



**ENCINO ELEMENTARY E-TEAM BOARD 2020-2021  
AGENDA (new Board)  
Tuesday, August 10, 2021- 7:00pm**

**ZOOM: <https://us02web.zoom.us/j/2274947678?pwd=V3hFSVdEM3k1RzB0cVdKNk9rMzF4Zz09>**

**Meeting ID: 227 494 7678**

**Passcode: ETEAM**

***“You must be the change you wish to see in the world.” -Gandhi***

**I. Welcome /Call to Order - Morgan Smith, Co-President, Geraldine Hernandez-Abisoror (Interim Co-President)**

- Call to order at 7:05 pm

**II. Roll Call/Establish Quorum- Dr. Helen Pizzo, Recording Secretary**

<b>Executive Board (10):</b>	<b>Present (P) or Absent (A)</b>	<b>Advisory Board (9):</b>	<b>Present (P) or Absent (A)</b>
<i>Morgan Smith, Co-President</i>	<i>P</i>	<i>Deborah Levinrad, Co-5th Grade Advisor</i>	<i>P</i>
<i>Geraldine Hernandez-Abisoror (INTERIM) Co-President</i>	<i>P</i>	<i>Gelila Hurwitz, Co-5th Grade Advisor</i>	<i>P</i>
<i>Matt Weiss, Co-Treasurer</i>	<i>A</i>	<i>Jalaja Ravisankar, 4th Grade Advisor</i>	<i>P</i>
<i>Jamie Grossman, Co-Treasurer</i>	<i>P</i>	<i>Armineh Schmit, 3rd Grade Advisor</i>	<i>P</i>
<i>Dr. Helen Pizzo, Recording Secretary</i>	<i>P</i>	<i>Lauren O’Connell, Co-2nd Grade Advisor</i>	<i>P</i>
<i>Laila Parsi, Co-Corresponding Secretary</i>	<i>P</i>	<i>Megan Ruthchild, Co-2nd Grade Advisor</i>	<i>P</i>
<i>Michelle Leonard, Co-Corresponding Secretary</i>	<i>P</i>	<i>Liz Rodol, 1st Grade Advisor</i>	<i>P</i>
<i>April Wish, Co-VP Fundraising</i>	<i>P</i>	<i>Kinder/TK Advisor - vacant position</i>	
<i>Co-VP Fundraising - vacant position</i>		<i>Ivy Thorne, Teacher Advisor (2nd grade)</i>	<i>P</i>
<i>Sanaz Jedian, Co-VP Student Affairs &amp; Services</i>	<i>P</i>	<i>Moohay Choe, Interim Principal</i>	<i>P</i>
<i>Elie Sweeney, Co-VP Student Affairs &amp; Services</i>	<i>P</i>		
<i>Special Guests: Corey Hodes, Margaret Nayfeld, Mikhail Nayfeld</i>			

**III. Minutes – 5/24/21 Minutes to approve - Dr. Helen Pizzo, Recording Secretary**

- *No additional edits; approved by the board*

**IV. Principal's Update – Dr. Moohay Choe, InterimPrincipal**

- *Safety Officer from District*
  - *Kids to social distance while eating outside; 3 students per table*
  - *Will be allowed to play on playground without distancing; students will wear mask outside*
  - *Unable to have single desks (district does not have single desks that are sized for elementary students)*
  - *Recommendations provided by Safety Officer (part of OSHA) on how to set up the rooms and table to maximally space out students*
- *City of Angels - addressing some concerns*
  - *Q+A link on emails regarding City of Angels*
  - *12 students signed up thus far; students to get additional info on 8/11/21*
  - *Student:teacher ratio will be 1:30*
  - *3 hours/day of synchronous instruction with one teacher*
  - *3.5 hours/day of asynchronous work*
  - *Teachers - will be selected from a pool of teachers within LAUSD:*
    - *Teachers not able to return to in person class; those who need reasonable accommodations*
    - *Teachers not assigned to specific school site*
    - *Substitute teachers*
  - *No teacher from ECES is assigned to City of Angels at this point*
  - *Student will have their space saved at ECES in case they change their mind about remote (City of Angels) vs. in person learning*
- *School Nurse*
  - *Will only have nurse onsite (same one as last year) on Wednesdays*
  - *We have funding for a nurse every day, however, there are not enough nurses in the nurse pool in LAUSD*
- *Teacher Openings*
  - *Two kindergarten teacher openings; was requested by Ms. Evans prior to her departure so student slots were filled from the lottery to accommodate (approximately 100 students off lottery)*
  - *Ms. Skrivfars is unfortunately leaving us; one kinder teacher left at the end of last school year*
  - *Candidates are being interviewed*
  - *Substitute teachers to be placed; Ms. Munro will be teaching one class and second substitute TBA*
- *535 students enrolled to start Mon 8/16/21*
- *New assistant principal - Mr. Myron Bornstein (2 days/week)*

