

# F.W. Parker Charter Essential School

## Minutes

### DevComm meeting

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#### Date and Time

Tuesday December 5, 2017 at 7:30 AM

#### Location

Room 3A

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#### Committee Members Present

C. Stack-Haan, J. Bartsch, J. Howard, J. Saxe, K. Tedstone, M. McKenna, T. Sumner

#### Committee Members Absent

D. Osofsky, J. Churchill, K. Reeves, M. VanderWilden

#### Committee Members who arrived after the meeting opened

J. Bartsch

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### I. Opening Items

#### A. Record Attendance and Guests

#### B. Call the Meeting to Order

K. Tedstone called a meeting of the Development Committee of F.W. Parker Charter Essential School to order on Tuesday Dec 5, 2017 at 7:36 AM.

#### C. Approve Minutes

J. Saxe made a motion to approve minutes from the DevComm meeting on 10-31-17 DevComm meeting on 10-31-17.

J. Howard seconded the motion.

The committee **VOTED** to approve the motion.

#### Roll Call

M. McKenna	Aye
J. Saxe	Aye
T. Sumner	Aye

### **Roll Call**

J. Bartsch	Aye
J. Howard	Aye
D. Osofsky	Absent
C. Stack-Haan	Abstain
J. Churchill	Absent
K. Reeves	Absent
M. VanderWilden	Absent
K. Tedstone	Aye
J. Bartsch	arrived.

## **II. Development**

### **A. Essence Project Interviews**

Katrina presented the template for the Essence Project interviews and the thoughts behind scheduling them.

There was some concern over 1:1 interviews and it was suggested that we have 2 interviewers for each interviewee so one could listen and record answers.

It was decided that Katrina would look into a scheduling scenario that would allow interviewees to pick a time slot that works for them and then we could find DevComm members who could attend each interview.

Cindy brought up that it might be nice to have Deb Merriam do an informational video on the Essence Project and what we are trying to achieve.

Additional question added to interview template: Where do you think Parker needs more support?

### **B. March Donor Event planning**

Katrina shared a list of possible alums to invite to participate in a version of Ted S. Talks.

The group decided on four alums that would be great to include and Katrina will contact them to see if we can find a Saturday date in late March/early April that would work for the majority.

Julie is going to communicate with Cara Stadler again about any availability that she might have to participate.

### **C. Working groups updates**

Katrina updated the group about recent activity in the working groups. She highlighted grants, the alumni reunion on 11/24 and the art sale from 12/1.

### III. Closing Items

#### A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:43 AM.

Respectfully Submitted,

K. Tedstone

J. Saxe made a motion to adjourn the meeting.

T. Sumner seconded the motion.

The committee **VOTED** unanimously to approve the motion.

#### Roll Call

J. Bartsch	Aye
J. Saxe	Aye
D. Osofsky	Absent
J. Howard	Aye
K. Reeves	Absent
J. Churchill	Absent
T. Sumner	Aye
C. Stack-Haan	Aye
M. VanderWilden	Absent
M. McKenna	Aye
K. Tedstone	Aye