

EPC Executive Committee – Meeting Minutes

Friday 28 April, 2022, 9:12 a.m. to 10:36 a.m.

Attendees:

- Tiffany Sparks-Keeney President
- Subha Krishnan Vice President
- Nina Helms Secretary
- Monica Maling Invited Guest (Director of Development - EPC liaison)
- Janice Zhang Pre-elementary Coordinator
- Jia Li Lower Elementary Coordinator
- Karen Yeh Upper Elementary Coordinator
- Kristin Wyatt Middle School Coordinator
- Maggie Wang Invited Guest

1. Call to order Tiffany
 - Motion to approve –Kristin. Second by Subha Approved.
2. May Coffee Monica
 - Coffee will be held in-person on Friday, 6 May on the patio outside Main building.
 - New families will be invited to attend while their children are doing a classroom visit.
 - Monica requested EPC members to attend to help people find the patio and to help answer questions.
3. Family Game Night, *update* Monica/Subha
 - 14 May 2022 3:00-5:00 p.m., on the Sports Court
 - Monica and Araks finished organizing the event; Volunteer sign up will go out to parents so they can volunteer. Volunteers will need to arrive at 2:00 p.m.
 - There will be no food, so volunteers will need to help set up, float around to help as needed, monitor bathrooms.
 - Nina will put in upcoming EPC Newsletter, reminding families that a parent must be present and that Uncle's will have some games for sale.
4. EPC Job Description Tiffany
 - Subha created a Google doc for all of us to edit with specific job descriptions and timelines.
 - Nina will upload meeting minutes and newsletter templates.
5. Kudos Boards, *update* Tiffany/Monica
 - Tiffany reported that the Kudos boards are much easier than last year. Because she is familiar with how to do them quickly, she volunteered to do them again next year.
 - Monica will push them out to teachers on Thursday, 5 May after the all faculty meeting.
 - There will be a staff appreciation lunch on 16 June. Details will be discussed at our next meeting.

- Karen found a poem that incorporates different candy to show appreciation. Members agreed to make a gift box for the teachers. Tiffany will print the poem on card stock, Karen will pick up all the candy/tea, and Kristin will get the takeout boxes to put everything.
 - The takeout boxes will be assembled for all 65 staff at our next EPC meeting.
6. End of Year Picnic, *update* Subha/Monica
- Monica reported that she booked Marymoor Park, but the area with a large playground was already booked.
 - Members decided to skip activities because Lower Elementary is already having a STEAM day with similar activities involved. Members agreed to bring sports equipment from Eton.
 - Tiffany will pick up Otter Pops and bring scissors and trash bags.
7. Speakers For September Monica
- Eton has created a new committee called DEIB (Diversity, Equity, Inclusion, and Belonging). DEIB is run by Lauren Chase.
 - DEIB will host monthly lunches and speakers to promote growth and learning regarding these topics. EPC will coordinate with DEIB for scheduling purposes.
 - Due to the increased number of speakers, EPC members proposed having Dr. Smith give a state of the school at the parent education night in September.
 - Monica will discuss this proposal with Dr. Smith and update members at our next meeting.
8. EPC Name Change, *update* Tiffany
- The Board of Trustees approved EPC name change to Parents and Guardians of Eton School (PAGES).
 - We will roll the name change out in the fall by sending home bookmarks with all the students. Monica will look to see if she can find a pre-printed bookmark.
9. Other Business
- Discussion regarding Eton School App, and how we can use it to advertise EPC events.
 - Discussion regarding meeting times for next year. Members agreed that Friday mornings still work best for everyone.
 - Tiffany and Subha are going to get together to coordinate the budget for next year.
10. Adjourn Tiffany
- Meeting adjourned 10:36 a.m.

EPC Annual Meeting: 20 May, 2022 at 9:15 a.m.

Next EPC Executive Committee Meeting: 20 May, 2022, 9:30 a.m.