

Date: 10/4/2016	Started: 6:44 Adjourned: 8:48	Minutes recorder: Tammy Horn, Secretary	Chair: Shannon Behm and Chris Lisi-Frillici, co-presidents	Next meeting: HSA Board meeting, October 20, 2016
Member	Position	Member	Position	Agenda
Shannon Behm, present	Co-President	Blake Yedwab, present	Teacher rep.	<ol style="list-style-type: none"> 1. Welcome 2. Fall Festival Update 3. Review and approve 8/25 minutes 4. Co Presidents' Update <ol style="list-style-type: none"> a. LEP/Flex Update b. Mailboxes c. Tuesday Bulletin d. General Meeting e. Library loft 5. Principal's Update 6. Contract Update 7. Needs Assessment/Outreach 8. Ways and Means 9. Financial Update 10. Membership 11. Teacher Update
Chris Lisi-Frillici, present	Co-President	Steven King, present	Teacher rep.	
Carrie Broquard, present	Principal	Jenny Backus, excused	Ways and Means	
Janine Finck-Boyle, present	1 st VP	Laura Nelms, present	Environment	
Colleen Lyster, present	2 nd VP	Josh Gordon, excused	Membership	
Tonya Oliver, excused	Co-treasurer	Stacy Beck, present	Communications	
Kavita Chambery, present	Co-treasurer	Eve Bennett, excused	Early Childhood	
Eileen Dombo, present	Volunteers	Joe Nelson, excused	Community	
Jennifer Lanoff, excused	Communications	Sarah Remes, present	Outreach	
Kristin Nicholson, present	Hospitality	Astrid Ruggieri, present	Ways and Means	
Nedra Pickler, present	Hospitality	Michelle FF chair		
Tammy Horn, present	Secretary	Edith FF chair		

	Discussion	Action Item	Who	When
1.	Shannon and Chris opened the meeting at 6:44. Welcome everyone.			
2.	<p><u>Fall Festival Update – Michelle Moser</u></p> <p>Michaelle Moser, Fall Festival Chair, gave an update on the Fall Festival. The theme is “There’s no place like home.” We will do advertising in the Tuesday Bulletin, on the Chevy Chase List Serve and through Constant Contacts. We are getting all lead volunteers organized. Eileen is going to send out e-mail for parent volunteers. We will have the same activities as last year. Michelle’s daughter, Lily is excited about face painting. There</p>	Eileen to send out volunteer e-mail to room parents.		

	<p>will be two moonbounces. Permits are coming along. There is no need for a DCRA permit to sell at the park. Waiting for DPR to give us the permit, which is in process. There is a need for odd and ends for decorations, etc. The biggest need is letting people know about it and getting parents involved. There is going to be a 5th grade committee and a 5th grade party. The Festival will happen rain or shine – if it rains, everything will be inside. There will be an activity card for games that can be turned in for a prize at the end. Stacy asked for Sophie to touch base with Jen and Stacy re: timetable for constant contact.</p>			
3.	<p><u>Board Minutes:</u> Board Minutes approved. Sara moves to approve and Eileen seconds.</p>			
4.	<p><u>CoPresidents' Update</u></p> <p><u>LEP/Flex:</u> Things going well. We are in our second week. Flex is a new vendor. They are manage the vendors that run the classes. Flex has two onsite coordinators who do check in and check out. They are Lafayette staff who are hired by Flex to do this. Bella Spooner is on the LEP advisory team and stepped up to be the HSA liaison. She is the link between Flex and the team that Colleen manages. They will gather information and help with decisions regarding offerings going forward. They will meet soon now that LEP is settling in. There was a discussion about Notebusters and a note that we still are working through this. We have been fine tuning the process to make sure all kids are in the right place. Flex sends updates and reminders the evening before the class that the child has the next day. Ms. Mayhew also has made sure that the teachers are informed. Some of it has been confusing because LAP and CCPC have meeting spots and then there also is LEP. All kids go to the Multipurpose room, except for specific large classes – Drama, Notebusters and Chess. There was agreement that it is helpful for parents to know where the kids need to go. It also was discussed that when an email goes to Flex, a ticket number is created so it can be tracked. We discussed putting</p>	<p>Include Flex info on website</p>	<p>Stacy / Jen</p>	

