



**ENCINO ELEMENTARY E-TEAM BOARD MEETING
MINUTES
January 22, 2024
6:30pm**

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

Meeting start time: 06:32 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)	Absent
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)	Absent
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)	Absent	Dr. Amy Besser (Principal)	Present
Special Guests:	N/A	Rachael Suarez (Teacher Advisor)	Present

III. Minutes (ACTION ITEM) - November 13, 2023, Kristen Kabel & Sara Parnass, Co-Recording Secretaries

Motion made to approve Nov 13 minutes - minutes are approved

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

- Updated website
- Choices: 2 more tours on Feb 6th and 27th starting at 08:30 in the auditorium
- Lottery takes place on Feb 9th at 10:00, welcome in person or zoom. Info on the calendar and website
- Dr. Kim did site visit
- Students are completing the mid-year diagnostic assessments
- Springboard intervention program that focuses on K-4 reading
- Tutor Me intervention program starting 02/26 open for 5th grade reading as well as K-5 Math
- 02/05 LA's Best Free after school program (K-5 has a more organized program). YS serves 2-5 grade, and soaring eagles, and enrichment will all continue
 - Extended learning funding used for custodial care and privacy fencing around the circumstance of the school. Fencing will be on the inside
- Educator effectiveness funds used for 6 teachers to go to the gifted conference, and to allow for some release time (instructional rounds) to observe and support each other
- Mrs. Kent will support Mr. Barraza's class, but interviews are during this month
- Added Ms. Raminder Hayer to the aids, with 18 support - 2 for UTK. 9 Supervision campus aids, 3 special ed parent professionals, 4 Eteam members are campus supervision.
- Getting ready to do a needs assessment to teachers, parents, and community to see about budgeting for certain programs.
- Trying to hire an additional custodian (8 hours), and able to open the upstairs bathroom on the 4th and 5th grade building

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

- Student council is planning a twin day
- Valentine grams will sell the week of the 5th, and delivered on V-day

VI. President's Report - Rachel Wagner, President

- E-team holiday gathering
- Comprehensive budget update during mid-year, for the next meeting

Executive Board Updates – (5 Minutes each)

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

- Checking: \$180,321.49
- Saving: \$200,819.79

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

- Sold out of candy grams
- 2 big events are DPY (planning stages sock hop)
- Gala is May 11th (Viva Las Vegas)
- Shake Shack 1/31 and Yogurtland (2/14), and Sharkey's 02/28

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

- Enrichment: 60 people registered,
- Yearbooks: Deadline coming up for photos for things that are missing
- Check with teachers for V-day protocol
- Beautification: Working to get a garden built on the yard, trying to get done before campus beautification day in April 20th
- 1st grade is up for carpool, next month is TK/K
- Teacher snacks are going great, but are looking for volunteers,
- Kinder teachers have asked that theres some Kinder parent volunteers to help supervise, starting as soon as they can.

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

- Reminder that anything that you'd like included in the newsletter needs to go to Jackie by
- Spirit wear will re-vamp in the next school year

Advisory Board Updates – (3 minutes each)

XI. Grade Level Advisor Updates

- 5th Grade Advisor- *Maggie Young*
 - 5th grade zoom meeting last week, started collecting money for grad pack
- 4th Grade Advisor - *Michelle Rosenfield*
 - Absent
- 3rd Grade Advisor - *Helen Pizzo & Liz Rodol*
 - No updates
- 2nd Grade Advisor - *Sabrina Bonang & April Wish*
 - Parents night out Feb 1st unofficial moms night out, 8th is surly goat dad's night out
- 1st Grade Advisor - *Cara Himmel & Alicia Pagliaro*
 - No updates
- Kinder - *Laura Moss*
 - Absent
- TK - Megan Earhart
 - Thurday Feb 29th, Kinder Night Out

XII. Guest Comments (speakers have 3 minutes each)

- None

XIII. Agenda Recommendations for Next Meeting

- None, meeting 02/12, dedicated to finances

XIV. Adjournment

Meeting adjourned at 07:37 pm

Next meeting February 12, 2024 at 6:30 pm via Zoom