**V. Teacher Advisor Update - Ivy Thorne, Teacher**

- *Working on transitioning to Eureka Math and working on Amplify Science*

**E-Team Board Meeting 8/10/21 (continued page 3 of 9)**

- *Thursday 8:00 am - 2:20 pm, teachers to meet*
- *Friday 8/13/21 pupil free day; teachers to meet with Ms. Choe*
- *Is ETEAM planning on filling the part-time science teacher position and any changes in current ETEAM teacher schedules?*
- *Welcome new teacher, Ms. Zuckerman*
- *Ms. Khan will be teaching 5th grade*
- *Ms. Rebolledo will be teaching 2nd grade (replacing Ms. Mischkot)*
- *Mr. C will be teaching 4th grade (long-term sub for Ms. Romero)*

**VI. President's Report-** *Morgan Smith, Co-President & Geraldine Hernandez-Abisoror, Interim Co-Pres*

- **E-Team Bank Signers Updated - Geraldine Hernandez-Abisoror**
  - o *Kristin Lebovic removed as of 6/23/21*
  - o *Morgan Smith added as of 6/23/21*
  - o *Jamie Grossman, Matt Weiss, and Geraldine Hernandez also authorized*
- **E-Team Executive & Advisory Board Update:** *Morgan Smith*
  - *Co-VP Fundraising seat vacant as of 6/17/21(Michelle Rosenfield) & Kinder Advisor seat vacant as of 7/10/21 (Lisa Hermes)*
  - *Plan to recruit Kinder Advisor in October 2021*
- **E-Team Insurance Board Compliance - Geraldine Hernandez-Abisoror**
  - 1. Complete E-Team Board Safety (child abuse awareness & first aid) training (\*complete Safeguard From Abuse by 9/1/21)**
    - o *All board members need to complete; link will be sent out*
  - 2. Submit/complete LAUSD Volunteer Application (<https://volunteerapp.lausd.net/>) to obtain Badge (\*complete by 9/1/21)**
  - 3. Covid VAX verification: TBC**
    - *Not mandated at the time; currently encouraging board members and those involved in the school community to be vaccinated.*
    - *PTO insurance will update us*
- **TK/Kinder New Student Orientation – Fri. 8/13/21, outdoor lunch pavilion - Geraldine**
  - o *Need at least 8 board members at the event, which will be outdoors*
  - o *Morgan will be leading; Geraldine will be working on slides which will be projected and be live streamed*
  - o *Those who are available to volunteer at the event to get in touch with Morgan*
  - o *Limiting 1 parent per student; expecting a little > 100 persons attending*

**VII. Treasurer Report- Financial Update - Jamie Grossman, Co-Treasurer**

- *Bank Balances: Checking: \$207,442.47 Savings: \$100,729.72*
- *Got remainder of Pali Camp refund from 2 years ago. Will be contacting families (approx 60-ish families) to obtain a refund, which will be approx \$9100 out of account. Some had already received a refund in the past which totaled around \$2000. Manual checks will be written to those who want a refund.*
- *Budget 2021-2022 – ACTION ITEM Board Vote:*
  - o *Typical year approx 12 members/stakeholders involved (and around 2 members from ETEAM) in a separate meeting. Merging meeting with ETEAM board meeting this year.*
  - o *Fundraising:*
    - *Annual giving drive 2019 raised \$115,000 compared to last year which was \$41,699 (however, was only asking \$300/student).*
      - *Weren't able to do a lot last year and this year as well (i.e. back to school picnic, bake sales). Will focus more on annual giving this year and virtual fundraisers.*
      - *Typically 30% of families donate*
      - *Will aim for \$500-600/student this year to help pay for teachers and technology (Budget \$80,000 for 2021-2022). Will no longer be doing tiered pricing.*
    - *Amazon (\$1435 for 2020-2021; budget \$1500 for 2021-2022) and Ralphs (\$5039 for 2020-2021 - this is the sum of the last 3 checks that we receive quarterly; budget \$6000 for 2021-2022) - passive income. Will provide info at New Student Orientation.*
    - *Corporate Matching - comes in through annual giving. Last year received \$8612 (Budget \$5000 for 2021-2022).*
    - *Drive In Movie Series (tentative) - April found a location to host this (One Generation Parking Lot). Great event for social distancing/safety. Have 3 Sundays available (discounted rate for Sundays) which will cost approximately \$3100 for event + license fee for movie (few hundred dollars); if 75 cars attend at \$40/car (2 people/car) will break even; can charge for additional people per car. Can sell concessions to bring in more income.*
      - *Net profit for 3 movie nights: approximately \$3000*

