

Minutes  
John Eaton Home and School Association  
John Eaton Library  
January 12, 2010

Present: Kendrik Anderson, Teresa Beasley, Joseph Belinga, Deborah Berry, Joy Carroll Wallis, Karla Bruce Choice, Liz Craig, Tina Easter, Cathy Frankel, Tamara Gould, Christina Ianzito, Jacquie Jones, Caroline Joss, Sheila Krumholz, Erica McKinley, Karen Ogbebor, C. Earl Peter, Tiffany Rose, Lisa Schamess, DeeDee Swesnik, Tina Tummonds, Steven Weinberger

Not present: Angela Acree, Gerard Gilliard, Stratton Penberthy

The meeting was called to order at 6:10pm.

Steven Weinberger, VP for communications reminded attendees that many school activities are still listed with dates TBA. If anyone has information about dates, please email Steven with the information.

Update from Tamara Gould, room parent coordinator:

Thus far communication from room parent coordinators to room parents has been primarily regarding SET and encouraging participation. There will be another communication in late February for SET with information about the World Cultures Program. There are at least two room parents for every room. Only feedback has been around messaging for SET, individual targeting v. focusing on full class participation.

Upcoming events:

- Next open house on January 20. Eileen Langholtz is coordinating. Our guides are still needed, especially for the upper grades.

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Tina Timmons reported that a few parents have met with Principal Gartrell regarding how to optimize recess for both physical activity and safety. Principal Gartrell feels like more oversight is needed for recess activities, there are not enough people to supervise and coordinate games. Grant proposals are being developed to get funds to pay for additional staff support. If money is received this year, and the extra staff proves to be a big benefit, then it is possible that the HSA may be asked to provide funding for subsequent years. Since promoting good health is part of the goals for an improved recess, an organic garden will likely be a component of the grant proposal as well as recommendations from a licensed dietician. A discussion about approaching Whole Foods to see if they could participate in some way. As the process continues, there will be outreach to parents to get thoughts on what is wanted to needed to improve recess for the students.

## Principal's report:

- The school was informed on Friday, January 8 that as of Monday, January 11 food would be served as point of contact. Lunches are not longer prepackaged, they are hand served in to Styrofoam trays. Food is supposed to improve but it has been a difficult few days working out the logistics. But the kids seemed to be pleased that they now have a choice which the kids like.
- The playground is due to be done on or around the end of the month. Going to Macomb continues to be a challenge, but students are doing ok. There will be a guided discovery when it opens so every kid understands how to properly play on the playground. In general, kids have been going outside if at all possible, when it has been 32 degrees or more.
- Update on the World Cultures Program. HP minis to support the program have been received. Training has not been set up, but teachers are moving ahead to use them. The staff and faculty will probably do their own mini training on Friday without the HP trainer. Minis are for students to use for research and writing projects. World Cultures is in the 1<sup>st</sup> year of a 3 year grant. We are now in the planning year. Progress reports are required going forward. A planning institute for teachers for the week of school ends will help to train teachers to integrate the world cultures curriculum in to the regular curriculum. There will be partnering with Meridian International and National Geographic to train and learn. Principal Gartrell would like to form a World Cultures parent committee to help get information out to parents. Wendy Pugh is the World Cultures Coordinator. She is looking in to developing a language lab to help kids develop their Chinese language skills. Eaton's been invited to be a Confucious Classroom (out of U of MD). If this happens Eaton will get another Chinese teacher. A host family will need to be determined to provide housing to this teacher.
- Update on after school homework help. Last year funds were found to start up a program for after school homework help three days per week. It will start again next week for 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade students (testing grades). Our own teachers will be staying to work with kids. If there is enough space 2<sup>nd</sup> and 1<sup>st</sup> grade will be added to the program. Homework help will take place from 3:25 – 5:15 on Tuesdays, Wednesdays and Thursdays starting Jan 19. Students will be recommended by teachers but others may join as well. An effort will be made to keep the groups relatively small, approximately 10 students.
- Teacher appreciation week is the 3<sup>rd</sup> week in May. There was some discussion about how to celebrate. Further discussion will be had to determine how to proceed. The most popular idea was to have a Teacher Appreciation "Spirit" week, with an Eaton parent creating and promoting suggestions for day by day activities (e.g., art day, flower day, gift card day).

