



## **MINUTES – Robious EBO meeting #1**

**OCTOBER 4, 2007, 2pm**

**Attending: Pam Benos, Kris Branch, Carol Catron, Susan Cheatham, Lesley Holbrook, Jeanne McLemore, Samantha Marrs, Michelle Payne, Debbie Ramos, Jean Zimmerman**

1. BACK TO SCHOOL NIGHT/ TSHIRTS: We discussed back-to-school night and shared information about the field trip handout, as well as the tshirt ordering process. Several participants asked about parents needing to have tshirts, and we agreed that it is totally optional for parents going on the field trips to have shirts. The color of the tshirts is bright lime green, and any students not purchasing these will be encouraged to wear lime green for safety purposes on the field trips to DC and to Busch Gardens. The EBO will buy about 20 extras for students who may decide to purchase shirts after the order is placed or who join the CBG program later in the year.
2. LANDSCAPING PROJECT: Susan updated the board on a potential grant application to the Garden Club of Virginia. The teachers have identified an interesting beautification project outside Mr. McEwen's room. This could be a CBG project (worked into the curriculum) that would benefit the entire school. Susan Cheatham will discuss with Kim Benson of the PTA the potential for doing this project in concert with other PTA landscaping (if any).
3. BIRTHDAYS: The EBO learned about the CBG approach to birthdays. The entire CBG class meets at the end of each month in the Forum, and at that time, students are recognized and awards are given out to students of the month. Also, general announcements are made about upcoming projects and events. At the end of the meeting, children who celebrated a birthday that month receive a cupcake to take with them to lunch. The procedure for those volunteers bringing cupcakes for the monthly celebrations, is as follows: Cupcakes should be left in the office by 10:00am on the designated morning with a note on top of the cupcakes "CBG" "TO BE PICKED UP BY MRS. COOK BY 10:30 AM"

We assigned the following months:

- a. October 30 – Jeanne (8 birthdays)(14 CUPCAKES TOTAL)
- b. November 30- Michelle (8 birthdays)( 14 CUPCAKES TOTAL)
- c. December 18 – Kris (5+7 for June birthdays) (18 CUPCAKES TOTAL)
- d. January 30 – Michelle Mauney (6 birthdays) (12 CUPCAKES TOTAL) (Jeanne will remind Michelle)
- e. February 28 – Debbie (5 birthdays) (11 CUPCAKES TOTAL)
- f. March 18 - Carol (1+6 for July birthdays) (13 CUPCAKES TOTAL)
- g. April 18 – Susan (9 birthdays) (15 CUPCAKES TOTAL) (Lesley will call Bailey Holland's mother)
- h. May 30 – Lesley (9) (15 CUPCAKES TOTAL)

**Parents are also supposed to bring 6 extra cupcakes for the teachers.**

4. CARD PROJECT: the EBO agreed to design and implement a card project for the CBG students. This project will be completed during ASE periods. The children, under the direction of their ASE teachers, will design a valentine's card that can be delivered with Meals on Wheels packages. These cards can be copied and provided in packages to nonprofits like Meals on Wheels. The EBO will provide the supplies and handle the delivery of the cards.
5. HOLIDAY PROJECT: the EBO will provide shrink film and sharpies to the teachers for creation, design, and melting of ornaments. These can be made into keepsakes that the children can give to their parents as presents for display on a tree or for other purposes. Pam will work with the teachers to find the optimal time for the students to create their designs, and the EBO will handle the melting and delivery of these items back to the children before December dismissal.
6. TREAT BAG: to celebrate the ending of the first 9 weeks, the EBO will create holiday treat bags for distribution for the report card distribution (probably during ASE). The EBO will create these bags at their November 1 meeting, so everyone should bring extra Halloween candy with them to that meeting.
7. VOLUNTEER COORDINATION: Members of the EBO also discussed circulating volunteer forms to the CBG parents to gauge interest in parent support with the above discussed projects. A form will be developed and circulated that also include the potential classroom projects going forward. We will finalize this effort at the next meeting. The form should list opportunities for donating items as well as volunteering hours. The teachers have indicated an interest in having sugar-free candies available, etc.
8. FIELDTRIP TO DC: the EBO discussed how it could support the upcoming fieldtrip. Pam Benos will report to the EBO anything that it can do to help with the dinner in DC or with the traveling to DC.  
\*\*\*Discussion of Field Trip Help for Nov Mtg
9. BUDGET: Susan Cheatham presented a \$1200 budget, and the members of the EBO approved it as stated. At the next meeting, Susan will report on totals raised by the voluntary fund drive. Susan explained that she will ask the teachers to retain and submit receipts for purchases for the classrooms and for the curriculum.
  - Program support - \$450
  - Events - \$550 (see list below)
  - Card Project - \$100
  - Holiday project - \$100
10. OTHER: Fieldtrips (tentative): Ashlawn/Monticello (March/April), Busch Gardens (May)
11. CLASSROOM ENRICHMENT EVENTS: Pam distributed a list of potential projects to be supported, funded or staffed by the EBO (tentative months):

T shirt distribution – Nov.

Colonial America Day – December (want to supplement lunch with gingerbread)

Colonial Day (Social Studies) Tea - Jan

Card Design Project – Feb.

Poetry Coffee House – Feb or May

Social Studies Pioneer Day - March

Picture Book Author's Party - April

Poetry Coffee House – Feb or May

Social Studies State Fair – May/June

Olympics - June  
End of year Auction - June

Bizarre Days – throughout year  
Science Night – To be Announced

12. **COMMUNICATIONS:** This fall, the EBO will launch a website in conjunction with the other CBG programs in Chesterfield County. Samantha is working to get this underway.
13. **EBO MEETING SCHEDULE:** Pam distributed a list of all upcoming EBO meetings, to be held in the lunchroom at RMS:

Thursday, Oct 4	2:00 pm
Thursday, Nov 1	2:00 pm
Thursday, Dec 6	2:00 pm
Thursday, Jan 10	2:00 pm
Thursday, Feb 7	2:00 pm
Thursday, Mar 6	2:00 pm
Thursday, Apr 10	2:00 pm
Thursday, May 8	2:00 pm
Thursday, Jun 5	2:00 pm

\*\*\*\*This meeting conflicts with DC Fieldtrip

The meeting concluded at 3pm.