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**Friends of Essex Elementary School Meeting Minutes**

**June 6, 2022 -- In-Person/Zoom meeting**

**Attendance:** Zoom meeting (Jennifer Roberts, Heather Harrell - Treasurer; Hilary Mattison; Jessie Palm)

**In-person:** Betsy McKeen-President, Rachel McInnis; Maggie Gleason-Vice President, Suzanne Bediz-Secretary, Jessica Toricollo, Bradley Cooke)

**Welcome/Introductions:**

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

**Welcome/remarks from Dr. Roberts:**

The Beautification Project (at the entrance of the school) will be Saturday, June 11th, from 9-11 am. Volunteers are needed to plant small perennials and spread mulch. Laura Wright has prepared the ground, and some larger plants will be installed before Saturday. This will be such a nice refresh for the front of the building.

The Field Day changes due to the community-building activities for grade 5 and the connection-building with MMES so that schedules would work for the “celebration week.” Field Day will be on June 14th to sync with Memorial Manchester Elementary School. There will also be a Change Is Simple. FoEES could pass out orange wedges.

Thank you to FoEES for all that they do to support the school. There has been one interest letter to Dr. Roberts for School Council, but no interest directed to the FoEES.

The ACE program at EES is a new program in the school, which provides students support through a modified curriculum, but provides participation in a variety of classroom activities. Within the district, there are specific needs for students with disabilities and programming that provides these supports such as SWING, the EARL program, the SAIL program and ELL program and services across the elementary schools in the district.

The FoEES Grant writer has some continued information about the application process for grants for Dr. Roberts. Feel free to send email updates to Dr. Roberts for funding for Daisy Nell and Composer in Residence.

**School Beautification Update:**

The donations from SignUpGenius have been going direct to the bank. The donations page was emailed to families and posted digitally. Beth Walsh is looking for a total budget for plantings – currently, $4303.90.

**Potato Hill Poetry Recap:**

Andrew Green, the students, and teachers enjoyed writing poetry during the Potato Hill Poetry event. Pictures were shared with Samantha Silag.

**Whalemobile:**

This was postponed,but was rescheduled.

 For 2022-2023, we hope to move the Whalemobile event back into the STEM night event. Ocean Alliance provided additional information and support during the event.

**School Supply Fundraiser:**

Teachers have reviewed and shared their supply lists and if $12 is added per student ($10 donation and $2 buffer) the average cost of a supply list is running about $60. The sample form is working well. Maggie Safrine will send out the information. Some teachers do want to send out the supply list early. The supplies will be dropped off the morning of the scheduled drop-off day.

**Playground Update:**

Jessie Palm inquired about the payment preferences of the School Committee/District and has not heard back from them. The district needs to address the drainage problems, and the invoices seem to have mixed items (district responsibility vs. FoEES donation). FoEES will pay invoices as they are sent and cleared for payment.

**Kindergarten Playdate:**

This event will be on August 21, 2022 (Sunday), from 9-10 am. There is a store set up from Jungle to pick items to order for EES Gear Sale (items on site). There are still some books left over. Coordinate with Maggie Safrine to send out the information about the Kindergarten Playdate parents the Kindergarten packet (connect with Shelly Mullarkey). We need to complete the Grounds Use Form for the building.

**Restaurant Night Update:**

Caitlin Cann will work with Corey Fealtman to host Restaurant Night three times per year with restaurants. They will coordinate for Fall 2022. FoEES is still waiting for income from Antique Table (Corey will go in person - Maggie will ask if Corey can do that?)

**Family Directory:**

Betsy will get the flyer out to send in the Kindergarten packets. The Sheets document will be updated. Families can review and contribute their information into the directory.

**Enrichment Update:**

Grade 3 had to cancel the Virginia Leigh Burton cottage (the bus wasn’t available). The River Cruise will happen. Grade 4 is going to Woodman’s on a field trip. There is a Grade 1 Salter transportation payment issue. The bus didn’t show up (no phone contact) and had been confirmed the day before, and Salter’s phone lines were disconnected. Someone was able to connect with Salter’s after hours (2 hours late). Kestrel was on-site and stayed late. What can be done as payment had been given prior to the transportation.

* FoEES could write a letter of complaint. Contact address and contact should be available from Avi Urbas, and we will request for a credit.

For next year, the Enrichment budget covers approximately $500 per teacher as the budget for the whole school is about $1300 (total budget is $9,000).

**Grant Writer’s Update:**

Jessica applied for Cell Signaling Grant to support the STEM Night event, the Hooper Fund for the fall Community Read event, however she will not hear back from Cell Signaling until August 2022. There are possible author visits for the spring of 2023 with a potential grant and she will continue to work on this. Additionally, she will apply for Cape Ann Saving Bank grant, which could fund the Hoedown event.

Vote to approve the FY2023:

**Elections for Open Positions:**

* For the Position of Secretary, Bradley Cooke is nominated and moved by Betsy McKeen with a second to the motion by Maggie Gleason. The vote was unanimous to elect Bradley as Secretary.
* For the Position of Social Media, Rachel McInnis is nominated and a motion is made by Maggie Gleason. Betsy McKeen seconded the motion. The vote was unanimous to elect Rachel McInnis as Social Media Coordinator.
* For the Position of Enrichment Coordinator, Hilary Mattison is nominated and a motion is made by Besty McKeen. Jessica Toricollo seconded the motion and the vote was unanimous to elect Hilary as Enrichment Coordinator.
* For the Position of Grant Writer, Jessica Toricollo is nominated and a motion is made by Maggie Gleason. Betsy McKeen seconded the motion. The vote was unanimous to elect Jessica Toricollo as Grant Writer.

Congratulations to the new board!

**School Council Open Positions:**

There is one person who has sent a letter of interest to Dr. Roberts. There are two more remaining open positions.

**Teacher Stipend fulfillments update:**

There are no new requests for tonight. There is an Amazon wishlist from the office and the nurse submitted their stipend requests and they have been used. Miss Stella’s reimbursement has been sent.

**New funding requests:**

There are no new funding requests.

**Treasurer’s Update:**

There is a deposit of a matching check from Hartford Insurance (employer matching). There was an additional annual appeal donation made recently.

**Library Update:**

Ms. Silag will order books through Capstone rather than Follett if FoEES will be funding the purchase.

FoEES needs Coordination/Event Chair positions for the following events:

* STEM Night
* Messy Art Night
* Hoedown

Former chairs could support the new incoming parents and Betsy will email out requests for background information about these events from former chairs.

**Approval of prior meeting’s minutes:**

The February 2022 meeting minutes were approved with a minor correction for the spelling of Hilary Mattison. The May 2022 and February 2022 meeting minutes were approved with a motion from Maggie Gleason and seconded by Jessica Toricollo.

Betsy McKeen made a motion to adjourn, and Maggie Gleason seconded the motion. The meeting was adjourned at 9:07 pm.

**Next meeting: at Betsy’s house - August 11 in the evening (this is a social event) at 7:00 pm**

**Upcoming Dates:**

**Sept 22, 2022 – EES Open House**