Notes from ECTF Sub-Committee Meeting

November 25, 2014

Early Childhood **Expo**

Title: "Growing Minds – Healthy Bodies: An Early Childhood Expo"

Focus: Health/Nutrition/Play "Whole Child"

Venue: January 10, 2015 @ Onaway

Time: Doors open @ 8:30 for presenters/agencies and @ 9:30 for guests to browse the community tables

Welcome in the auditorium @ 9:50

First session from 10:00 – 10:50

Second session from 11:00 – 11:50

Welcome: Dr. Hutchings (5- mins) in auditorium

Breakout Sessions: 4 total

Guests choose 2 sessions

Time	Title	Presenters
10:00 – 10:50	Play Does Matter	Monica Gaulden, Susan Pfaff & Rick Leibovich
10:00 – 10:50	Preparing Your Child with Special Needs	Melissa Manos, Kristin Koenigsberger & Noreen Smyth-Morrow
11:00 – 11:50	Positive Parenting	Valerie Dowery
11:00 – 11:50	Declaration of Independence	Jill Sangree will select a representative. Sandy Hurley hasn't confirmed.

List of Agencies/Vendors

Agency	Participation
• Shaker Library	• Yes
• Shaker Schools	• Yes
• Little Gym	• Yes
• Hanna Perkins	• Yes
• Discovery Toys	• No
• Play Matters	• Yes
• Starting Point	• Yes
• Lakeshore	• Tentative
• A Cultural Exchange	• Yes
• Nature Center	• Yes (2 tables)
• Family Connections	• Yes
• Shaker Launch House	•
• Bellefaire	•
• Fairhill Partners	•
• Shaker Health Department	•
• Invest In Children	• Yes
• City Rec Center	•
• Help Me Grow	• Yes
• The Achievement Center	•
• Heights Family Foundation	•
• Head Start	•
• Carol Nursery School	• Yes
• Shaker Heights Cooperative Preschool	• Yes

Special Notes:

- Lynne will create another communication for agencies and presenters.
- Amy Davis will contact the aides and pre-service teachers throughout district.
- We'll serve coffee, juice, H2O and breakfast bars. Lynne is contacting AVI and looking into using Good Greens. The food and beverages will be in the auditorium along with agency tables.
- Lynne met with Peggy Caldwell and Jen Proe for communications.
- Map of ON was suggested for the brochure
- Lynne will create parking signs for presenters, agencies and guests.
- Lynne will ask for high school seniors to volunteer.

- We need welcome sign with balloons, etc.
- Guardians/Parents should RSVP for breakout sessions if they intend to use childcare
- Lynne will create surveys for the guests, presenters and agencies. All surveys will be placed in a basket for a gift certificate drawing. Amy will get gift certificate. Lynne will bring basket.
- Lynne will prepare Shaker Bags with pens for guests to use as they collect agency pamphlets.
- Lynne will create signs for restrooms, childcare rooms and presentation rooms
- The tables in the multipurpose room will be replaced with chairs.
- Lynne will provide Shaker name tags for everyone who attends.
- Amy and Lynne will sit at the welcome table to pass out brochures, name tags and handle sign-in sheets.
- Lynne will meet with Ms. Billie and invite her to participate.
- Joanne will invite Salema Wiggins (Shaker Family Liason for LO, FE & ME) to volunteer, as well.
- Lynne will ask Peggy/Jen Proe about communicating to Vicki Blank ("Mayor's Letter")
- No raffle baskets for this event.
- Lynne will contact art teachers, Kindermusic (Unitarian Church) and Marisa Matero-Maury (Puppet Lady).
- Lynne will contact Shaker Library to ask about a storytime for childcare.
- Lynne and Ouimet will work on the RSVP.
- Amy will contact Shaker District Library for comprehensive list of all preschools.
- Amy will contact Head Start.

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