

**EPC Executive Committee – In-Person Meeting Minutes**  
**Tuesday, August 17, 2:45 p.m. to 4:17 p.m.**

1. In Attendance:

- |                         |   |
|-------------------------|---|
| · Tiffany Sparks-Keeney | President   |
| · Subha Krishnan        | Vice President  |
| · Nina Helms            | Secretary   |
| · Janani Arvind         | Treasurer   |
| · Monica Maling         | Invited Guest (Director of Development (EPC liaison)) |
| · Arak Sparks           | Volunteer Coordinator                                 |
| · Janice Zhang          | Pre-elementary coordinator                            |
| · Jia Li                | Lower Elementary coordinator                          |
| · Karen Yeh             | Upper Elementary coordinator                          |
| · Kristin Wyatt         | Middle School coordinator                             |

2. Meeting was called to order by Tiffany

3. Introductions and activity Tiffany

- Ball of yarn was tossed from one committee member to the next, connecting each person to the group.
- Each round consisted of a question to be answered by every committee member: How each individually, as a group, and what we hope for the students and staff to get out of this year.
- The yarn formed a scaffold or the framework for all the students and staff to lean into for a safe and productive school year.
- Pictures were taken to add to EPC Newsletter and school website.

4. Review Executive Committee minutes from May Nina  
Move to Approve was Kristin. Second Janice. Approved.

5. New Student/Level Picnic *update* Tiffany

- Monica reported that this event was cancelled by the administration out of an abundance of caution due to rising COVID-19 cases.
- In lieu of a picnic, each teacher will be hosting individual meet and greets with new to school and grade level student.
- No EPC committee member involvement with meet and greets.

6. Parent Education Event- Wednesday, September 29, 2021 at 6:30 p.m. Subha

- Full Bloom Project is the first choice, (Monica will sign contract this week to finalize)
- This will be a virtual event held via Zoom again this year.
- Full Bloom Project asked that as a school community we spread the word about what they do and how they can help children.
- Araks will email each room rep to spread the word, with a link to Full Bloom's Website.

- Subha will ask Full Bloom to write a blurb about what they do so we can post it on Eton's website, in the Community Connection, and be included in Arak's email blast. Subha will forward information to Alice.
- We will brainstorm ideas for the second learning event (in January) at the next EPC meeting in September.

## 7. Coffees

Tiffany

- Renamed Parent/Guardian Coffees to avoid confusion about coffee being just for EPC committee members.
- First coffee was planned for in-person on Friday, September 3, 2021 at 8:30 a.m.
- After meeting was held, the board decided, out of an abundance of caution to cancel this first coffee and reassess for Friday, October 3, 2021 at 8:30 a.m.

## 8. Cultural Fair

Monica/Araks

- Cultural Fair will be held virtually again this year.
- Araks will communicate with room reps and asks parents to send submissions to directly to her.
- Monica and Araks will format information and send link to parents.

## 9. Annual Fund Kickoff October 4-8, 2021

Monica

- Monica will talk to Administration to determine an exact plan for EPC involvement in kickoff.
- Revisit EPC involvement and assign roles at meeting in September.

## 10. Other business

Three topics: Email addresses, Parent Information Night, and COVID Protocols

- Monica will add email addresses for EPC president, secretary, treasurer, volunteer coordinator.
- Email address will have the format of: [epcpresident@etonschool.org](mailto:epcpresident@etonschool.org) etc.
- Parent Information Nights will held via Zoom and listed in the Community Connection.
- Tiffany will record a video introducing EPC to parents and students as well as reiterating that any questions and concerns regarding COVID should be directed to Kris Gaskins, Sonja Everson, or Stephan Hastings.
- There was significant discussion regarding the beginning of the new school year and COVID-19 concerns:
  - Karen and Tiffany reported that other parents had approached them with concerns regarding lunchtime protocols and classroom sizes of upper elementary. Parents are also concerned about specialists going from room to room. Additionally, will parents be asked to sign a COVID-19 pledge? Monica will bring concerns to administration meeting tomorrow.

- EPC members agreed that all questions and concerns should be directed to Kris Gaskins, Sonja Everson, or Stephen Hastings (COVID Liaison).

11. Meeting Adjourned

Next EPC Executive Committee Meeting: September 24 9:00 a.m.