



## MINUTES – EBO meeting #1

November 1, 2007, 2pm

**Attending: Pam Benos, Kris Branch, Carol Catron, Susan Cheatham, Jeanne McLemore, Samantha Marrs, Michelle Payne, Jean Zimmerman, Kume Goranson (Asst Principal)**

1. MINUTES AND FINANCIAL REPORT: Samantha distributed the October minutes and briefly reviewed them. She asked for corrections, as these minutes will eventually be public on the EBO website. One correction was noted to the birthday section: parents do not have to bring an additional 6 cupcakes to the total noted by their name. Susan distributed a financial report that showed a balance of \$2093.00, including the tshirt orders.
2. CALENDAR: Pam asked that we consider changing the next EBO meeting, since it coincides with the DC field trip. The group agreed to meet one week earlier on November 29<sup>th</sup> at 2pm.
3. BIRTHDAYS: Michelle and Carol switched months.
4. TSHIRTS: Samantha reported that approximately 60 families have purchased shirts, and she emailed all those for whom she had contact information to check that they did not want one. Mrs. Zimmerman asked that we cross-reference the names once more. Discussion ensued about the EBO purchasing a few extra shirts for children who might want one later, especially as some children are not going on the DC field trip. Samantha is going to get the final list of orders from Lesley Holbrook, and she expects the shirts to arrive by the week after Thanksgiving. The shirts will be organized for distribution at the next EBO meeting.
5. EBO FUNDRAISING: Approximately \$1500 was raised through the voluntary donation drive. All of the donor families were sent thank you letters. Susan added that \$300 should be coming from the Manchester EBO. We will plan for a surplus at the end of the year so that there are start up funds for next EBO. Samantha added that our request to the Circuit City Foundation for cameras was denied as they restrict donations to the Boys/Girls Clubs.
6. DIGITAL CAMERA: Because we were not able to get the cameras donated, the EBO will purchase one digital camera and one 4MB drive for the three teachers to share. Carol Catron volunteered to shop at Best Buy and at Costco to see if there are any decent digital cameras in the \$200 price range.
7. COURTYARD PLANTING: Susan has not connected with Kim Benson of the PTA concerning the courtyard project. Mary stated that the PTA is aware of the potential for the CBG landscaping project and is willing to partner on it.
8. PTA REPORT: Mary continued with her PTA report, asking for input on how to structure the information in the future so as to be helpful to the EBO. She shared details on the forthcoming middle school directory, the spirit wear, and school beautification projects. The PTA is handling Teacher Appreciation days, birthdays, and an upcoming chili lunch during conferences. The EBO discussed submitting a well-justified request to the PTA for the next annual budget for CBG classroom enrichment, especially as the CBG will double in size.
9. FIELD TRIP: The EBO learned that approximately four children are not going to DC, and Mrs. Zimmerman was asked to ensure that a plan is made for these children to attend school. Ms. Goranson added that there would be a plan in place for these students. We inquired if the EBO could assist students who wanted to attend but could not for financial reasons. Mrs.

Zimmerman will check and let us know by the next meeting. Pam asked if there are specific jobs that the EBO could do to assist the teachers, such as handling a meal, handling checklists, or handling specific activities (like a treasure hunt). Mrs. Zimmerman will meet with Mrs. Cook to determine if there are any items she might delegate to the EBO before the two parent meetings. Ms. Goranson will check to see if the school has loaner media equipment that the teachers might borrow for the field trip.

10. **VOLUNTEER COORDINATION:** Pam briefly noted that we discussed organizing volunteers based on availability, interest, and the needs. While the teachers submitted a list of upcoming class projects that could use volunteers, we do not have specifics. Mrs. Zimmerman will work with the three teachers to determine if parent volunteers are needed or desired. If there is sufficient teacher interest, the EBO will send a volunteer form to measure interest in the larger 6<sup>th</sup> grade CBG parent community to be involved.
11. **INTER-SCHOOL CBG COORDINATION:** Mrs. Zimmerman announced that Chesterfield County has hired another CBG Coordinator, Mrs. Forbes, and there are two plans afoot. First they want to bring together the four presidents of the middle school EBOs for tea and EBO coordination. Therefore, our EBO needs to decide who will be the representative (“president”) from Robious. Secondly, they want to bring together the students from the four different middle schools (by a grade level) for networking events. Perhaps the EBOs would host such events – perhaps another putt-putt or a movie night. Mrs. Zimmerman may start with the Manchester EBO as it is the oldest and most established. She added that it is a great opportunity for the students to meet as many of them will matriculate to high school specialty centers together.

The meeting concluded at 3pm. Next meeting November 29<sup>th</sup>, 2pm.