- *\*Los Encinos Park will no longer be a venue to use for Movie Nights as we are no longer allowed to amplify sound. 5th grade picnic for 2020/2021 year at Los Encinos was a bad experience. A lot of restrictions are currently in place.*
- *Birthday Marquee - easy way to bring in some income. Anyone interested in managing contact Morgan. Brought in \$100 for 2020-2021; Budget \$500 for 2021-2022.*
- *Boo Grams - brings in a few thousand dollars. Brought in net \$2275 (income \$3347, expense \$1072) for 2020-2021; Budget \$3000 for 2021-2022.*
- *Corporate sponsors/fence banners - Budget \$5000 for 2021-2022.*
- *Enrichment - Brought in net \$10,751 (income \$18,167, expense \$7416) for 2020-2021. To continue this year with a budget of \$30,000.*
- *Pizza sales - has been lucrative in the past years. Likely will not bring in much this year due to current safety regulations. Possible Dippin Dots or frozen lemonade in the park, however, per Sanaz, Dippin Dots will likely become the 5th grade fundraiser (which was what it was in the past as well for campus beautification). Budget \$1000 for 2021-2022*
- *Restaurant Nights - need a chair for this. Brought in \$876 for 2020-2021. Budget \$2500 for 2021-2022.*
- *Spell-It Day - like Turkey Trot (get donations from family and friends). Budget \$5000 for 2021-2022.*
- *Spirit Wear - Brought in \$4119 in 2020-2021. Budget \$2000 for 2021-2022.*
- *Tie Dye event at the end of the last school year raised a net \$1500 ((income \$1950, expense \$440). Can do something similar this year but by grade-level for crowd control. Consider pre-sale with a limited number of tickets so we can allow for safe distancing and make sure we don't have an inventory surplus.*
- *Turkey Trot - Brought in \$21,869 for 2020-2021. Budget \$40,000 for 2021-2022.*
- *Yearbooks - brought in \$2630 for 2020-2021. Budget \$2000 for 2021-2022.*
- *Subtotal Fundraiser Budget for 2021-2022: \$189,000*
- o *How do we vet fundraising events? We look back to previous years to see which events will allow us to make a profit, most impact and get the community engaged while making sure we are not projected to bring in less than previous years.*

E-Team Board Meeting 8/10/21 (continued page 6 of 9)

- *Expenses - below is a must-have (i.e. teacher salaries and operating costs).*
  - *Teachers: Art teacher, Computer teacher/tech support, PE teacher, Science teacher*
  - *Counseling/coordinator - charter budget took over this expense*
  - *Art Teacher, Miss Yvonne (will be out the first 6 weeks of the year)*
  - *Subtotal Budget - teaching (\$173,258)*
- o *Operating Expenses*
  - *Must-have operating costs: Event supplies (\$1000), insurance (\$800), legal expenses (\$1000), child safety training (\$500), tax preparation (\$4000), website, office supplies such as accounting software etc (\$1300), website maintenance - hosting/firespring (\$2500)*
  - *Computer lab upgrade. Subscription with Apple - every 3 years get upgrade of 36 machines in computer lab (paid by charter which ETEAM reimburses; \$19,250/year - didn't pay for it last year since didn't use computer lab); 3 years was up last year. Did not raise money last year. Not sure if the district or charter budget will cover the cost this year or if we will need to pay for it. Mr. Rodriguez is hoping to get laptops for flexibility with space.*
  - *Used to get iPads and Chromebooks, however, has been provided by the district recently. One projector broke that needs to be replaced.*
  - *Budget \$9950 for 2021-2022. Subscriptions were covered by the district last year. Accelerated Reader and Typing Agent typically several thousand dollars. We subscribed to ABC Yeah this year. Ms. Choe has a list of what subscriptions/programs the district will pay for and she will review with Ms. Thorne. Renaissance (Accelerated Reader) will not be paid for by the district this year, so we will want to budget for it. Not sure if Typing Agent was budgeted for this year. Will review the Charter budget to see what it will cover.*
  - *Field Trip Bus Fees (Budget \$6000 for 2021-2022) - 5th grade teachers already reached out to bring onsite field trips. Traditionally ETEAM has always covered transportation for one field trip per grade. Will need to see if kids are allowed to leave the campus and what the bus fee is.*
  - *Jr Olympics (Budget \$800 for 2021-2022) - Put on by the teachers. We usually help with supplies (water, popsibles).*
  - *Event Permits - likely not an issue this year*
  - *Teacher Appreciation (Budget \$2000) - purchased lunch and spirit wear for teachers last year.*