<p>this LEP location information on the website – Chess (Library), Drama (231) and Notebusters (124) go directly to the rooms.</p> <p>Survey to come out for parents soliciting information on what types of offering parents would like to see. They have a scholarship program available – one for each class. There was one scholarship request. Shannon proposes that the HSA pick up the \$15 administration fee for scholarship students. Shannon moves for HSA to cover registration fees for scholarship students. Janine seconds. Approved unanimously. There was agreement to announce this on the website.</p> <p>Mailboxes: HSA mailboxes should be ready by early next week with labels.</p> <p>Tuesday Bulletin: Co-Presidents met with Stacy and Jen to streamline TB. There was discussion about changing the vendor from constant contact. There has been some discussion of complaints that parents get HSA communications about fundraising but not about curriculum or what is happening in school. Dr. B mentioned one suggestion that came up on a tour that there could be regular running information about each grade level in the TB or on the website that is clickable. This could be a short synopsis on what is happening in the grade. For example, “we are working on xx,” “Pre-k is getting ready for their field trip to xx.” The problem with this is that things can be fluid. There also was discussion about highlighting one team a month and that 5th grade reporters might be able to help with that. There also was a discussion to make the materials that were passed out at the tour available on the website and putting them in the TB. There was a suggestion to include links to blogs for peace and art in the TB.</p> <p>Dr B asked whether Lafayette should have an Instagram account. There was agreement to discuss further, but that there was hesitation to have one</p>	<p>Include grade level updates in Tuesday Bulletin once a month</p> <p>Make materials from tours available on the website and in the TB</p>	<p>Dr B / Stacy / Jen</p> <p>Dr B / Stacy / Jen</p>	
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	<p>and also an acknowledgement that we cannot link it to the Facebook account because the Facebook account is owned by DCPS.</p> <p>General Meeting: The meeting will focus on “all things learning” and a Q&A will follow. Dr. B will have curriculum boxes for each grade level that people can touch and feel. The format for Q&A might depend on the size of the group. Can ask questions or have notecards. Depends on number of people attending. Chris and Shannon suggested having notecards and putting them into a database so that we can track the responses.</p> <p>Library loft: There was discussion that \$13,500 was raised at the auction for a library loft and the vision was very different than what we have now. There was a discussion of the need to communicate with those who donated or the broader community that the vision for the loft may have to change. Stacy suggested a communication to parents letting them know that we are working on alternatives to the library loft. Janine proposes that we spend some of the money on buying more books. There was agreement to discuss library books on the agenda for next week.</p>	<p>Need to communicate with parents about library loft ad explore alternatives</p>	<p>Stacy / Jen</p>	
<p>5.</p>	<p><u>Dr. B update</u></p> <p>Dr. B indicated that the construction timelines are different than originally planned. The reality is that the school is not done and may not be done for a while. Gym will be done early November, but they can't work on it during the day. Optimistically, the playgrounds will be in around Thanksgiving. The field is still on track for December. The track will be resurfaced. There will be a handball wall. There also will be a concrete U – bioretention. She continues to work on issues like bulletin boards. It does not seem that the construction team will be out until the end of December. We also are waiting on proposals for artwork for large projects, like a mosaic for the Great Hall.</p>			

	<p>She also mentioned that if we do more with the loft, we cannot have other construction team onsite while DGS and Skanska still are on site.</p> <p>She shared that 5th graders went on their overnight to Calleva, cross country is going great, and that the school is starting to feel like home but not quite there yet.</p> <p>Friday was a day for teachers to do what they needed to do. Thank you to HSA for breakfast and lunch. Family science night coming up.</p>			
6.	<p><u>Contract Update</u> - Colleen</p> <p>Colleen provided an update on the HSA’s insurance coverage – specifically that our insurance company is no longer covering non-profits. Colleen is talking to lots of insurance agents. She got one quote that is much higher than what we pay now - \$7000. Another quote was \$2162. Colleen thinks that we are grossly underinsured. DCPS has a requirement that any contractor that comes into contact with children has to have sexual abuse and molestation insurance. Colleen suggests the HSA should have this insurance for those it invites into the school. All contractors are required to do a DCPS background check. Unfortunately, it is very difficult for individuals to get an individual policy that meets the DCPS requirements. She suggested we need professional liability coverage – this also would cover us if anything would come up. She also suggested getting coverage for HSA Directors and Officers.</p> <p>There is \$2,920 in the budget for insurance, but it may be more. One insurer, Philadelphia, has what we need, it will cover events and offers sexual abuse and molestation coverage. If we go with them, it can bind on October 8.</p> <p>Contract update is Mr. Steele’s contract is almost done. Clarified that he would be covered under our policy. Once we have our insurance policy,</p>			

