



Board Meeting Minutes

Monday, August 8, 2022

Attendance Grid 8/4/2022:

Present	Role	Name
X	President	Carrie McCann
X	President Elect	Lori D'Elia
X	Vice President	Alison Walters
X	Treasurer	Lynn VanHouten
X	Secretary	Jen Wilgus
X (Zoom)	P. Ambassador Lead	Gwen Eaton
	Hospitality	Mary Beth Roberson
	Cultural Arts	(Vacant)
X	Book Fair	Laney McLaughlin
X (Zoom)	Picture Day	Prudence Michael
	Lend A Paw	Natalie Newell
	Yearbook	Alyssa Pezzella
X (Zoom)	Art Show	Melody DeRienzo
X (Zoom)	School Supplies	Colleen Icenhower
X	Café Days	Amanda Ford
	Café Days	Stephanie Foley
	Social Committee	(Vacant)
	Field Day Committee	(Vacant)
X	ECS Teacher Liaison	Marjan Montamedi
X (Zoom)	Communications	Meredith Webster

Introductions

1. Budget - Lynn VanHouten
 - a. All 5 board members present and approved the 2022-2023 budget. L. VanHouten emailed budget to all. No comments from circulation at Meet the Teacher.
 - b. Mr. Burt to provide PAWS with proposal for an ice machine for ECS sports teams, including annual maintenance costs.
2. Fundraising
 - a. Membership Drive - Carrie McCann
 - i. 151 families (out of ~ 500 families) and 49 staff have joined PAWS to date. There was a PAWS table at Meet the Teacher and another is planned for the Curriculum Nights on Aug 24 & 25.
 - ii. Action: C. McCann to staff volunteers for PAWS membership drive table on Aug 24 & 25.

- b. Café Days - Amanda Ford
 - i. My Hot Lunch Box up and running this week. New food vendors this year: PDQ and Marcos (not just pizza, Marcos has a variety of food options). Chick-fil-A was dropped - most volume, but least profit for this fundraiser.
 - ii. Action: A. Ford to request additional Café Days volunteers from parent population. There are currently 10 parent volunteers for Café Days, but can always use more help.
- c. School Supply Kits - Colleen Icenhower
 - i. 318 kids sold with Kennedy (last year 176). \$21K in supplies (last year \$15K) and ECS receives 8% back as a fundraiser.
- d. Book Fair - Laney McLaughlin
 - i. Book Fair planned for March 2023. No update at this time.
 - ii. Action: L. McLaughlin to connect with Lisa Fore, the committee chair from the book fair last year.
- e. Art Show- Melody DeRienzo
 - i. Art Show planned for March 2023. No update at this time.
 - ii. Action: M. DeRienzo to connect with Mrs. Tatum, ECS contact, and Kate Cerullo, the past book fair committee chairs, on planning (including a new framing company).
- f. School Pictures - Prudence Michael
 - i. Individual School photos planned for Sept 21, 2022 with a Signup Genius. October 21 Picture Day - Class Pictures / Individual Picture Retake
 - ii. Action: P. Michael to connect with Lisa Fore and Colleen Icenhower, prior school photo committee chairs. P. Michael to connect with Mrs. Rice to supply list of student names to the Strawbridge photo vendor. ECS student count around 725 students.

3. Programs and Services

- a. Hospitality- Mary Beth Roberson (Carrie McCann presented M. Roberson's update)
 - i. M. Roberson sent out links for stock the lounge; first staff luncheon complete.
 - ii. Action: All - consider volunteering to assist with the hospitality committee and spread the word.
- b. Parent Ambassadors -Gwen Eaton
 - i. M. Webster will work with G. Eaton to post a request on Facebook pages to fill all open spots for PAs by grade level.
- c. Teacher Support - Lori D'Elia
 - i. Google form to be used for teacher & staff reimbursements. Receipts to be virtually submitted to PAWS (teachers can take a photo of receipts via phone and emailed to PAWS Treasurer email address).
 - ii. PAWS will reimburse every staff member up to \$100 of school-related expenses.
- d. Lend A Paw - Natalie Newell (Carrie McCann presented N. Newell's update)
 - i. First Lend-A-Paw was completed on July 24 with 20 volunteers.
 - ii. Next Lend-A-Paw planned for Oct 23 from 2-5PM.

