



ENCINO ELEMENTARY E-TEAM BOARD 2020-2021

AGENDA

Dec. 6, 2021- 6:30-8:30pm

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

Meeting ID: 227 494 7678

Passcode: ETEAM

I. Welcome /Call to Order - Morgan Smith, President; call to order by Morgan Smith at 6:33pm

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

Executive Board (10):	Present (P) or Absent (A)	Advisory Board (9):	Present (P) or Absent (A)
Morgan Smith, Co-President	P	Deborah Levinrad, Co-5th Grade Advisor	P
Co-President – vacant position		Gelila Hurwitz, Co-5th Grade Advisor	P
Jamie Grossman, Co-Treasurer	P	Jalaja Ravisankar, 4th Grade Advisor	P
Co-Treasurer – vacant position		Armineh Schmit, 3rd Grade Advisor	P
Helen Pizzo, Recording Secretary	P	Lauren O’Connell, Co-2nd Grade Advisor	P
Laila Parsi, Co-Corresponding Secretary	P	Megan Ruthchild, Co-2nd Grade Advisor	P
Michelle Leonard, Co-Corresponding Secretary	P	Liz Rodol, 1st Grade Advisor	A
April Wish, Co-VP Fundraising	A	Rachel Lewis, Kinder/TK Advisor	P
Alex Wolfe, Co-VP Fundraising	P	Rachael Suarez, Teacher Advisor (5th grade)	P
Sanaz Jedian, Co-VP Student Affairs & Services	P	Jennifer Haws, Principal	P
Ellie Sweeney, Co-VP Student Affairs & Services	P		
Special Guests: Corey Wish			

III. Minutes – Minutes from 10/18/21 Meeting

- No amendments to Oct 2021 minutes
- Motion to approve by Ellie Sweeney; second by Deborah Levinrad and Rachel Lewis

IV. Principal's Update - Ms. Jennifer Haws, Principal

- COVID updates (as of Thanksgiving break):
 - COVID baseline test for unvaccinated students the first week after coming back from winter break
 - Vaccinated staff and students will no longer need to do weekly testing
 - Not sure of vaccinated parents will need COVID testing prior to coming on campus (Ms. Haws will look into it)
 - Ms. Haws will also look into seeing if students who are vaccinated can continue to get COVID testing if parents/child choose
 - Unvaccinated close contact – modified in school quarantine
 - Outdoor masking only when schools with < 85% students are vaccinated
 - Masks required indoors
 - Continue current
 - 5-11 encouraged to get vaccinated, but will not be required
- Questions/Concerns/Thoughts:
 - Now with Omicron variant, concern for less stringent schoolwide COVID testing
 - Some parents would like baseline testing of all students after coming back from 3-week break
 - Some parents are not uploading vaccine cards so that their student can continue weekly testing.
 - If current vaccines turn out to not be as effective against Omicron, will the district continue testing all students?
- New community representative – Geraldine Hernandez-Abrisor
- Two open teacher positions – TK and 2nd grade; two resumes currently being reviewed
 - Staffing these current vacancies – only allowed to have sub in the classroom for 60 days (if teacher is out for medical reason, can have sub longer); therefore, really trying to find someone for 2nd grade class as their current sub is approaching the 60 days limit (Jan 14, 2022). Committee will be interviewing a 2nd grade applicant this week. For the current TK teacher, last day would be Jan 26, 2022.
- Can now do fundraising activities on campus if approved by principal
 - Parent volunteers currently will need to be vaccinated and have negative COVID testing prior to being allowed on campus
- New computer lab will be paid by Charter Budget

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

- One concern from Kinder regarding fundraising rewards being handed out in class (some students are sad when they don't get prizes). Perhaps for younger grades, consider not doing class drop off.

