Cape Elizabeth High School Parents’ Association

Minutes of Meeting of Board and Members

 A regular meeting of the Board and Boosters members was held in Cape Elizabeth, Maine at the Cape Elizabeth High School conference room on Ocean House Road, Cape Elizabeth, Maine on the 27th day of November, 2018 at 8:00am, pursuant to the call by the president and notice in accordance with the bylaws.

Present were: Pam Torre, Tom Hamerski, Megan McConagha, Maureen Clancy, Eileen Hetrick, Lisa Stevens

 The following items were discussed:

1. Welcome: Pam Torre opened the meeting. Our condolences, as a community, go out to Claire Depke on the passing of her father. We send our thoughts to Claire and her family at this overwhelming and sad time.
2. Treasurer’s report: Tom Hamerski brought a cash box for the upcoming bake sale, as well as copies of the current budget and provided a recap. Funds allocated for Class of 2020 and Class of 2022, respectively, are incorrectly labeled as “Project Graduation”; there was discussion that these monies should be changed to “class funds” and held in the Guidance office by Marie Cross. The most recent month of Hannaford GC sales was (one of) the lowest in history of our program. Lisa Stevens was reimbursed for the purchased Hannaford GCs, resulting in the stockpiled GCs now being property of HSPA.
3. Hannaford Gift Card Program: The next deadline is December 12th. In response to Tom’s comment regarding low income last month, some ideas were generated for promoting the program: every person involved gets one person to start the program; send emails about monthly deadline; market at any audience-containing activity; give fundraiser to a grade for a dedicated amount of time and then resume with HSPA, this will allow for the program to be advertised in the student announcements; research electronic transfer as an option; have a table at all school functions where they give a check and HSPA provides the GC and the date of when the money will get loaded onto the card. It was also noted that this may be a two-person job and someone could be added as program marketer. Maureen Clancy offered to organize the table if sales will occur at upcoming band concerts.
4. Teacher Appreciation: Lisa Stevens reported that the first TA activity of the year was a success. HSPA gave out gift bags with candy to 185 employees, including teachers, staff, custodial, cafeteria, town hall, school board, bus drivers and CECS. In total $220.00 was spent. The next activity is the Cookie Swap, scheduled for December 19th, for which an email will go out in the coming weeks for baker signups.
5. Tri-Parent Holiday Craft Fair Bake Sale: The HSPA is in charge of the bake sale on Saturday, December 1st. Signups have been organized by Claire Depke. Megan McConagha has taken over as the lead person for the bake sale. All time slots for sales have been filled and additional bakers were added to the list of volunteers to ensure success.
6. Miscellaneous: Maureen Clancy raised two questions: Q1) Will Clancy, 9th grade, was inadvertently deleted from the school directory and Maureen would like to know how to get his information submitted for next year. A1) Maureen was directed to speak with Claire about the directory, and Q2) Does the Prom committee hire a decorator or are the students responsible for decorating the space? A2) The response provided several scenarios and included conversation that in years passed where the students hired a decorator, it was very expensive and not successful.

TEDx event is being held at CEHS on Friday, December 7th; Pam noted that all Board members should have received an invitation but not all have.

1. Next steps: The next meeting is scheduled for December 20, 2018.

The meeting was adjourned at approximately 9:30am.

Dated and signed by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Eileen Hetrick

Secretary, Cape Elizabeth High School Parents’ Association