



**ENCINO ELEMENTARY E-TEAM BOARD MEETING
MINUTES**

April 15, 2024

6:30pm

Welcome /Call to Order - Rachel Wagner, President

Meeting start time: 6:32 pm

II. Roll Call/Establish Quorum- Kristen Kabel & Sara Parnass, Co-Recording Secretaries

Executive Board	Attendance	Advisory Board	Attendance
Rachel Wagner (President)	Present	Maggie Young (5th Grade Advisor)	Absent
Karen Bayless (Co-Treasurer)	Present	Michelle Rosenfield (4th Grade Advisor)	Present
Ellie Sweeney (Co-Treasurer)	Present	Helen Pizzo (Co-3rd Grade Advisor)	Present
Haylee-Ray Averill (Co-VP fundraising)	Absent	Liz Rodol (Co-3rd Grade Advisor)	Present
Sanaz Jedian (Co-VP fundraising)	Present	Sabrina Bonang (Co-2nd Grade Advisor)	Present
Bethann Anderson (Co-VP Student Services)	Present	April Wish (Co-2nd Grade Advisor)	Present
Rachel Lewis (Co-VP Student Services)	Present	Cara Himmel (Co-1st Grade Advisor)	Present
Kristen Kabel (Co-Recording Secretary)	Present	Alicia Pagliaro (Co-1st Grade Advisor)	Present
Sara Parnass (Co-Recording Secretary)	Present	Laura Moss (K Grade Advisor)	Absent
Kathleen Fong (Co-Corresponding Secretary)	Present	Megan Earhart (TK Grade Advisor)	Present
Jackie Kaufman (Co-Corresponding Secretary)	Present	Dr. Amy Besser (Principal)	Present

Special Guests: Kyle Porter	Present	Rachael Suarez (Teacher Advisor)	Present
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III. Minutes (ACTION ITEM) - March 18, 2024, Kristen Kabel & Sara Parnass, Co-Recording Secretaries

Motion made to approve amended March 18 minutes - Ellie makes a motion and Rachel seconds

IV. Principal's Update - Dr. Amy Besser, Principal

- Smarter Balanced Assessment begins - April 29 - English language arts. May 6 will be assessing math, May 13 is the 5th grade assessment for science. This is typically for grades 3-5. Check out coffee with the principal for more updates.
- iReady assessments start May 13-June 5. Students in grades TK-2 have the Dibels end of the year assessment May 13-June 6.
- April - no school April 24. Awards assembly April 25. Earth day April 25. April 26 first grade field trip.

V. Teacher Advisor Update - Rachael Suarez, 5th Grade Teacher

- No updates. Happy that open house went well. Excited for Junior Olympics and Earth Day.

VI. President's Report - Rachel Wagner, President

- Applause for Rachel Lewis and April Wish on DPY - everyone had a great time.
- We have received insurance for Coach and Savannah as soon as approved by the district. Holding off on Yvonne cuz she is not feeling well and don't know when she will return. Mr Rodriguez has his own insurance so should resume no problem. Lots of crazy rumors going around. The issue is we did not have insurance for ETeam teachers. Oversight for over a decade. Once brought to attention, we took action as fast as we could. ETeam has a responsibility to put a stop to any rumors.
- Besser - ETeam "teachers" are not certificated teachers. They are specialists in supporting the credentialed teachers. Commending Rachel and ETeam on how fast we responded. April 5 we first met and insurance has been acquired. Just waiting on district to approve.
- Kyle Porter - concerned about how parents were not informed right away about ETeam specialists issue. Wants to have more communication about these issues. Disappointed in the lack of transparency. Besser response - several parents have reached out to her about issue. Would like parents to reach out to her directly. Wagner - appreciates the concern. Wants to reiterate that we were not sitting on information but there were a lot of moving parts. Could have communicated earlier. Besser - those classes did continue even without the specialists. Teachers took over. Porter - honesty up front would have been helpful. Rachel Lewis - ETeam is always around for concerns. Keeping the issue close may have helped cause less of an uproar. May have helped us solve the issue sooner rather than later. Ellie Sweeney - Reminder that all of Eteam are volunteers. Rachel Wagner spent a lot of time working on this and it is so much work. We tried to get the most information we could and did the best we could with the situation. Rachel Wagner - we learned of the situation 2 weeks ago. Trying our best.

