



ENCINO ELEMENTARY E-TEAM BOARD MEETING MINUTES 2024-2025

Table of Contents:

MEETING – September 16, 2024

MEETING – August 19, 2024

September 16, 2024

I. Welcome /Call to Order - Rachel Wagner, President

6:33 pm

II. Roll Call/Establish Quorum – Sarah Burwick & Steven Mizrahie, Co-Recording Secretaries

EXECUTIVE BOARD		ATTENDANCE	ADVISORY BOARD		ATTENDANCE
PRESIDENT	Rachel Wagner	Present ▾	5TH GRADE ADVISOR	Nydia Pineda	Present ▾
CO-TREASURER	Desirée Stone Davidson	Present ▾	5TH GRADE ADVISOR	Michelle Rosenfield	Absent ▾
CO-TREASURER	Ellie Sweeney	Present ▾	4TH GRADE ADVISOR	Beth Belew	Absent ▾
CO-VP FUNDRAISING	Kristen Kabel	Present ▾	4TH GRADE ADVISOR	Megan Grossman-Sinclair	Present ▾
CO-VP FUNDRAISING	Sara Parness	Present ▾	3RD GRADE ADVISOR	Sabrina Bonang	Present ▾
CO-VP STUDENT SERVICES	Bethann Anderson	Present ▾	3RD GRADE ADVISOR	April Wish	Absent ▾
CO-VP STUDENT	Rachel Lewis	Present ▾	2ND GRADE	Cara Himmel	Present ▾

SERVICES			ADVISOR		
CO-CORRESPONDING SECRETARIES	Kathleen Fong	Absent ▾	2ND GRADE ADVISOR	Alicia Pagliaro	Present ▾
CO-CORRESPONDING SECRETARIES	Jackie Kaufman	Present ▾	1ST GRADE ADVISOR	Rebecca Bienstock	Present ▾
CO-RECORDING SECRETARIES	Sarah Burwick	Present ▾	1ST GRADE ADVISOR	Laura Moss	Absent ▾
CO-RECORDING SECRETARIES	Steven Mizrahie	Present ▾	K GRADE ADVISOR	Megan Earhart	Present ▾
			K GRADE ADVISOR	Lili Pettit	Absent ▾
SPECIAL GUESTS	Ms. Hussain Alison Gettleson Jessica Pratt Michele Lopez Theresa Chaides Melissa Foster Colette Kelfer Tara Mark Ayesha Dixon Joan Beleno Sanchez		TK GRADE ADVISOR	Renee Begley	Absent ▾
			TK GRADE ADVISOR		N/A ▾
			PRINCIPAL	Dr. Amy Besser	Present ▾
			TEACHER ADVISOR	Jessica Zuckerman	Present ▾

III. Minutes (ACTION ITEM) September 16, 2024 – Sarah Burwick & Steven Mizrahie
Co-Recording Secretaries

- Jackie moves to approve, Ellie seconds. Motion approved.

IV. Teacher Advisor Update – Jessica Zuckerman, Kindergarten Teacher

- A few teachers have said STEAM teachers not fully prepared, and at times their lessons do not match the curriculum.
 - Ms. Z will find out the disconnect and figure out what everyone needs.

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

- Norm day was Sept. 13 and holding steady with 528 students. 26 teachers. 24 from UTK-5 and two special ed teachers.
- Completed iReady and DIBELS assessments.
- Safety plan, great shakeout October 17 at 10:17.
- Working on affiliated charter renewal. Not sure date for presenting, three opportunities Dec-Feb.
- Sept 23 coffee with principal. Suicide awareness and prevention. We use terms like "feeling good about ourselves," having a trusted adult to talk to, etc.

VI. President's Report - Rachel Wagner, President

- Shout out to all the people who helped put on back to school tie dye event.

Move Library Budget from E-Team to School for oversight (**ACTION ITEM**)

- Background: Library leadership committee is teachers and parents. First meeting last week discussed library budget. In past years lib budget included in eteam general budget as line item, pass through. All proceeds of book fair proceeds go to library. Last year, it became apparent that having library's budget under Eteam did not seem appropriate. As a fundraising booster club, it's appropriate for us to be managing the school's library budget.
 - We let Ms. H know and Dr. Besser agreed school should take over library budget as every school does, and E-TEAM will continue to support but simply writing check to school for library to use instead of us managing book orders and keeping track of budget.
 - We will still have book fair and proceeds will go to library. Just an administrative change.
- Ms. Hussain: Been library aide for 20 years. 5 diff schools. 4 elem and one middle school. When she came to Encino in 2020-21, what impressed her most was fiction section and how well it was stocked. When Susan (former lib) left, she had \$1000 in library budget and ETEAM had \$3000 budgeted for library. At beginning this year, Karen Bayless said \$2000 left from last year's budget and \$170 from book fair, which means \$6,170 for books. California Dept of Education says average budget for 2021-22 was \$6741 with additional budget for other materials not books. If library budget is with ETEAM, that means we can get more books because tax exempt. She wants the library budget with the ETEAM because she will get more books.
- Besser: After book fair, we would make donation to school donations account and it

would be earmarked as library. In school budget it would be earmarked as library account.