E-Team Board Meeting 8/10/21 (continued page 7 of 9)

- Website Maintenance (Budget \$2500) - No longer using Constant Contact (was \$70/month which we will be saving); using Fire Spring.
- Emergency Kits for the classrooms - Note: Letter will go out to Kinder families (as have done in the past) for \$5/family to contribute to class emergency kits. ETEAM has historically purchased extra food, water, flashlights, etc for these kits.
- o Based on what is budgeted for essential costs (highlighted green), expenses will be approximately \$178,000 for the 2021/2022 school year.
- o Sub-total Operating: \$93,900 and Total Expense \$267,158
- o Subtotal before accounting entries/prior year = (\$78,158)
- o Approved budget will be sent out
- o Vote for budget as discussed for fundraising and operating costs - unanimous vote

**VIII. Fundraising - April Wish, Co-VP Fundraising**

- Crafts, movie nights (as discussed in budget meeting).
- Anyone who would like to help chair any event, please reach out. Plan for online signup sheets.
- Laila agreed to help with Turkey Trot - would love an additional person to help
- Also seeking help/chair for:
  - Restaurant night
  - In-class grams
  - Dance Party Yeah
- Everyone on the board should help chair at least one event - List will be sent out for sign-up. Will also have signup sheets and flyers at Kinder/New Student Orientation on 8/13/21.

**IX. Student Services - Sanaz Jedian & Ellie Sweeney, Co-VP of Student Affairs & Services**

- **Emergency Kits:**
  - o Sanaz went through list for Emergency Kits - items that need to be replaced for the 2021/2022 school year: water; food bars; some need blue tarps, ice packs, flashlights
  - o Cost to replace above items: \$1129.42 (we pick up) or \$1285 (delivery)
  - o Will ask TK, Kinder, 1st grade (since they didn't contribute last year), and new students for donations - should roughly be \$5/student.
  - o Unanimous vote from board to proceed with replacing kits as noted above. Will opt for pickup (\$1129.42)
- **1<sup>st</sup> Room Parents Meeting:**
  - o Recruit at Back To School Night. Online form to be available as well for signups.
  - o 1st Room Parent Meeting TBD
- **Volunteer Coordinator:**
  - o Google form for volunteers in past years
  - o Send out via E-Team directory

**E-Team Board Meeting 8/10/21 (continued page 8 of 9)**

- o On the website we now have a simple form for anyone interested in volunteering (i.e. name, number, email). Once that is submitted, Sanaz or Morgan will reach out to them to further discuss interests and go over the form. Will keep a master list.
- Other:
  - o Mr. Tony - will confirm if he will continue to do crosswalk duty in the mornings

**X. E-Team Website/ Social Media Sites - Laila Parsi & Michelle Leonard, Co- Corresponding Secretaries**

- E-Team Parent Directory (replacing Constant Contact) - will make sure there is an easy link on the website for families to use. Will ask Ms. Choe to send an email with the link this week.
  - Will not use Constant Contact forms from previous years in the event parents change their mind re: photo release etc.
- 1st Newsletter going out Sunday, 8/15/21. To streamline communication, plan to send out weekly email instead of multiple emails throughout the week. Those who fill out the E-Team directory will receive a Newsletter.
- Website - a lot has been updated (including style, spotlights, orientation, spiritwear); continuing to work on it (want to activate blog; update E-Team teacher spotlight)
- Trying to keep all the forms on the website (including short form for volunteering). Organized in a way to easily extract forms. RSVP button included on forms.
- Using Fire Spring to manage content and update style of the website - their team works on design etc. Currently working with their team to build updates and add new templates. Hoping to make it more clean and mobile friendly.
- Appreciate any input to make the site better and more user friendly
- E-Team to make sure they have submitted their info through the E-Team Parent Directory by Sunday, 8/15/21, to receive the Newsletters

