



EFA (Educare Family Association) Planning Meeting for 2019-20

EFA Goals

- Build a sense of community
- Network with other families
- Work together to support quality programs for children and their families

EFA Framework

All families and staff are members of the EFA. An advisory board consisting of no less than four Educare staff members and no less than four Educare parents/guardians plan and oversee events/activities for families; advisory board members may be appointed from the past advisory board or may volunteer to participate in the advisory board. Five general meetings are held during the year open to all families and staff.

Proposed Advisory Board for 2019-20

ELC Family Reps – _____

ELC Staff Reps – Janice Czeh, Mary Janson, Kim Mogard, Sue Mogard

Advisory Board Duties

- Plan and oversee EFA yearly calendar of activities
- Plan and oversee budget planning and expenditures for family events
- Establish goals for fundraising
- Organize committees, as needed
- Oversee EFA General Meetings 4 times per year (September, November, January, March) Planning Meeting Held in July

On-going EFA Tasks

- Welcoming Committee (contact new families & update and maintain classroom directories)
- Physical Property Enhancements (maintenance and beautification of nature trails)
- Fundraising Plans (approximately \$2,500 in expenditures for the year)
 - Pizza for Trunk or Treat (\$150), Teacher Gifts (\$1,000), Teacher Conference (\$700), physical property improvement (\$?), Family Picnic (\$750), other?
 - Fundraising ideas – Parent's Night Out (4-5 x per year), direct donations, Night out of the Kitchen, direct sales fundraisers
- Community Outreach (BEACON Stuffing Drive—Oct./Nov., Jefferson Food Bank Soup Drive—Jan./Feb.)

Yearly EFA Events

- Family Picnic/Campfire (September)
- Trunk or Treat (October)
- Holiday Family Event (December)
- Holiday Staff Recognition – Lunch and/or Gift (December)
- Family Picnic (Spring)
- Teacher Appreciation Week – Meal, Snacks, Gifts (May)



A look *back*...
and a look *forward*

**Planning Meeting Agenda
July 17, 2019**

Date	Description	Debit	Credit	Balance
3/21/19	Balance as of last meeting			\$2,838.57
4/12/19	Profit from PNO 4/6/19		\$280.00	\$3,118.57
4/30/19	MSCCA Conference Lodging	\$276.26		\$2,842.31
5/3/19	Panera Bread Lunch for Teachers (Teacher Appreciation)	\$218.26		\$2,624.05
5/15/19	Donations from ELC Families for Teacher Lunch		\$123.00	\$2,747.05
6/13/19	Backyard Inflatables Rental for Family Picnic	\$331.89		\$2,415.16
6/14/19	Weis Market (Sliders/Side Salad for Family Picnic)	\$254.40		\$2,160.76
6/14/19	Sam's Club (Water, Juice Boxes, Chips, Ice, Freeze Pops, Cookies)	\$136.02		\$2,024.74

How effective was the EFA Framework for the past year? (See Proposed EFA Overview for 2019-20)

- What are the positives?
- What changes needed?

How can we invite new members to the EFA Advisory Board for the upcoming year?

- Send out informational note describing EFA Framework and Tasks; ask parents/guardians to indicate interest in participating on advisory board and return to front desk
- Past Advisory Board members to move forward in 2019-2020?
- Suggestions for parents/guardians to contact who have shown interest in EFA

What yearly events/activities do we want to do in 2019-2020?

- Review past events/Set new Dates
 - Campfire/Picnic—September _____
 - Trunk-or-Treat--October _____
 - Wreath-making Workshop/Holiday Craft--December _____
 - Holiday Staff Recognition—December _____
 - Teacher Appreciation Week (May 4-8)—May _____
 - End of School-Year Picnic—May/June _____
 - EFA Meetings—September____, November____, January____, March _____
- Skelly family offered to donate the calendar magnets again to the EFA for the 2019-20 school year
- Discuss positives. Any changes needed?
- Suggestions for additional events/activities for up-coming year

What is our working budget for 2019-2020?

- Confirm budget for the upcoming year (maintain a minimum of \$2,500 in budget)
 - Pizza for Trunk or Treat (\$150), Teacher Gifts (\$1,000), Teacher Conference (\$700), physical property improvement (\$?), Family Picnic (\$750), other?
- Discuss fundraising options.
 - Parent's Night Out (4-5 x per year), direct donations, direct sales fundraisers

What are the on-going EFA Tasks? How can we implement these tasks most effectively?

- Welcoming Committee (contact new families & update and maintain classroom directories)
- Physical Property Enhancements Group (trail supporters, other?)
- Community Outreach (Stuffing Drive, Food Bank, Cereal Drive, other?)

Thank you to the EFA Advisory Board Members for a successful 2018-19 school-year!

EFA Income/Expenses for 2018-19

Income

Donations

December Meal	\$150.00
May Meal	\$123.00
Total	\$273.00

Parent's Night Out

9/29/18	\$260.00
12/15/19	\$280.00
2/9/19	\$190.00
4/6/19	\$280.00
Total	\$1,010.00

Texas Roadhouse

Gift Card Fundraiser	\$122.00
Dine Out Night	\$120.00
Total	\$242.00

Total Income \$1,525.00

Expenses

Trunk or Treat

Crafts	\$33.52
Pizza	\$136.00
Total	\$169.52

December Teacher Gifts

Gift Cards	\$280.00
Meal	\$117.65
Total	\$397.65

Winter Family Craft Night

Wreaths	\$22.26
Total	\$22.26

MSCCA Conference

Lodging	\$276.26
Total	\$276.26

Family Picnic

Bounce House	\$331.89
Meal	\$390.42
Total	\$722.31

Total Expenses \$1,588.00

EFA 2018-19 Calendar of Events

September 2018

- Thursday, September 13—EFA Meeting, 6:30-8:00 p.m.
- Saturday, September 22—Family Discovery Walk & Campfire, 4-6 p.m.
- Saturday, September 29—Parent's Night Out, 4-9 p.m.

October 2018

- Saturday, October 27—Trunk or Treat, 4-6 p.m.
- BEACON Stuffing Drive Begins End of Month

November 2018

- BEACON Stuffing Drive Items Due Beginning of the Month (Brunswick Food Bank)
- Thursday, November 8—EFA Meeting, 6:30-8:00 p.m. (rescheduled for 11/29/18)

December 2018

- Tuesday, December 4—Family Winter Craft Night, 5-7 p.m.
- Saturday, December 15—Parent's Night Out, 4-9 p.m.
- Week of December 17--Holiday Staff Recognition & Lunch

January 2019

- Thursday, January 10—EFA Meeting, 6:30-8:00 p.m.
- Monday, January 14— "Souper-bowl" Soup Drive Begins (Jefferson Food Bank)

February 2019

- Texas Roadhouse Gift Card Fundraiser **(NEW)**
- Friday, February 1— "Souper-Bowl" Soup Drive Ends
- Saturday, February 9—Parent's Night Out, 4-9 p.m.

March 2019

- Thursday, March 7—Dine to Donate Night at Texas Roadhouse in Frederick, 3-10 p.m. **(NEW)**
- Thursday, March 14—EFA Meeting, 6:30-8:00 p.m.

April 2019

- Saturday, April 6—Parent's Night Out, 4-9 p.m. **(NEW DATE)**
- Friday, April 26—Spring Fest & Family Discovery Walk, 5-7 p.m. **(MOVED TO JUNE 14)**

May 2019

- May 6-10--Teacher Appreciation Week (Teacher Recognition & Lunch)