- Thus far, have only brought incentives to school when they have not been picked up after a week of alternative pick-up times
- Hard to avoid given the fundraising culture at this school to help get the amazing ETEAM teachers and resources for all the students to enjoy and benefit from.
- Fundraising suggestion: used book fair – parents donate used books to sell at school. Other schools have made \$1000-\$2000 (Rachel's school has done this, where they sold the used books for small cost such as \$0.50 per book).
- Field trips
 - \$900/grade allotted in budget
 - TBD virtual vs. trips to places on approved list
 - Reach out to Sanaz to work on arranging buses and logistics
- Student council up and running
 - Working on toy and canned food drive.
 - Can make announcement on intercom
 - Student council and go around to classrooms to make announcement
 - Will be talking about student council positions tomorrow (students already picked for student council; then will have 4th and 5th grade vote for which positions these students will hold after campaigning)
 - Do community fundraisers – in the past, have gone to local senior center for local community outreach project. Done grams in the past (boo-grams, valentines grams).
 - Organize spirit days – can give back to student council to organize and can start with Jan 2022.
- Holiday parties approved – prefer art projects; if food, needs to be individually packed.

VI. **President's Report-** Morgan Smith, President

• **Calendar**

- Back to school on Tues 1/11/22
- Plan on snowball fight in Genesta park that Friday, 1/14/21 – prepaid event like previous Crafternoons
- TBD restaurant night week of 1/17/22
- ETEAM meeting for 1/24/21
- Early bird Gala ticket sale late Jan 2022
- Week of Feb 7, 2022 – Valentines grams (will decide if ETEAM vs. student council will sell)
- 100th day of school – Wed Feb 9th? Will confirm
- SweetArt Night Feb 10, 2022? Teachers in the past have donated their time to support this event (5 workshops going on in 5 different rooms). Will see if teachers are interested.
- TBD restaurant night 2/17/21
- Read Across America week of Feb 28, 2022.
 - Consider author visits, donate books to library, in-person book fair
- Gala - March 12, 2022
- Lion King - April 1, 2022
- Open House - April 7, 2022
- April 18, 2022 – next year's board recruitment
- May 6, 2022 – Crafternoon (Mother's Day theme)
- May 16, 2022 – ETEAM transition meeting

- o Fri June 3, 2022 - End of year dance party/movie night – might want to move to May if it's a dance party as it is close to the 5th grade end of year dance party. Drop-off vs. DPY-like depending if parents can be on campus.
- o Wed June 8, 2022 – 5th grade culmination (will confirm this date)
- o Additional events – perhaps in the Spring for one more big fundraiser:
 - Dance Party at Los Encinos? No amplified music and have to have event over by 5:30 pm. Maybe too late to have next half of the year – would want to put on DPY next fall.
 - Sweetheart dance for Valentines – kids and parents. Sat Feb 5th, however, likely too cold for outdoor event and don't want indoor event. Can consider doing in the Spring for better weather.
 - Friday night movie nights – perhaps move them onto Campus?
 - Would still need to pay for permits and for the screen and projector.
 - Spell-a-thon vs. spell-it day during Reading Rocks week. Still have platform to use from a few years back.
- **Printing**
 - o Need a solution for printing on demand. April and Alex have been super generous with their workplace printers, but that's not a long term solution. Suggest we purchase a color laser printer to keep in Mr. R's Lab, that we can print from on demand.
 - We have room in our technology budget since Charter Board is paying for computer lab). Morgan has found some printers for \$300-\$400 (Brother brand) with toner set for approximately \$500 to print 4500 sheets. This is much cheaper than non-profit discount at print shop (\$0.25/page). Can probably find toner at much cheaper price – can use off label brand toners with Brothers, but not with HP).
 - Suggested to find printer that can print on cardstock. Morgan will work with Michelle on picking out a printer.
 - Renting printer is not cost effective
 - Will staff be allowed to use this printer? Teachers currently have access to color printer, so would want this to be an ETEAM-dedicated printer.
- **Gala**
 - o Scheduled for Sat March 12, 2022. Committee meeting every Mon am after morning drop off
 - o Consider sending out survey to see people's interests
 - Also highlight COVID protocol – county regulations
 - o Expenses look similar to previous years (\$15,000 for venue, food, casino rental, DJ, alcohol, bartenders); event is similar to previous years as well. Tickets to sell at \$80/ticket. Aim to raise at least \$80K. Will also ask for sponsors.
 - Last 3 Gala expenses: \$12K (2017), \$25K (2018), \$23K (2019)
 - o \$12,750 preliminary budget and anything above would need to be covered by sponsorship. Morgan called to vote on this budget and put deposit on venue and auctioneer); 6 in favor of approving budget with unanimous agreement to proceed with surveying interest for Gala attendance.
 - o Theme: Encino Royale at Encino Banquet and Garden (indoor ballroom banquet with outdoor area). Working on floor plan.
 - Deposit (\$1K) placed and if need, can move to another date. Final payment due week of event.