- Sara P: Would ETEAM budget line item go farther with us than with the school?
 - (If \$4000 budget then 20 books, yes)
- Jackie: A few years ago we had large book order which came from federal funding? Did that also go through ETEAM? Ms. H: That was a covid thing, district budget went through the school.
- Melissa Foster: Wants to clarify as well, if budget were to stay with e-team, tax exemption would be 9.5% for library based on what it's raised? Yes.
- Booster and PTA always support libraries. School's own budget can give some for books but usually that does not happen.
- Part of conversation about all this was discussing who approves the books. How does that work? Also some confusion regarding whether funds keep rolling over from year to year.
- Ms. H: She goes through list of district approved books, she looks through various lists, Newbury, Caldecott etc. She asks teachers if any recommendations. She has running list going.
- Every year, E-TEAM votes on a budget. Whatever was earned in prior book fair, that's budget for next year. If you don't use that this year, then you aren't going to have access to it. That's the hard part, tracking the rollover. If we just say you have one year to use the funds from previous book fair. ETEAM is more than happy to hang onto those funds and provide them for you. But we should not be managing those funds.
- Whatever she gets each year in April, she puts order in June, then it comes by August.
- What is her library budget now? Not showing yet but we allocated \$4000 which is based on past sales. \$4133.10 spent from last year until now.
- From 2022-23 balance: we absorbed it?
- Ellie: things were done a certain way, for example in 22-23 there wasn't a lot spent, projected 3000 but about 710 was spent. Next year we projected a lot less, only \$1000 but spent \$4133. It's starting from zero, if there was money left from before, we projected less and counting less, it's evened out.
- Not ready for vote. We need consensus and bring it back. We did not know there was a tax break for ETEAM buying books.

Move Online Computer Subscriptions from E-Team to School for oversight (ACTION ITEM) – Eteam will fund AR this year. Vote passed.

- Very similar to the library issue
- No reduction, no savings if we handle the subscriptions or school does.
- Right now E-TEAM is reaching out to teachers and figuring out what apps and looking at our budget and managing invoicing and expirations.
- It doesn't make sense. Board turns over. Expirations. Etc.
- ETEAM will always support a certain dollar amount for subscriptions, but school admin person should be handling the purchasing.
- We will write a check to the school so the school can go on and physically purchase it. We should not be making curriculum decisions! We want to support the school's needs but we cannot determine those needs.
- Dr. B: District does fund some apps, but teachers are fond of others that district does not have
- Pressing issue is AR which is used for entire school. Not on district application site this year. ETEAM purchased it last year.
- We also want teachers to be encouraged to use what district provides. This is exactly why ETEAM should not be making decisions about which apps the school provides
- District provides list of subscriptions. But they don't use some that our teachers like, e.g. BrainPop
- How soon can we get AR? Can school front the money while check being cashed?
 - Desiree: we have never purchased AR. Is she asking us to purchase it this year?
 - Last year we paid for BrainPop and Starfall
- We have \$4500. AR costs \$3100. So we would have the balance but Brainpop came in at \$2100
- AR is top priority.
- At end of day we are parents first and we want what's best for the kids.
- Just for this year we will handle it.
- Melissa: During back to school night, son's teacher commented about AR and mentioned the reason they didnt have it was a system code error. Besser: district did not renew contract with Renaissance. Ms Hussain connected with company and they said schools can still purchase it.
- **CONCLUSION:** We all agree ETEAM is happy to support subscription but makes more sense for teachers and admin to handle oversight and we will allocate a certain amount of our budget every year.

Executive Board Updates (approx. 5 minutes each)

VII. Treasurer Report/Financial Update - Desiree Stone & Ellie Sweeney Co Treasurers

- Bank account balances
 - Checking: \$127,400.75
 - Savings: \$200,846.35
- Waiting for final numbers from tie dye event.

VIII. Fundraising - Kristen Kabel & Sara Parnass, Co-VP Fundraising

- *Tie dye was community building, with hope that people will come to bigger fundraisers.*
- *Mendocino Farms giving 30% (contest where if you upload receipt you can enter raffle to win prizes)*
- *Oct 1 coral tree restaurant plus paint night*
- *Regal theater*
- *Second pizza friday*
- *Halloween will be all hands on deck.*
- *Remind people that lowest level of Annual Pledge gets halloween tickets!*

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

- We sent out flyers to try to get everyone on directory
- Still missing room parent for Vidana.
- Working with Dr. Besser for parent ed night on echoices
- Monday morning assemblies: If someone wants to help, that would be great. Miss Reina was trained but she is busy with UTK program. Too hard for aides. We are happy to help with assemblies.
- Beautification: holding pattern, planters, waiting to hear from companies, waiting to hear from Dr. Besser re painting tables and benches. We have correct colors on hand.
- Enrichment: no final totals yet. We have over 300 students registered.
 - ProblemL Lot of substitutes, who don't know how to get kids into enrichment classes especially in younger grades. Maybe talk to teachers to make sure they leave plans for subs.

X. E-Team Communications - Kathleen Fong & Jackie Kaufman & Co-Corresponding Secretaries

- *Photo uploads: We want more representation for families for yearbook, if you attend you can upload.*

XI. Grade Level Advisor Updates (approx. 3 minutes each)

- 5th Grade Advisors - *Nydia Pineda & Michelle Rosenfield – playdate coming up*
- 4th Grade Advisors – *Beth Belew & Megan Grossman-Sinclair – play date went well*
- 3rd Grade Advisors - *Sabrina Bonang & April Wish – Had a successful play date a at ultrazone laser tag, 69 people signed up to play and a few showed up to hang out*
- 2nd Grade Advisors - *Cara Himmel & Alicia Pagliaro – play date coming up on sunday*
- 1st Grade Advisors - *Rebecca Bienstock & Laura Moss – no update*
- Kindergarten Advisors - *Megan Earhart & Lili Pettit – no update*
- TK Advisor- *Renee Begley – n/a*

XII. Guest Comments – none

XIII. Agenda Recommendations for Next Meeting – none

XIII. Adjournment

Meeting adjourned 8:22 pm

Next Meeting: October 21, 2024