

Date: 8/25/16	Started: 6:50 Adjourned: approx. 8:30	Minutes recorder: Tammy Horn, Secretary	Chair: Shannon Behm and Chris Lisi-Frillici, co-presidents	Next meeting: HSA Board meeting, September 22, 2016
Member	Position	Member	Position	Agenda
Shannon Behm, present	Co-President	Blake Yedwab, present	Teacher rep.	<ol style="list-style-type: none"> 1. welcome back to school and shout outs 2. preview and approve July 14 2016 meeting minutes 3. president's updates <ol style="list-style-type: none"> a. HSA Calendar b. School Supplies c. Back to School Nights d. LEP Update/Follow Up e. Financial 4. Principal's Update 5. Needs Assessment Update 6. Ways and Means 7. Membership 8. Teacher Update
Chris Lisi-Frillici, present	Co-President	Steven King, present	Teacher rep.	
Carrie Broquard, present	Principal	Jenny Backus, present	Ways and Means	
Janine Finck-Boyle, present	1 st VP	Laura Nelms, present	Environment	
Colleen Lyster, present	2 nd VP	Josh Gordon, present	Membership	
Tonya Oliver, present	Co-treasurer	Stacy Beck, present	Communications	
Kavita Chambery, present	Co-treasurer	Eve Bennett, present	Early Childhood	
Eileen Dombo, present	Volunteers	Joe Nelson, present	Community	
Jennifer Lanoff, excused	Communications	Sarah Remes, present	Outreach	
Kristin Nicholson, excused	Hospitality	Astrid Ruggieri, present	Ways and Means	
Nedra Pickler, present	Hospitality			
Tammy Horn, present	Secretary			

	Discussion	Action Item	Who	When
1.	<p><u>Shannon Behm and Chris Lisi-Frillici welcomed everyone and opened the meeting at approximately 6:50 pm.</u></p> <p>The co-Presidents welcomed everyone and thanked everyone for all the hard work in getting ready for back to school. The week before school, 1,200 people went through the school on tours/huddles. Thank you to Sarah and Eve for all their hard work for the popsicle social for new families –250 people attended the popsicle social. Thank you to Astrid and Jenny for all their hard work on Lafayette Loyalty Day with the vendors on Connecticut Avenue. Thank you to Kristin and Nedra for a fabulous welcome back lunch for the teachers. The first day of school parent coffee also was a great success. Thank you to Stacy Beck for all the communications that went out via constant contact and on the website. The membership flyer also is going out thanks to Tonya and Josh. Dr. Broquard</p>			

	also thanked Shannon and Chris for all their hard work for the opening of school.			
2.	<i>Review and approve minutes from July 14, 2016</i> Janine moved to approve the minutes. Stacy seconds. Approved.			
3.	<p><u>Update</u></p> <p><u>HSA Calendar</u></p> <p>The date for arts nights was incorrect in an older version and is now fixed. The calendar still is missing early childhood field day.</p> <p>Need to push media release and directory out to the parents and communicate that the forms should be returned.</p> <p><u>School Supplies</u></p> <p>There was some confusion around school supplies ordered through Toolbox. The supplies are here and nothing is missing, but they may not be in the right place. There still is work to be done to sort out some of the supplies, as not everything got to the right people.</p> <p><u>Back to School Nights</u></p> <p>Expo will be in the hallway down “main street.” Tables will be spread out with drinks at each end in order to draw people to the multipurpose room where the new family welcome reception will take place. The evening will start with the kickoff welcome in the cafetorium. Parents/guardians then will go their respective child’s classroom(s), after which there will be a reception. We will do this twice as there are two sessions of back to school night. Jenny and Astrid are working on the signage so that it is consistent.</p>	<p>Jenny sending to sponsors. Add science night Add galley give back night Add Potomac give back night</p> <p>Send reminder to teachers that if they need anything to communicate it to the HSA.</p> <p>Communicate to the community that everything is fine and supplies are here.</p> <p>Need Volunteers – Eileen will solicit volunteers and perhaps do a volunteer sign up</p> <p>Eileen to send a note to room parents asking them</p>		