SET report – At the end of December \$53,917 had been raised. This is 87% of goal.

Christmas tree sale report – Despite the new location, rain and snowstorm, the sale was an overall success. Figures have yet been finalized but it appears that we exceeded the budget goal.

Announcements from HSA co-presidents Lisa Schamess and Jacquie Jones:

- The school has received about \$300 from the Boxtops for Schools program. We've received about \$600 from the Amazon.
- A new fundraising opportunity came to Lisa Schamess. A local cheesecake company approached Eaton about partnering. Anybody who buys cheesecakes from them through March will donate 15% back to the school. This could become an ongoing relationship. Conversations will continue to determine whether or not the HSA should move forward to formalize a relationship.
- As a side note, Sticky Fingers Bakery is now sponsoring our Principals Breakfast and they are willing to donate food to other receptions as well.
- Procedures for teachers to draw down funds from the HSA have been determined. A presentation will be made to teachers in February to let them know how they can proceed.
- A draft of the enrichment specialist position is in its final stages. The description will go out on or around January 18 with the hopes of filling the job quickly. The description will be posted at a few key sites and will be sent via the listserv to parents to circulate. *Note: The job was posted January 29 and there will be a hiring committee formed to review the nearly 50 resumes received.*
- Spring activities –
  - Footloose Dance is scheduled for Friday, March 5. It is being coordinated by parent Stuart Weiser. Those who want to help should email Stuart at [stuart.weiser@gmail.com](mailto:stuart.weiser@gmail.com).
  - The Book Fair at Politics and Prose is scheduled for March 13-14. DeeDee Wisener has tentatively agreed to coordinate and is looking for one or two additional parents to help. Contact Lisa or Jacquie if you are interested.
  - Plans for the auction are underway. Tina Hamilton-Easter and Tiffany Rose are co-chairs. Requests for venues have been sent to the Chinese Embassy, the French Embassy and the House of Sweden. Once the venue is confirmed, a date will be set and plans will move quickly forward. Letters to past donors were sent out before the holidays and there has already been a tremendous response. *NOTE: The location has since been set at the Harmon Center for the Arts, home of the Shakespeare Theater.*

The Spring Musical is *Honk Junior*, a musical version of the Ugly Duckling. Casting went out today. The performances will be in early May, specifics to be determined. There is a desire to have 4 performance over 2 weekends as opposed to the normal 2 performances over one weekend. There will be some fundraising required to cover expenses as the school was not awarded the grant that has been received in past years. Michelle Koerner and Lisa Schamess are the parent coordinators. *Note: the schedule has now been set and is as follows –*

*May 13, Thursday, performance during the school day for kids from other schools.*

*May 14, Friday, performance during the day for all Eaton students*

*May 14, Friday 7:30 pm evening performance*

*May 15, Saturday 12:00 matinee performance*

*May 15, Saturday 7:30, evening performance*

*May 16, Sunday 12:00 final performance*

*May 17, Monday, no school for conferences.*

Plans for the 5<sup>th</sup> grade promotion ceremony are underway. The promotion ceremony will be held on Wednesday, June 1. \$1000 from the HSA budget has been earmarked to cover expenses. More coordination is needed. An email will go out shortly to ask parents for help.

- Update from Erica McKinley on the playground renovation:  
Weather permitting, work on the current phase will be done in early February. The planters and nature trail will be planted in March or April. It is likely that there will be a partnership with the Mayor's office to celebrate.

Final comments and thoughts:

Everyone was reminded that next year is Eaton's centennial year and planning for the celebration should begin this year.

