavirus crisis, we must rise to the occasion. Join nationally recognized author and speaker Dr. Laura Kastner for an empowering virtual talk and Q & A about parenting and relating strategies that will help our children, our partners and ourselves find calm in the chaos. Drawing research-based best practices from her years of clinical practice and from her best-selling "G