

Friends of EES

Friends of Essex Elementary School Meeting Minutes February 7, 2022 -- Zoom meeting

Attendance: Zoom meeting (Betsy McKeen-President, Maggie Gleason-Vice President, Suzanne Bediz-Secretary, Letizia Donati - Enrichment Coordinator, Heather Harrell - Treasurer, Jessica Torcicollo)

Welcome/Introductions:

Maggie Gleason called the meeting to order at 7:31 pm.

Welcome/remarks from Dr. Roberts:: not present at the meeting tonight
Covid update: N/A

Book Fair 2022:

The Book Shop of Beverly Farms will be running the Book Fair. Set up is scheduled for Wednesday, 3/30, and break down on 4/1. The 2022 Book Fair is the first year with this vendor. Maggie Gleason is the point person and looking for support. Booksellers from The Book Shop will be provided (2 people per hour is more than enough).

Items to consider for the event include theme ideas, previous year activities, and ways to fund scholarships for money for families.

Enrichment Opportunities:

- Jerry Pallotta visit: is an author visit (through the library - Silag; EES could do May 5 or May 6, but should check on dates regarding MCAS). Samantha is planning to coordinate for the whole school. MMES is running an author visit with him, and FoEES has reached out to get a second day for EES.
- Possible Whalemobile visit: Before Covid, the STEM night would run in the spring. The Whalemobile reached out to see what options (no indoor space) would be acceptable to the school. There is an option to be outdoors with limited numbers inside the whale. There is still money left from the STEM night grant from NEBiolabs; the presentation is targeted for 4th grade (with a curriculum tie-in). FoEES will reach out to the Whalemobile to look at scheduling. Next steps:
 - Email teachers and Dr. Roberts to determine which classes would be interested
 - Schedule dates after interest
 - Cost - \$675 for 4th grade +\$175 /class

- \$1000 was awarded FY20

Teacher Appreciation Update:

- Lunches: the first lunch was held in January (food provided by Panera with a cost of approximately \$700) FoEES raised \$400 for this through Venmo; Melanie Healey (FoEES) will schedule two more lunches for March 15 and May 24 (neither date has been confirmed with Maggie. Once confirmed, families will provide potluck lunches for the other two dates.
- Whoopie Pie Wagon has already happened; Kate Koch organized this event. She took on the fundraising and managing independently, and Maggie will send a thank you note to Kate.
- Teacher Appreciation Week 2022 is May 2 - May 6. Hillary Mattison is chairing this event again and will have plans for the week soon.

Community Read Update 2022:

The event will formally move to Fall 2022. Friends of EES currently have 46 copies of "If I Were a Dog," which is out of print, and additional copies of Laughateria. There are not enough for a complete set for the school. Maybe a spring event could include a connection to the author, Jerry Pallotta. Community Read for the spring of 2022 will need additional consideration. The goal is to do a small spring Community Read. FoEES is looking for a new chairperson for this event beginning in 2022.

Grant Proposal Updates: Jess Torcicollo

- Additional science sources Cell Signaling
- Community Read (grant from Hooper Fund is for spring – the event is in the fall) - Mrs. Russo/Mrs. Cucuru are teacher contacts
- Met with Betsy, Maggie, and Carla (past asks/applications)
- Creating a list of opportunities and deadlines
- Intro email to Dr. Roberts (keep her in the loop)
- Connect with Mr. Carpenter regarding composer in residence (did find additional money - FoEES will need to support approx. \$400)
- Looking for continued sponsorship (ongoing)
- Connect with the Enrichment Coordinator

Polar Plunge 2022:

The event has moved again, and the new date is Saturday, 2/12 at 8:30 am. The boards approve this new date. Check out the website and nominate people. The police fee is approximately \$250 (will need registrations to bring in the income). Kerri Greene and Betsy McKeen will run the event.

Business and Family Appeal:

- Family Appeal - \$250 donation from a hot chocolate stand from the Morris Family.
- Business Appeal - letter needs to be sent this spring and will send again in the fall to local businesses.

Restaurant Night:

Bravo is willing to work with FoEES to host a restaurant night and is looking for a date for a restaurant night. Corey Fealtman is chairing and coordinating these events. She is looking for additional restaurants to support FoEES through restaurant nights.

Enrichment Update:

- The K has Acton Museum doing a school visit.
- Grade 3 is confirming River Cruise and Cape Ann Museum trip to Shipbuilding Museum (maybe exceeding their allocated \$1500)
- Grade 2 went to Woodmans - no invoice yet.

The Paul Revere trip is impossible at this time and can be replaced with an in-school virtual field trip with Boston Tea Party.

Enrichment total - \$9,000 total budget split across six grades (K-5)

Treasurer's Update:

- Venmo - the donations are not clearly labeled. Betsy is tracking the incoming donations on a separate spreadsheet.
- Using Quickbooks (training) - The monthly fee is \$640/year (desktop version vs. online banking). The FoEES would need to purchase a computer (program \$350 / laptop / inexpensive backup) - consider this for a one-time/limited expense to create a more robust Treasurer's Update.
 - Profit and loss report
 - Working on categorization (The appeal needs to be broken apart)
 - PTO Today membership provides insurance for the FoEES
 - Amazon is tax-exempt and is updated.
 - Questions: Tax report from 2020 - Was it completed? Who is doing them?
 - Current extension - form 990 (should be completed ASAP)
 - Donations from company matching (\$1000)

Update to Bylaws:

There are a few changes that should be added to the Bylaws. The Board of the FoEES and general membership will review these in the future at a meeting.

Positions to be filled for next year:

- Vacancies: one email has brought out some possible new candidates
- Secretary: Lizzie Harrington (possible)
- Enrichment: Hilary Mattison (would like to do a co-chair)
- Community Read: Caitlin Cann (possible)
- Teacher Appreciation Luncheon: Betsy is asking around

Stipend:

There was a request from Ms. Samsel for book bins for purchase (Dollar Store); Heather will pick them up and drop them off at school. (Total cost - \$48)

Ms. Kazmarcik used her stipend for miscellaneous expenses.

New Funding Requests:

There are no new requests; however, FoEES considered purchasing a laptop/QuickBooks program for Treasurer's position.

Prior Meeting minutes approval:

The minutes from the January 2022 meeting were approved.

Betsy McKeen made a motion to adjourn, and Maggie Gleason seconded. Accordingly, the meeting was adjourned at 9:15 pm.

Next meeting: March 7, 2022, at 7:30 pm (Zoom meeting)