Respectfully submitted, Cathy Frankel, Secretary

**John Eaton Home & School Association**  
**Profit & Loss Budget vs. Actual**  
July through December 2009

	<u>Jul - Dec 09</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Halloween Receipts	172.00		
5th Grade Activities	0.00	-1,700.00	1,700.00
Library	0.00	-1,364.00	1,364.00
<b>First Grade Fund</b>			
First Grade Fund Expenses	0.00	1,700.00	-1,700.00
<b>Total First Grade Fund</b>	<u>0.00</u>	<u>1,700.00</u>	<u>-1,700.00</u>
3rd Grade Activities	0.00	1,700.00	-1,700.00
Rebate Program	1,984.00		
<b>Annual Fund</b>			
Annual Fund Receipts	775.00		
Annual Fund - Other	2,335.00		
<b>Total Annual Fund</b>	<u>3,110.00</u>		
<b>Apparel Sales</b>			
Apparel Receipts	1,129.00	3,000.00	-1,871.00
Apparel Costs	0.00	2,000.00	-2,000.00
Apparel Sales - Other	445.00		
<b>Total Apparel Sales</b>	<u>1,574.00</u>	<u>5,000.00</u>	<u>-3,426.00</u>
<b>Auction Fundraiser</b>			
Sale Revenues	6,732.00		
Auction Fundraiser - Other	0.00	55,000.00	-55,000.00
<b>Total Auction Fundraiser</b>	<u>6,732.00</u>	<u>55,000.00</u>	<u>-48,268.00</u>
<b>Block Party</b>			
Block Party Receipts	0.00	8,000.00	-8,000.00
Block Party Expenses	0.00	3,500.00	-3,500.00
<b>Total Block Party</b>	<u>0.00</u>	<u>11,500.00</u>	<u>-11,500.00</u>
<b>Book Fair</b>			
Book Fair Receipts	0.00	2,750.00	-2,750.00
Book Fair Expenses	0.00	250.00	-250.00
<b>Total Book Fair</b>	<u>0.00</u>	<u>3,000.00</u>	<u>-3,000.00</u>
Box Top Receipts	0.00	4,500.00	-4,500.00
<b>Christmas Tree Sale</b>			
Christmas Tree Receipts	17,278.00	19,600.00	-2,322.00
Christmas Tree Costs	-7,260.81	9,100.00	-16,360.81
<b>Total Christmas Tree Sale</b>	<u>10,017.19</u>	<u>28,700.00</u>	<u>-18,682.81</u>
SET Contributions	39,096.55	63,450.00	-24,353.45
<b>Gift Wrap Sale</b>			
Gift Wrap Receipts	4,627.00	5,850.00	-1,223.00
Gift Wrap Costs	-2,249.00	350.00	-2,599.00
<b>Total Gift Wrap Sale</b>	<u>2,378.00</u>	<u>6,200.00</u>	<u>-3,822.00</u>

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July through December 2009

	<u>Jul - Dec 09</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Raffle</b>			
Raffle Receipts	0.00	11,000.00	-11,000.00
Raffle Expenses	0.00	2,000.00	-2,000.00
<b>Total Raffle</b>	<u>0.00</u>	<u>13,000.00</u>	<u>-13,000.00</u>
<b>Footloose Dance</b>			
Dance Receipts	0.00	2,500.00	-2,500.00
Dance Costs	0.00	1,500.00	-1,500.00
<b>Total Footloose Dance</b>	<u>0.00</u>	<u>4,000.00</u>	<u>-4,000.00</u>
<b>Spring Musical</b>			
Show Receipts	0.00	12,000.00	-12,000.00
Show Expenses	-904.31	10,000.00	-10,904.31
<b>Total Spring Musical</b>	<u>-904.31</u>	<u>22,000.00</u>	<u>-22,904.31</u>
<b>Student Directory</b>			
Directory Receipts	1,735.00	750.00	985.00
Directory Costs	0.00	425.00	-425.00
<b>Total Student Directory</b>	<u>1,735.00</u>	<u>1,175.00</u>	<u>560.00</u>
<b>Student Photo Receipts</b>	<u>1,726.80</u>	<u>3,000.00</u>	<u>-1,273.20</u>
<b>Total Income</b>	<u>67,621.23</u>	<u>220,861.00</u>	<u>-153,239.77</u>
<b>Expense</b>			
5th Grade Promotion	0.00	-1,000.00	1,000.00
4th Grade Activities	-272.00	-1,700.00	1,428.00
2nd Grade Activities Expense	0.00	-1,700.00	1,700.00
Kindergarten			
Kindergarten Supplies	857.63		
<b>Total Kindergarten</b>	<u>857.63</u>		
<b>Educational Support</b>			
Fringe (22%)	0.00	-20,790.00	20,790.00
Temporary Enrichment Staff	0.00	-8,500.00	8,500.00
Enrichment Coordinator	0.00	-21,000.00	21,000.00
Co-Teacher Salaries	21,249.55		
Payroll Taxes	7,350.91		
Art	0.00	-35,000.00	35,000.00
Computer	0.00	-1,600.00	1,600.00
Math	570.66		
Music	0.00	-30,000.00	30,000.00
Educational Support - Other	5,461.00		
<b>Total Educational Support</b>	<u>34,632.12</u>	<u>-116,890.00</u>	<u>151,522.12</u>
<b>Activities andCommunity Support</b>			
Reading Resource Supplies	0.00	-5,000.00	5,000.00
Musical Support	500.00		
Art and Music Supplies	297.99	-2,000.00	2,297.99