- iii. Action: Prior to this date, a request may be made to a smaller subset (i.e., the PAWs board) to volunteer to clean up the kindergarten playground area.
- e. Cultural Arts - (VACANT POSITION) Amanda Ford provided the update.
 - i. Action: L. D'Elia /A. Ford - Chair needed for Cultural Arts Committee. Chair needs to attend training. C. McCann may attend if we don't have a committee lead. L. D'Elia/A.Ford to reach out to parent volunteers to solicit a Cultural Arts Committee Chair volunteer (send an email request to parent volunteers in Permission Click, advertise in newsletter, advertise on FB pages)
 - ii. Action: Lori D'Elia and Alison Walters will attend the Saturday, Aug 20th Wakefield High School Art Fair Open House to scope out 2-4 artists that would be invited to ECS to perform in the winter and the spring.
 - iii. August 29 - September 1 Poet Residency will perform for 7th and 8th grades.
- f. Communications - Meredith Webster
 - i. Action: M. Webster to coordinate communications on PAWS FB pages so messages are not competing or repeating.
 - ii. Action: M. Webster to coordinate the calendar with Becky Catlett, ECS Director of Development
 - iii. Action: C. McCann and M. Webster to work together on monthly PAWS Newsletter updates.

4. Important Dates

- a. August 16: ECS Board Meeting
- b. August 23: Teacher Work Day
- c. Curriculum Nights: Aug 24 & 25
- d. August 29 - September 1: Poet Residency
- e. September 15: Half Day
- f. September 21: Picture Day - Individual Pictures
- g. October 21: Picture Day - Class Pictures / Individual Picture Retake
- h. October 21: Fall Festival

Post Meeting Discussions :

1. Events coordinated by Becky Catlett, ECS Director of Development (position previously held by Lauren Manfreda)
 - Fall Festival – Friday, Oct 21
 - PAWS - PAs do the grade level baskets and PAWS rents the rock wall.
 - Action: G. Eaton to coordinate grade level baskets with Parent Ambassadors.
 - Action: C. McCann – coordinate rental of rock wall. Consider if PAWS wants to sell spirit wear at Fall Festival (see Spirit Sale discussion below).
 - Action: Becky Catlett – Gather a committee of parent volunteers to plan the Fall Festival.
 - Fun Run- Date TBD
 - Giving Tuesday- Date TBD
 - ECS 15-Year Anniversary Celebration – Date TBD in the Spring. Plan to unveil the lion sculpture of recycled items by a local Raleigh artist at the 15-year Anniversary Celebration.
2. PAWs Booster School Spirit Sales
 - Action: C. McCann - Gather information to decide if PAWS will take over the booster spirit wear. Use Square account to collect sales.
 - Square account with readers & binders – Carrie McCann has in the binder.
3. More Discussion on Curriculum Night - Aug 23 & 24
 - Action: C. McCann to decide if PAWS sells spirit wear at Curriculum Night.
 - Action: C. McCann to staff volunteers for PAWS membership drive table on Aug 24 & 25
4. 2022 PAWS Teacher Gifts
 - C. McCann showed the group the lanyards PAWS purchased for the teachers as the 2022 teacher gift.
5. Yearbook Distribution
 - Yearbooks still need to be distributed to people that paid. Action: C. McCann to locate the paper list of who picked up books at Meet the Teacher. Future project for Student Council or NJHS to distribute yearbooks?
 - Action: Lynn VanHouten to verify in permission click to make sure people that paid are in green status.
6. Next PAWS board meeting planned for Monday, Sept 12, 2022 at 2PM. Goal is first Monday of each month (but Sept 5 is Labor Day).

