



**Canterbury Parent Association Meeting
Steering Committee Meeting
Middle School Cafeteria
May 23, 2019**

Present: Beth Behrendt, Tania Boyd, Cathy Diamente, Jill Surendran, Nicole Lawson, Lisa Selby, Arie Moreno, Natalie Chenoweth, Sue Wojewuczki, Lisa Smits, Carrie Gould, Dave Coble, Dima Mourad, Elizabeth Sturges, Matthew Weigelt, Diana Dep, Brooke Stewart, Lisa Lindzy, Tish Teel, Bill Ennist, Jessica Morales, Melinda Perry, Ben Ottenweller, Katie Burrows

1. Call to Order

Beth Behrendt called the meeting to order at 8:32 a.m. Beth welcomed everyone and thanked them for their involvement in Parent Association this year. She announced that the current Parent Association Executive Committee will remain in office again next year. The Executive Committee focused this year on looking at what Parent Association has been doing and making sure that it aligns with the Parent Association mission statement.

2. Table Introductions

Parents and faculty introduced themselves and stated their role in the school and ages / grades of their children.

3. Leadership Team Remarks

- Ben Ottenweller : Appreciative of the work the parent reps have done throughout the year, especially in relaying concerns parents may have. Also thanked the Friends of Faculty coordinators.
- Katie Burrows : Closing out another great year, stated that she was appreciative of parents efforts to bring the children great programs and events.
- Jessica Morales : Jessica is finishing her first year at Canterbury as Director of Enrollment Management. She is grateful for Parent Association and is excited to gear up for next year.
- Melinda Perry : Thanked parents for all of the work that they have put forth. Noted that Beth and Melinda have been meeting on a regular basis to ensure that information is running smoothly between parents and the Leadership team. Mentioned that new this year, Parent Association Executive Committee had a presence in a couple of Leadership meetings.
- Bill Ennist : Thanked parents for their willingness to help. Also thanked Executive Committee for creating a different structure and revisiting how Parent Association is run.

4. 2018 – 19 Overview (Beth Behrendt)

- In prior years, Parent Association Steering Committee met on a monthly basis. New this year, Steering Committee met only three times.
- In years past, parent parties used to be grade level specific and would be hosted and held at a parents' house. This year the format was changed to be division wide, hosted by Parent Association and held on school grounds. These events were all a success and Beth is hoping for greater attendance next year.

- New Families Ambassador (Marsha Borman) was added this year. Her role was to work with administration in welcoming new families and act as a contact person for them. This position will continue next year.
- Looked at various programs and their evolution. Jingle Bell Boutique is labor intensive and Parent Association considered ending it. A new set of parent coordinators will take on the duties and responsibilities for next year. SCRIP will also have a new team, headed by Tish Teel. Carpool will no longer be run by parents. The budget was examined more closely by Cathy Diamente.

5. Financials (Cathy Diamente)

Cathy provided copies of the Parent Association budget sheet, which runs through the end of March. The calendar year for finances starts on July 1st. Cathy noted that some expenses have been removed from PA responsibilities, including carpool numbers, helium tanks, and school supply kits. Cathy asked next year that parents submit all financial obligations for an event to her, including supplies/material which parents absorbed the cost of. This will allow her to see where the resources are going and whether more or less are needed per event. Please communicate all financials needs with Cathy.

6. Communications (Jill Surendran)

Jill reminded parents that monies collected through Parent Association this year will be given to benefit the school in the way of technology. The Leadership team will determine the specifics on which items will be purchased. Jill will be in contacting faculty to ask for their suggestions on ways to benefit the school for next academic year. Similar to last year, the top three choices will be presented to the Steering Committee to vote on in the fall. Jill noted that Taylor Feighner will be stepping down as the schools Digital Marketing Communications Specialist. In the interim, Jessica Morales will be taking over her responsibilities. A new marketing team will be in place over the summer. Jill mentioned that next year a monthly Parent Association newsletter will be created. The newsletter will feature Parent Association events, opportunities for volunteering as well as explain fundraising opportunities for our community (i.e. SCRIP, BoxTops).

7. Volunteers (Tania Boyd)

Tania will be sending an email out to parents who ran an event this year requesting an event report. Tania would prefer something online, with the goal for next year being all reports on Google Docs. All binders should be turned into the office by schools end. Tania encouraged parents to continue to signup for volunteering at events online. There no longer is a paper signup sheet. Tania stated that she is in need of two co-chairs for the High School Friends of Faculty position. In addition, the Executive Committee seats need to be filled for 2020-2021.

8. 2019-20 Plans (Beth Behrendt)

- School Supply Kits will no longer be offered due to lack of participation and not having volunteers to run event.
- Parent Association Presents meetings will no longer take place.
- Parent parties will continue next year as division wide events, held on school grounds. The parties will take place earlier in the school year. Save the Dates will be sent the beginning of the school year.
- Jingle Bell Boutique has new volunteer coordinators for next year.
- SCRIP has a new team for next year, headed by Tish Teel with the help of Carrie Gould. Of note, Tish and Jerry Belcher will be the authorized signatories for the SCRIP account. There will no longer be SCRIP store hours starting next year. All SCRIP needs will be located in the Lower School Office. Tuesdays will remain SCRIP day when orders are due, orders from the previous week will be processed and delivered. A volunteer is needed to help with SCRIP on Tuesday afternoons for approximately 1.5hrs. Families are encouraged to use the app 'SCRIPNow!'.

Families can do so by creating an account at www.shopwithscrip.com. This will allow families to buy gift cards on demand. Half of the credit earned from SCRIP goes back to the school and the other half goes towards tuition.

- Carpool will be overseen by a faculty member next year, not a parent. The school will still request the help of parent volunteers though.
- BoxTops is going digital. More information to follow.
- Parent Association will have a monthly newsletter starting the beginning of next year.
- After next years' Steering Committee meetings Bill Ennist will be available to field any questions and/or concerns.
- Canterbury T shirts were given to all volunteers in attendance as a 'thank you' from the Executive Committee.

9. Question / Concerns

- Q: Will division heads still hold their quarterly meetings next year if Mr. Ennist is going to meet with parents following Steering Committee meetings?

A: Yes.

- Parents are encouraged to spread the good word of Canterbury to their friends, neighbors and community.
- Beth Laipple will be retiring and a party will be held in her honor on June 4th, from 3:30-6pm. The party will be held in Lily's Garden or in the Commons if the weather is unfavorable.
- Q: Will the New Families Ambassador duties be split between Courtney Dressler and Marsha Borman according to division?

A: Unknown at this time.

10. Adjournment

The meeting adjourned at 9:02a.m. Next meeting will be held in the fall.