

HTEPA Officer Meeting Agenda

Date: 10/6/25 Time: 6:30pm Place: Zoom

Zoom Link:

<https://us06web.zoom.us/j/5031461203?pwd=clRtRzO3dVpLY1pRL1pWOkozSUVSZz09&omn=87277085420>

Meeting ID: 503 146 1203

Password: 2150

Call to Order/Establish Quorum:

Minutes Approval: 9/9/25

Intro./Opening Question: 6:30-6:40

Action Items/Voting: 6:40-6:45

- Vote to move Jog-A-Thon from 3/11 to 3/18

Officer Reports: 6:45-7:45

President's Report: Mandy Buzzell

- Goals Overview
- Calendar Review
- Committee Chair Openings
- Officer Shadowing Opportunities

School Updates: Jenny Merrill & Emily O'Neal

- What's New???
- Teachers, Staff, & Students on Konstella
- December Exhibition Date

Treasurer Report: Brit Apone

- September Expenses/Income vs. Budget
- Upcoming Expenses

Communications: Tristan Barnum

- Process for collecting information for:

- Email/Newsletter: Weekly Wave Newsletter, weekly classroom emails, Teachers/Staff,
- Konstella: Calendar, Announcements, Sign Ups
- Website: Updates
- Print
- Social Media
- Photos/Videos of events- collection & storage

Fundraising: Tasha White/Mandy Buzzell

- Fall Email Campaign- Mandy
- Logowear- Anya
- Book Fair 10/14-10/17- Anya
- Halloween Candy Buy Back- Beth
- Sponsorships- Kate
- Exhibition Food Trucks- Tasha

Community Building: Audrey VanAlvea & Melissa Brown

- Popsicles in the Park/ Back to School Beach Bash Reflections, Movie Night Reflections
- Fall Campout 10/24-10/26- Ben
- Halloween Costume Parade 10/31- Beth
- Exhibition Food Trucks
- PA Event/Arts Collaboration-Mandy

School Support: Rosa Meadows

- Info. Tables- Exhibition
- Families in Need- Halloween Costume Swap, Thanksgiving Food Drive, Holiday Book/Toy Drive or Swap?
- Room Parents Update- Holly
- Teacher Appreciation-December Teacher Appreciation Activity
- 5th Grade Committee- Audrey & Jasmine
- Dad's Club- brain storm ideas

Public Forum: 7:45-8:00

Adjournment @ 8:00PM

Next Meeting Scheduled: 11/3 6:30-8:00 Officer Meeting