PAW Budget Approved 8/4/2022:

	Items Included	2022-2023 Budget	Working Notes
1 DUES, CONTRIBUTIONS & GRANTS			
Surplus from 2022 -2023 School Year		\$ 25,410.79	
Membership Dues	less MTT/K set-up expenses & membership gift	\$ 5,700.00	We made \$6752 last year and spent \$588 on gift bags - if leaving dues the same propose \$6700
2 FUNDRAISING			
Cafe Days	less vendor, supply & MFD costs	\$ 50,000.00	A \$44,000 pending last check
Passive Fundraising	Giving Tree (Apr), Lower, Hams Twice (July/Apr), Social Nights	\$ 2,000.00	
School Pictures	Individual Fall and Group Pics Tribute Ads and Year Book Sales	\$ 5,000.00	Made \$5,200 this year As of 5/12 we've made \$1277. We'll make a little more with physical yearbook sales.
Year Book	less salary to Year Book chair	\$ 1,300.00	
Supply Rm	Yearly Supply Rm (Mar) [minus books purchased for teachers]	\$ 1,000.00	Overbudgeted last year - Made \$1,200 (different vendor)
Book Fair		\$ 5,000.00	
Art Show	March	\$ 1,500.00	
	Total	\$ 96,910.79	
3 PROGRAMS & EVENTS			
Cultural Arts Sponsorship	3 programs/artist in residence; grant application fee (\$400) & (Mar) costs = set-up supplies, cupcakes, prizes, activity supplies	\$ (2,800.00)	Moved down to 3 performances (requested not to have anything the first two semesters) (About \$1200 per
Art Show	Staff Luncheons (\$1300 x2 - 2 pot lucks/treats/soups, snacks, Main	\$ (1,000.00)	Increase to headcount
Hospitality	Quarterly lunch volunteering raffles (\$100/qr), Cafe Days volunteer	\$ (6,000.00)	Increase to headcount and additional festivities that were not done last year
Volunteer Appreciation	Pep Rally Tags (\$700), Quarterly Pep Rally (\$200 per), Day of	\$ (1,500.00)	
School Spirit	(June - balloons/refreshments/plates &	\$ (8,000.00)	Increase to headcount
8th Grade Graduation		\$ (1,000.00)	
Middle School Dances	2 dances (December/May)	\$ (1,000.00)	\$500 per dance twice a year
4 COMMUNICATION & OUTREACH			
Directory	Junglebook (Sept), Carpool World (\$100)	\$ (500.00)	
5 SCHOOL SUPPORT			
Field Trip Support	Generally Support is given to 4th - 8th when females pay more than	\$ (12,000.00)	
Lend-a-Paw Support		\$ (1,000.00)	
Playground Supplies	K-\$150, But: \$350 for balls, nets, jump ropes, etc...	\$ (1,000.00)	
School Clubs	Salary (\$4,000), Year Book \$500 x 2 (\$1000)	\$ (6,000.00)	Potential Updates
Scholarship	(2) \$1000 Scholarships for ECS Graduates	\$ (2,000.00)	
Minor Grants	Update classrooms, clubs (Oct - staff members who belong to	\$ (6,000.00)	\$3000.00 twice a year - upto \$500.00 grants max \$1500.00 if teachers group together Update to number of staff members - keep at \$100.00 - confirmed 75 staff members
Staff Support	(\$100 per staff member) Mystery Science (\$500) & Brainpop (\$2550) - July, Newsela	\$ (7,500.00)	
Tech Support	Items purchased for the auditorium and to support the student plays	\$ (10,000.00)	
Fine Arts (New Budget Item)		\$ (2,500.00)	
6 ADMINISTRATIVE			
Accounting Fees	CPA - taxes (\$600, Nov); Money Minder subscription (\$150, June)	\$ (750.00)	
Supplies	ink/Copies, admin supplies, checks, volunteer tags	\$ (500.00)	
Insurance	(Dec - annual policy renewal for \$255)	\$ (255.00)	
Bank Fees	(includes NSF fees)	\$ (30.00)	
	Total	\$ (71,945.00)	
7 SPECIAL RESERVES			
New Building/15 year school gift	This was placed in a CD to gain interest	\$ (10,000.00)	
Surplus of Reserves to use for events that come up throughout the year		\$ (6,965.79)	
Kindergarten Playground/other improvements in the school	This was placed in a CD to gain interest	\$ (8,000.00)	
Residency Program		\$ -	
	Total	\$ (24,965.79)	
	Budget Total	\$ -	