EAS PTO Board Meeting Minutes  
Monday, September 18, 2017  
9:00AM – EAS Conference Room

In attendance: Kelly Lie, Mary Oemig, Serene Cheung, Meg Tally, Colleen McLaughlin, Brian Healy, Stephanie Develle, Can Zheng, Beth McIntire & Victor Scarpelli.

Teacher & Principal Report

- Brian Healy – The 2017-18 school year has gotten off to a great start. Camp Hamilton was a success & the EAS staff has been impressed with the incoming 6th grade parent involvement. Keep up the great work, parents.

- Our theme this year is “Where Have The Salmon Gone?” We will teach kids where water comes from & where it ends up after use. This theme will be present throughout the year in Integrated Classes. Integrated Classes include LASS, Science & Stem because they incorporate concepts from our yearly theme. Math & Spanish, for example, are not integrated classes.

- 2017 SBA scores have been reported and results are good. The staff will get together to discuss an area of opportunity for growth, and place some focus there. Parents should have received results via snail mail already (mid-September).

- Curriculum Night is Tuesday, September 26th beginning at 6pm.

Officer Updates

- Co-Presidents – Meg Tally & Beth McIntire
  o Please ensure your Committee Chairs have an up-to-date volunteer application. All volunteers need to be approved by the LWSD in order to volunteer at our schools. You can visit the LWSD website for more information. [http://www.lwsd.org/get-involved/volunteer-programs/volunteering-in-lwsd](http://www.lwsd.org/get-involved/volunteer-programs/volunteering-in-lwsd)

- VP of Information Support – Mary Oemig
  o Our First Aid chair this year is Greg Picinich.
  o Expeditions Chair is Brooksie Barton, parent of an 8th grader. Therefore this will be her last year in that role. We will announce an opening for a shadow this year to take over the role next year.
  o Emergency Prep Chair is Laleh Sahafi & we are looking for a shadow. EPrep involves a once a month meeting to discuss maintenance & working to keep products up to date. Typically the chair will coordinate with Finn Hill & LWSD at these informational meetings.

- VP for Curriculum Support – Kelly Lie
  o Healthy Choices Fair Chairs are well established this year and already scheduling planning meetings.
  o Staff Appreciation is organized & already created a schedule for the year. It can be found on the white board in the EAS conference room. The team is always looking for ways to celebrate staff outside of meals. Stay tuned for possible ideas!
  o Spirit Wear – Kay Widmer is running the program this year & we are looking for a shadow, as she is an 8th grade parent.

- VP of Student Activities – Stephanie Develle
  o Student Socials – Brian Widmer could use a shadow, as he is a parent of an 8th grader.
Bingo – Is on track for a great event this year, however all chairs are 8th grade parents so we will need new chairs for next year. Come join the fun on Friday October 13th at 6pm.

8th Grade Festivities Chairs are Laureen Miki & Kay Widmer. We could use shadows.

Yearbook is Laurie Topness & Stephanie Develle. We are keeping our eye out for a shadow.

Extracurricular Activities is typically run by staff & students. Students are encouraged to bring ideas to the staff. We keep this line item on our PTO information in case volunteer or financial assistance is needed.

• Treasurer – Can Zheng
  - Budget report – Our monthly report is fairly quiet over the summer. Julie prepared our taxes in July, Meg reviewed and signed, Can will file and archive it.
  - We will need to look through the taxes Julie prepared in July, Can will sign & submit.
  - We need someone to be an administrator on our Microsoft Corporate Matching (Benavity) account because Can is a Microsoft employee. Beth McIntire will assist Can in being the account administrator.
  - The board agrees to add Co-President Beth McIntire as a signer to our EAS PTO Bank of America account.
  - Kelly Lie will check & sign off on our EAS BOA bank statement before Can retrieves them for her records.
  - As a reminder, all receipts should be submitted for budget tracking purposes. Even if you are spending over your budget & you want to donate part of your purchase, it is important to report exactly what was spent. It helps the PTO to know exactly what is being spent to help develop future budgets.

• Secretary – Serene
  - Serene encouraged the board to get familiar with Dropbox and the naming conventions. Please also know if you want to make changes to a document, you will need to download it to your system, make changes and upload it back to Dropbox.
  - Serene will work to place Footers on existing files in Dropbox in order to help us know where each document is stored.

Meeting adjourned at 9:50AM.

2017 – 2018 PTO Calendar

• EAS PTO General Meeting & Curriculum Night Tuesday September 26, 6PM
• Bingo Night Friday, October 13, 6PM
• EAS PTO Board Meeting Monday, October 16th, 9 - 10:30 am
• EAS PTO Board Meeting Monday, January 8th, 9 - 10:30 am
• Health Fair Parent Night Thursday, January 25, 2018
• EAS PTO Board Meeting Monday, March 19th, 9 - 10:30 am
• EAS PTO Board Meeting Monday, April 9th. 9 - 10:30 am
• EAS PTO Board Meeting Monday, May 14th, 9 - 10:30 am