**XI. Grade Level Advisor Updates**

- 5th Grade Advisor- Deborah Levinrad & Gelila Hurwitz
  - o Working on graduation and 5th grade picnic
  - o Plan to meet with other 5th grade parents to go over objectives/goals for the year
- 4th Grade Advisor – Jalaja Ravisankar
  - o No new updates
- 3rd Grade Advisor - Armineh Schmit
  - o Will work on grade level events - possibly monthly zoom meet ups, park, etc
- 2nd Grade Advisor - Lauren O'Connell & Megan Ruthchild
  - o No new updates
- 1st Grade Advisor - Liz Rodol
  - o No new updates
- Kinder /TK Advisor - VACANT
  - o Will work on recruiting candidate for this position

**XII. New Business**

- Yearbook Update:
  - Gelila is seeking help with working on the yearbook for 2021/2022



**E-Team Board Meeting 8/10/21 (continued page 9 of 9)**

- Will have signs for 1st day of school - will send out memo asking families to submit first day of school photos for yearbook
- Support community building within grade levels; open to suggestions
- Classroom Safety:
  - One teacher asked about acrylic desk partitions. Will ask Ms. Choe - apparently the 3-piece partitions are not allowed (viewed as a safety hazard). Each class would need approximately 10 pieces; on Amazon they run \$30-50/piece. Ms. Choe is looking into getting fans into the classrooms to increase air circulation.
  - Will look into acrylic partitions for desks in classrooms - will check with Ms. Choe to see if it's allowed
    - [https://www.amazon.com/Divider-Office-Partition-Sneeze-Shield/dp/B08FTDT4WR/ref=sr\\_1\\_43?crid=11L55FPOHI8G&dchild=1&keywords=acrylic+shield+for+desk&qid=1628655927&srefix=acrylic+shild%2Caps%2C197&sr=8-43](https://www.amazon.com/Divider-Office-Partition-Sneeze-Shield/dp/B08FTDT4WR/ref=sr_1_43?crid=11L55FPOHI8G&dchild=1&keywords=acrylic+shield+for+desk&qid=1628655927&srefix=acrylic+shild%2Caps%2C197&sr=8-43)
    - Consider fundraising to help fund the cost
  - Last year, some families pitched in to buy air purifiers for their class:  
[https://www.blueair.com/us/air-purifiers/blue-pure-211-plus/1695.html?qclid=CjwKCAjwx8ilBhBwEiwA2quaqxSc16e3iWDAmLU1Wz42fokblzfU6zwKybns0NY8mv1Td5uAr\\_-AgBoCkcYQAvD\\_BwE&qclid=CjwKCAjwx8ilBhBwEiwA2quaqxSc16e3iWDAmLU1Wz42fokblzfU6zwKybns0NY8mv1Td5uAr\\_-AgBoCkcYQAvD\\_BwE](https://www.blueair.com/us/air-purifiers/blue-pure-211-plus/1695.html?qclid=CjwKCAjwx8ilBhBwEiwA2quaqxSc16e3iWDAmLU1Wz42fokblzfU6zwKybns0NY8mv1Td5uAr_-AgBoCkcYQAvD_BwE&qclid=CjwKCAjwx8ilBhBwEiwA2quaqxSc16e3iWDAmLU1Wz42fokblzfU6zwKybns0NY8mv1Td5uAr_-AgBoCkcYQAvD_BwE)
  - H13 air purifiers (not just simply HEPA filters) to filter down to 0.1 microns
- Beautification Project
  - Still in progress from a few years back.
  - Ms. Choe on board with finishing the project.
  - Families will be allowed on campus to help and would just need to comply with regulations (i.e. COVID testing and Daily Pass per current rules).
  - Can also save it for later when more people are able to be on campus at a given time and make it a community event.
- New Principal Recruitment
  - Still in progress; have been interviewing candidates.
  - Ms. Choe will continue to serve as interim principal until we hire a new principal.
- Consider Safe Return To School Event
  - Teachers and parents to talk about safety measures on campus
  - Consider putting together a list of suggested items to class

**XIII. Agenda items for next meeting and confirm next meeting date**

- Next meeting: 9/20/21 at 7:00 pm

**XIV. Adjournment**

- 9:26 pm motioned by Geraldine Hernandez-Abisoror