<p>We also have easels. We need HSA board members to volunteer to help out whenever they are available. It would help to know who is covering what when. We also will need internet access for membership and grizzly gear sales. Finally, we need to communicate that parents should pay their class activity fee and explain that this fee is separate from the donation to the HSA. There was a suggestion that Dr. Broquard could communicate this at the Welcome part of Back to School Night and that room parents could communicate this in their respective classrooms. Eileen is going to send a note to room parents and ask them to cover this for their classes.</p> <p><u>LEP Update</u></p> <p>Everything is going well – organized. Schedule will be finalized very soon. May open registration next Wednesday. The HSA has no financial obligation with Flex.</p> <p><u>Financial</u></p> <p>Because the HSA no longer has to pay for a LEP coordinator from the HSA budget, we will be reallocating the LEP money to other line items. Shannon and Chris are going to send an e-mail with suggested reallocations so that the Board can go over the financials in detail. This also will be communicated to the General membership, with a vote, as appropriate.</p> <p><u>Contract Update</u></p> <p>There still are issues with working out the details and logistics of the peace survey / evaluation. The company that employs Linda Ryden agreed to do it, but they want Lafayette to administer it. The answers would go directly to them and they would do the analysis. The preference is to do it earlier in the year, such as by the end of January, in order for there to be time to analyze the data and have the evaluation results before March. We are considering having an outside vendor do the survey instead, as this could</p>	<p>to discuss the Class Activity Fee</p>		
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	<p>be more independent and would eliminate the difficult back and forth with the vendor on the logistics of conducting the survey. There was a discussion of what would be done with the results and the Board agreed that the results would serve as a data point in evaluating the program, but would not be determinative, in and of themselves, of any future action or decision.</p>			
4.	<p><u>Principal's Update</u></p> <p>Everything is good. Still not sure what the timeframe is on the gym, but things are underway to resolve it.</p> <p>The playground equipment is ordered. In terms of timing, the end of the calendar year is a reasonable expectation for the playground equipment to be in.</p> <p>Still determining when we can have the community come and tour the building. We will do some open houses. Also encouraging the community to come to the homecoming dance.</p>			
5.	<p><u>Needs Assessment</u></p> <p>Sarah is sending out the draft to the Board for their review and comments. The Board has one week to give feedback. Sarah then will send it to our pollster to finalize the aesthetic of the survey and then we will send it out via survey monkey. We plan to give parents two to three weeks to respond. The survey aims to ask parents what their priorities are and where the HSA should spend HSA funds.</p>	<p>Sarah to send our Needs Assessment draft and HSA Board to provide feedback</p>		
6.	<p><u>Ways and Means</u></p> <p>Ways and Means is doing well. We doubled the sponsors from last year and 8 are cash donors. Thank you to Josh, Stacy and Jen who built the credit card link. Thank you to Chris for making the bricks a reality. Lots</p>			

<p>of parents came on. Sponsorship is going well. We are giving sponsors a thank you in the Tuesday bulletin. They also will have signage. Each sponsor is getting 2 free tickets for the Homecoming Dance.</p> <p>Back to School on the Avenue was a success. Aims to build community by buying local. Signed on 11 merchants. For the most part, the majority jumped on board were happy to give back to the school. Astrid checked in with them afterwards and is waiting to hear how things went. This effort definitely increased connections with local vendors.</p> <p>The head of the personal training center in the Arcade is willing to give to the auction. He also teaches nutrition / eating healthy. He is interested in exploring ways to work with the school – perhaps it is something that could be integrated with the garden (he has a juicing program) or part of Earth Day.</p> <p>Lafayette Loyalty Day is December 6th.</p> <p>Lafayette’s birthday is September 6th. BethAnn Siegel got Squeaky Pop to donate all of the popsicles to Lafayette’s party. The Fun Committee will handle Lafayette birthday party. They may send out a request for volunteers.</p> <p>Grizzly Gear – Mary Jaffe is working on a flyer that will be sent home with students. Sold about \$700 at popsicle event. Some inventory left. We also are soliciting suggestions for winter items.</p> <p>Bricks – Sonia Matza is leading the program after the great launch by Chris. Sales start next week for back to school night where we will have information about the brick sale at the Ways and Means table. Parents can buy a brick and engrave it. There are two sizes at different prices. We have to get them ordered and delivered in time to install them in the front.</p>			
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	<p>Homecoming Dance – the Homecoming Dance is September 23rd. Tim Walsh will cater. We will have a DJ. We also are considering adult t-shirts, and some sort of plastic stein for door prizes. The gym likely will be ready by then, but if not, the Dance will take place in the cafeteria.</p> <p>Fall festival – we have two chairs. We plan to use the same vendors for all of the fundraising events. This will give us a break on the cost and it is easier for the organizers of the events.</p> <p>Farm Raiser – this is being handled by Kristin Nicholson. All sales will be online this year. Sales will take place 4 times this year. Upcoming sales will take place the last 2 weeks of September and at the Fall Festival.</p> <p>Kristen Riley will handle getting parents to sign up their giant rewards card for proceeds to Lafayette.</p> <p>School photos will take place on October 14th. Gayle is handling this. There was some discussion of possibly offering family portraits, but not a lot of enthusiasm for this idea.</p>			
7.	<p><u>Membership</u></p> <p>It seems that we are in line with where we were last year. We have 21 golden L families, 21 family memberships and 21 others.</p> <p>Constant contact will be going out. A mailing also going out.</p> <p>We also will ask people to become members at Back to School Night. We will do that online.</p>			
8.	<p><u>Teacher Updates</u></p> <p>School is off to a good start. Thank you to the HSA for the lunch, supplies, and gifts. The teachers really appreciate it.</p>			

<p>9.</p>	<p><u>Miscellaneous</u></p> <p>There was a discussion about the need for a color copier and the possibility of renting one. Right now, the HSA has to go to Kinkos or FedEx or some other vendor to make color copies. It would be much easier to have one on site.</p> <p>Once the HSA space is figured out, we may need to purchase certain things, such as a cabinet for grizzly gear, etc.</p> <p>Eileen reported that every class has room parents. She is hosting a room parent social on September 8th at her home.</p> <p>Nedra raised and the Board agreed that we will no longer plan to serve food at the HSA general meetings because it's an investment of time and money that doesn't seem to attract attendance.</p> <p>During the President's financial report, Shannon explained that she had heard concern in the community about our finances. She explained that we are in solid shape financially, but acknowledged that no financial reconciliations had been performed in the latter part of the last school year. This is being addressed, and the Board will get an updated report at the October meeting.</p>			
	<p>Meeting adjourned.</p> <p>Eileen motioned and Sarah seconded.</p>			