- Next ETeam board meeting is the transition meeting to next years board. A couple vacancies but if we do not have multiple people interested in a role, we do not need to have a vote. Will approve in May. Will share in newsletter about vacancies. Have 2 vacancies for 4th grade advisors. We are in good shape and have a lot of new parents interested in joining.
- We have a lot of topics to discuss for the next year. Thinking of doing a half day retreat situation to discuss roles with board members.
- Book fair was a success - raised \$4162.17. All proceeds from book fair go to library. May want to revisit Book Fair in the future as far as how much is given to school vs. ETeam.
- Junior Olympics - ETeam did print and design signage. Kathleen Fong did designs and Ms Whitehead was thrilled.
- Last meeting we were asked by Besser to fund supervision aides. No action was taken at that meeting. We wanted to survey the teachers first. We did have some losses this year such as enrichment. Will be worse next year because we will need to pay facility rental fees from this year and for next. Would be close to \$50,000 for fees. Huge hit to budget. We will talk to teachers in person and send a follow up survey. Will share with ETeam to see what questions we want to ask. Sent a check in for \$13k for only half a semester.
- Insurance for Coach and Savannah for now till end of school is \$1052 for Coach. Savanaah is \$646. That is only for less than 2 months.

Executive Board Updates – (5 Minutes each)

VII. Treasurer Report/Financial Update - *Ellie Sweeney & Karen Bayless, Co-Treasurers*

- Savings - \$200,829.65 Checking - \$165,491.04.
- Budget - hoping to give an accurate update by next meeting. Had to refund some enrichment classes. Now that we have insurance, could we reinstate coach's classes
- Gala is in full swing - hoping there will be good fundraising there.
- Do not think we will meet original goals, but we had a crazy year of changes.
- Don't have formal number for DPY profits

VIII. Fundraising - *Haylee-Rae Averill & Sanaz Jedian, Co-VP Fundraising*

- DPY was a great event
- Next big event is gala - lots of people involved. Going to be very fun. Invites went out today. Basket needs went out. Hope all the grades are buying items.
- We need parent party donations - could be anything such as kidnapping the kids in PJs and going to breakfast.
- Lewis and Wish - want to thank everyone who helped out with DPY. Hard part is getting people to volunteer. We were mostly manpower by teenagers who needed service house. Should probably work on getting the kids who need hours to help out and not as many parents. Wish disagrees because we have so many parents at the school who could help. Lewis says having more events that are community driven might be helpful for future participation. Hamburger Planet was great with getting food out fast. Wagner agrees with more community driven events.
- Back to Gala - paddle raise - what will gala be asking for? Can make a decision when talking to teachers. Might be the smart boards but could also be supervision aides. Besser believes manpower is more important at this point in time. Suarez thinks we will have to ask all the teachers. Sometimes fundraising for aids is difficult because parents expect to receive supervision but items could be easier to raise money for.

- Restaurant nights - one coming up at The Stand on 4/30.

IX. Student Services - Bethann Anderson & Rachel Lewis, Co-VP Student Affairs & Services

- Carpool sign up is TK/K/1st grade.
- Asking grade level advisors to plan end of the year playdates.
- Getting started with teacher appreciation - have some new ideas coming through. It is the week of gala. Will be getting information out about it soon.
- Enrichment has a lot of headache at the moment with trying to figure everything out. Coaches classes had 42 students. About half have asked for refund and 6 have decided to take a different class. Deadline is today to respond about what they want to do about the class. Unfortunately Mr R's employees are not available to cover Coach's classes.
- Teacher appreciation week - new policy on gifts that will go out. Besser - schools are being looked at closer. Part of the code of ethics is that teachers knowingly will not accept gifts over a certain dollar amount. It is putting the teachers in a weird position. Lewis - Is it a limit per person or per class? Suarez - says it is from a single source.

X. E-Team Website/Newsletter/Social Media - Jackie Kaufman & Kathleen Fong, Co-Corresponding Secretaries

- No news

Advisory Board Updates – (3 minutes each)

XI. Grade Level Advisor Updates

- 5th Grade Advisor- *Maggie Young*
 - Field trips coming in May
- 4th Grade Advisor - *Michelle Rosenfield*
 - N/A
- 3rd Grade Advisor - *Helen Pizzo & Liz Rodol*
 - N/A
- 2nd Grade Advisor - *Sabrina Bonang & April Wish*
 - Talking about planning end of the year playdates. Could be any time in June.
- 1st Grade Advisor - *Cara Himmel & Alicia Pagliaro*
 - Field trip on 4/26
- Kinder - *Laura Moss*
 - N/A
- TK - *Megan Earhart*
 - Filed trip on May 16

XII. Guest Comments (speakers have 3 minutes each)

- None

XIII. Agenda Recommendations for Next Meeting

- None

XIV. Adjournment

- Adjourned at 7:53 PM