- o Will work on sending out Save the Date; RSVP on the website; printable invite. Planning on approximately 140 people attending.
- o Plan on booking auctioneer who will also run paddle raise – cost is \$2K (deposit \$600). Can help get a Mexico vacation worth \$5K-\$6K. Anticipate making \$30K on live auction is feasible.
 - Concern on how much money auction can bring in and that big ticket items might be hard to get given short time frame and that many businesses have scaled back on donations.
- o Casino rental
 - Suggestion is to give a certain amount of chips with ticket, then can buy more chips to play games.
- o Looking for contacts for a DJ; previous DPY DJ costs \$2K
- o Auction Items: parent parties, teacher adventures, tickets for shows & travel
- o Raise the paddle – start thinking about the “cause”
 - Ideas:
 - meet the budget
 - science teacher – enrichment science teacher?
 - outdoor classroom – target \$30K in the past
 - Previous years: 5-8 families will donate \$3K-\$5K; a few at \$500 and \$1K, then not much until \$50.

VII. Treasurer Report- Financial Update - Jamie Grossman

- Bank Balances: Checking: \$277,878.81 Savings: \$100,742.38
- Budget / P&L Review
 - o Cash flow this school year thus far: brought in \$160K and spent \$100K
 - Left to spend: teacher’s salaries
 - o Thus far meeting or exceeding our fundraising goals. Currently in good position to meet budget this year. Keep up the momentum with fundraising!
 - o Corporate matching \$4000 thus far with more to come based on approval emails
 - o Spirit wear: \$1744
 - o Enrichment: Net \$12,225 for session 1 (great job Armineh!). Lots of people are signing up for session 2.
- Annual Giving - \$74,827 pledged thus far (goal for the year is \$80,000)
- Getting Quickbook up to date and reconciling – making progress.
 - o Credit card transactions come over as a lump sum on daily basis (does not split which fundraisers the money is coming in from, so working on an easy way to itemize the sums); Lauren is helping out with streamlining workflow.
 - o Track expenses - 1099

VIII. Fundraising - April Wish & Alex Wolfe, Co-VP Fundraising

- Boo Grams:
 - o Total was \$1899.42; Supplies were \$530.02; Net profit: \$1,369.40
- Turkey Trot:
 - o Gross was \$54,245 - \$48.905 (Fundhub), \$400 (Tees sold on website), \$6200 (sponsors), \$740 (Venmo + cash)
 - o Expenses: \$11,613.39

- Platform charges %15 for necessary – we end up paying approximate 8.5% of this as many donors will pay the 10% fee)
 - \$4,780 (printing T-shirts), \$2,222.91 (incentives), \$4,609.68 (Fundhub charge approximately 8.5%)
 - Net profit: \$44,631
 - Plan on sliming someone!
- Spooktacular:
 - Gross \$12K (sales, sponsors, concessions); expenses 3983; net profit \$8000
- Enrichment (see above)

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

- Promoting canned food and toy drive

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

- Updating website; logo, spotlight for sweatshirts. Everything else is up including holiday boutique and food drive. Will add save the date for Gala.

XI. Grade Level Advisor Updates

- 5th Grade Advisor- Deborah Levinrad & Gelila Hurwitz
 - Fundraisers
 - Thanksgiving/Gobble grams: gross \$2000; net \$1200
 - Holiday boutique: so far \$744
 - See's Candies: \$111
 - Challah Fridays – preorder and pickup at school every Friday
 - Breakfast at The Stand vs. Norms
 - Grandparent fundraiser
 - Kona Ice, Dippin Dots
- 4th Grade Advisor - Jalaja Ravisankar – no new updates
- 3rd Grade Advisor - Armineh Schmit
- 2nd Grade Advisor - Lauren O'Connell & Megan Ruthchild – no new updates
- 1st Grade Advisor - Liz Rodol
- Kinder /TK Advisor - Rachel Lewis – had playdate in the park and went very well. Pizza party this Friday!

XII. New Business

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

Jan 24, 2022

XIV. Adjournment

Morgan motioned to adjourn meeting; second by Rachel; adjourned at 9:20 pm