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July through December 2009

	<u>Jul - Dec 09</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Special Events	199.66		
Principal Breakfast	277.96		
HSA Meeting Expenses	83.75	-350.00	433.75
Enrichment Expenses	0.00	-5,000.00	5,000.00
Halloween Parade	84.05	-500.00	584.05
Hospitality	0.00	-1,200.00	1,200.00
Newsletters	150.00	-750.00	900.00
Staff Appreciation	0.00	-800.00	800.00
Website	204.39	-2,630.00	2,834.39
<b>Total Activities and Community Support</b>	<u>1,797.80</u>	<u>-18,230.00</u>	<u>20,027.80</u>
<b>Administrative and Management</b>			
Postage/Deliveries	88.00		
Audit	0.00	-7,500.00	7,500.00
Bank Fees	225.92	-500.00	725.92
Bookkeeping Fees	2,638.75	-4,000.00	6,638.75
Insurance	750.80	-425.00	1,175.80
Licenses	0.00	-425.00	425.00
Merchant Services Fees	585.95	-1,000.00	1,585.95
Payroll Fees	1,010.93		
<b>Total Administrative and Management</b>	<u>5,300.35</u>	<u>-13,850.00</u>	<u>19,150.35</u>
<b>Total Expense</b>	<u>42,315.90</u>	<u>-153,370.00</u>	<u>195,685.90</u>
<b>Net Ordinary Income</b>	25,305.33	374,231.00	-348,925.67
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Miscellaneous Income	2,763.00		
Interest & Dividend Income	17.00		
<b>Total Other Income</b>	<u>2,780.00</u>		
<b>Net Other Income</b>	<u>2,780.00</u>	<u>0.00</u>	<u>2,780.00</u>
<b>Net Income</b>	<u><u>28,085.33</u></u>	<u><u>374,231.00</u></u>	<u><u>-346,145.67</u></u>

# John Eaton Home & School Association

## Balance Sheet

As of December 31, 2009

	<u>Dec 31, 09</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Cash	
SunTrust Payroll 206696922	64,420.98
SunTrust Checking #100004513375	144,067.60
<b>Total Cash</b>	<u>208,488.58</u>
<b>Total Checking/Savings</b>	208,488.58
Other Current Assets	
Other Accounts Receivable	40.25
<b>Total Other Current Assets</b>	<u>40.25</u>
<b>Total Current Assets</b>	208,528.83
<b>Fixed Assets</b>	
Furniture Fixtures Equipment	940.68
Less Accumulated Depreciation	-329.03
<b>Total Fixed Assets</b>	<u>611.65</u>
Other Assets	
Library Fund	-1,429.19
<b>Total Other Assets</b>	<u>-1,429.19</u>
<b>TOTAL ASSETS</b>	<u><u>207,711.29</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Fund Balance	171,767.53
Retained Earnings	7,858.43
Net Income	28,085.33
<b>Total Equity</b>	<u>207,711.29</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>207,711.29</u></u>