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**Friends of Essex Elementary School Meeting Minutes**

**November 1, 2021 -- Zoom meeting**

**Attendance:** Zoom meeting (Betsy McKeen, Suzanne Bediz, Maggie Gleason, Heather Harrell, Letizia Donati, Laura Eurich)

**Welcome/Introductions:**

Maggie Gleason, the vice president, called the meeting to order at 7:32 pm.

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

Dr. Roberts is unable to attend the meeting this evening.

**Playground Opening Ceremony for May 2022:**

FoEES Carnival will be considered as part of the Playground Opening Ceremony. It is currently scheduled for May 20, 2022; FoEES Playground Carnival chairs will complete the building use form. It will be held on Friday evening, with a start time of 6 pm. Jessie Palm and Terry Morriss. Invite the Playground Working Committee, DJ, open playground. Add event to

**Winter Book Warm Up:**

The BookShop of Beverly will provide the platform/website and manage the teachers' wishlists; specialists have submitted lists; create a flyer/email at the beginning of December to parents to encourage purchases.

**School Beautification:**

Beth Walsh, Sam's parent, will work with School Council (email all to connect and cc Jen Roberts)

**Teacher Appreciation Lunches (Melanie Healey):**

Two lunches across three grades (family donations) and one more of purchase for foods from local restaurants

December / March / May

**Enrichment Updates:**

Only one teacher, Nicole Cucuru, has confirmed the grade 3 local field trips (Woodmans, Essex River Cruises).

There have not been any additional responses regarding enrichment activities/trips with the Shalin Liu.

**MCBA Book Titles:**

FoEES ordered all but three titles, two copies of each book. Again, this fits within the current budget.

**Hooper Fund grant:**

5th-grade composer grant still needs more details, including a final cost

2nd folk grade project is being planned, but we need to determine where the money is (not currently in the enrichment budget)

**Family and Business Appeal:**

A family letter is going out this week. We want to email and follow up with paper copies later this week.

The business letter should go out soon, but we still need to review the list of business and mail

1. Write the letter (use prior copies)
2. Current Addresses and Business Names from the Cape Ann Chamber

**Gear Sale:**

This fundraiser made $194.50 so far and closed tonight.

**Venmo and PayPal:**

Business fee schedules (1.5%) and then transfer into our checking account manually. Therefore, PayPal is better at managing charitable giving. In addition, a PayPal account is now a giving account, which should minimize fees.

**New Board member orientation manual:**

Heather would like to add timelines, responsibilities, roles in a document to be shared to help people understand. It is a Google Doc/Slides to add information. Anticipated time commitments, monthly activities.

**New Funding requests:**

No new formal requests. Maggie let us know that the microwave has died in the staff room.

1. Courtyard seating - Google Doc (Heather) will be reviewed and shared with Ms. Jordan
2. Short-term - ask Dan Mayer for tree stumps

Betsy made a motion to adjourn, Maggie seconded. 8:13 pm adjourned

**Next meeting: December 6, 2021, at 7:30 pm (Zoom meeting)**