	<p>we can move forward with Mr. Steele. A summary of the contracts that we would have – peace (minds), hoop ed, Laurie, and Mr. Steele.</p> <p>Everyone gave a huge thank you to Colleen.</p>			
7.	<p><u>Needs assessment</u> – Sarah and Kristin</p> <p>Kristin working with Doug Usher to finalize formatting, etc. We have a link and just have to decide when to send it out. The idea is to touch people 3 times over a period of 10 days. We agreed to find 10 days when constant contact is relatively quiet. There was discussion of sending it out the Monday after the Fall Festival. We also can discuss it at the General Meeting on November 3. We also discussed that the Nov. 17 Board meeting will have to be moved because of the Drama Club performance.</p> <p>There was agreement that we would discuss the needs assessment, budget and camp at the January General Meeting.</p> <p>There was a discussion of the need for an LSAT update at the October meeting.</p> <p><u>Outreach</u> – Sarah</p> <p>Sarah reported that we had one tour with about 20 people – all pre-K and K parents.</p> <p>There also was a parent meeting for parents with IEP or 504s. Dr. B asked that this has to stay as a school-based parent group because of the legal confidentiality aspects associated with the IEP and 504 programs. Sarah reassured her that attendees were promised confidentiality. They had a meeting at school and everyone appreciated the conversation. Dr. Dan Shapiro, developmental pediatrician, talked about collaborative problem</p>	<p>Sarah to ask Dr. Dan about attending a General HSA Meeting.</p>		

	<p>solving. There was discussion that he also may be good to have at a General HSA Meeting.</p>			
8.	<p><u>Ways and Means</u> –Astrid</p> <p>Astrid gave an update on Ways and Means. She noted that we have up to 15 sponsors, which is 3 more since our last meeting. We had a record Potomac pizza night last week and broke \$500. Homecoming was a success and we still compiling all the numbers. There was an update on the bricks sales. We sold 38 bricks and 5 pavers so far. There are many more that have not yet been counted. We discussed the possibility of sending confirmations to those who purchased bricks.</p> <p>Camp fair – Jen set up something on the website and some camps already have registered. Discussion that we should see if Murch would like to join us for that event as they do not have a space right now to meet themselves. Some camps already have donated to the auction. There was a discussion of whether we can do something to make better use of these donations, such as have them for bid at the camp fair.</p> <p>Farm raiser – the deadline is tomorrow. Kristin explained that we are at \$1,800 now and we are ordering more things to sell at Fall Festival. We also will purchase mini pumpkins for decorating at the Fall Festival.</p>	<p>Astrid to see if Sonia could use some help with confirming brick orders.</p> <p>Invite Murch to Camp Fair Confirm brick sales with purchasers</p>		
9.	<p><u>Financial Update</u> –Janine</p> <p>Janine provided a financial update. She noted that we have a bit of money left over from last year. Janine has been reviewing the budget and reported finances to ensure that everything was allocated correctly. More changes may be made. She noted that the expense of the Fall Festival was over budget, but that we brought in more revenue. Overall, we stuck to the budget well last year. She still has to look at the Activity Fee to make sure</p>	<p>Finish reconciliations</p> <p>Financial Update October 20, 2016</p>	Janine	

	<p>that things were put into the right buckets. Dr. B asked for a balance from each year and what would roll into the next year for each grade.</p> <p>Astrid asked if DPR refunded us \$500 for the Fall Festival. Have to check with DPR regarding whether we got our refundable deposit back.</p> <p>Janine said that she hopes to have a financial update by October 20. We also are in the process of wrapping up 2014 taxes, finishing reconciling, and will have a report by October. We should talk about having a financial update such as doing monthly reconciliation and reporting and include this in the HSA handbook.</p>	Check with DPR whether we got refunded	Astrid/Jaine	
10	<p><u>Membership</u> –Josh.</p> <p>Josh provided an email update on membership. He noted that we have: 503 activity fees, 103 other, 67 golden L, 86 family level. Total membership is at \$128,000.</p>			
	<p><u>Teacher update</u></p> <p>Blake and Steven provided a teacher update and thanked the HSA for the support and food on professional development day. No issues to be brought to the HSA. Shannon asked about whether there were any issues with the rooms that Flex uses (e.g. whether they are left in good shape) and to contact Bella Spooner if there are any issues. Steven will ask the teachers that are affected and find out if there are any issues and report back.</p>	Check with teachers whether there are any issues with the rooms that Flex uses for LEP.	Steven King	
	<p><u>Miscellaneous</u></p> <p>We discussed the possibility of having another open house, perhaps on October 16th. Dr. B would just have a table and invite people to come in to the school.</p>	Advertise to the community	Stacy / Jen	

	<p>We discussed having new parent socials per grade.</p> <p>There was a discussion about box tops and we agreed to put a container in the office.</p> <p>There was a question about student council – Dr. B said that it is in the works. She has all the documents - Stephanie Moore is going to do it and the elections will be in October.</p> <p>Nedra moves to adjourn, Stacy seconds.</p>	<p>New Parent Socials</p> <p>Put Box Top Container in main office</p>	<p>Sarah</p> <p>??</p>	
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