



Kykk yk t kto

ENCINO ELEMENTARY E-TEAM BOARD MEETING MINUTES

Table of Contents:

[Meeting - August 21, 2023](#)

[Meeting - September 18, 2023](#)

[Meeting - October 16, 2023](#)

October 16, 2023 - 6:30pm

September 18, 2023 - 6:30pm

I. Welcome /Call to Order - Rachel Wagner & Christina Stenman, Co-Presidents

Meeting start time: 6:34 pm

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

Executive Board	Attendance	Advisory Board	Attendance
Rachel Wagner (Co-President)	Present	Maggie Young (5th Grade Advisor)	Absent
Christina Stenman (Co-President)	Present	Michelle Rosenfield (4th Grade Advisor)	Absent
Karen Bayless (Co-Treasurer)	Present	Helen Pizzo (Co-3rd Grade Advisor)	Present
Ellie Sweeney (Co-Treasurer)	Present	Liz Rodol (Co-3rd Grade Advisor)	Present
Haylee-Ray Averill (Co-VP fundraising)	Present	Sabrina Bonang (Co-2nd Grade Advisor)	Present
Sanaz Jedian (Co-VP fundraising)	Present	April Wish (Co-2nd Grade Advisor)	Present

Bethann Anderson (Co-VP Student Services)	Present ▾	Cara Himmel (Co-1st Grade Advisor)	Present ▾
Rachel Lewis (Co-VP Student Services)	Present ▾	Alicia Pagliaro (Co-1st Grade Advisor)	Present ▾
Kristen Kabel (Co-Recording Secretary)	Present ▾	Laura Moss (TK/K Grade Advisor)	Absent ▾
Sara Parnass (Co-Recording Secretary)	Present ▾	Danielle Taklender (TK/K Grade Advisor)	Present ▾
Kathleen Fong (Co-Corresponding Secretary)	Present ▾	Dr. Amy Besser (Principal)	Present ▾
Jackie Kaufman (Co-Corresponding Secretary)	Present ▾	Rachael Suarez (Teacher Advisor)	Present ▾

Special Guests: Desiree Stone Davidson, Kristy Hanson, Leila Kushan

III. Minutes (**ACTION ITEM**) - August 21, 2023, Kristen Kabel & Sara Parnass, Co-Recording Secretaries

Motion made to approve Aug 21 minutes - Ellie Sweeney approved, Christina Stenman second that.

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

- 100th Anniversary Celebration - 10/16 at 8am - Lots of special guests invited. Want to get invitation out soon to community. Looking to get a welcome banner or balloon arch.
- Volunteers - 26 approved volunteers as of now. Visitor policy - visitors must sign in at office, only can stay for 20 minutes (yellow badge) - approved volunteers must sign in too. This is from 7:40am - 6pm. Field trips might have a different policy. Visitors must have principal approval - why coming to visit? Can get approval the day of as long as teachers are aware.
- Academically - progress reports going home Friday (not for everyone. Only at risk of failing students). Teachers are finishing up assessments. Using the iReady program for diagnostic exams. Dibels is no longer being given in grades 3-5. K-2 still using Dibels.

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

- District started the Cultural Arts Passport Program - we have the ability to submit a plan to get funding. For after school programs. Suggesting field trips for this but would get back at 5:03pm. May not be feasible for younger grades. Classes or workshops after school could work, or host family events or field trips on the weekend. Need to send a survey to school to see everyone's thoughts on this program.
 - Dr. Besser suggests adding in STEAM programs. Some field trip suggestions are an overnight camp trip. Every student must have access to this program so lower grade students will need other options. The Mission or Santa Barbara Zoo are other options.

- Another option could be painted murals within school grounds.
- This year has a lot more restrictions on how money can be spent. We seek vendors ourselves.
- Volunteers still must be approved LAUSD volunteers
- Survey will be sent out to ETeam first for thoughts. Don't want it to conflict with ETeam enrichment programs.

VI. Presidents' Report - Rachel Wagner & Christina Stenman, Co-Presidents

- **Halloween Carnival**
 - October 27 will be the event from 5-8pm. New features - inflatables, ax throwing, and a large trunk or treat in big yard. Pizza, fruit cart, churro cart. Looking for sponsorships. Annual giving incentive - donate now and get 4 tickets to carnival. Prize giveaway at The Stand tomorrow night.
- **Pizza Fridays & Dippin Dots**
 - Bringing this back - Will be held on first Friday of every month - First one 10/6 after school at lunch tables.
- **Sponsorship Banners**
 - Reduced donation amount from \$1K to \$500 - 5 businesses have donated which is way higher than previous years. Trying to get many banners to cover the fences.

Executive Board Updates – (5 Minutes each)

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

- Reimbursements - there is a form to fill out. Can reimburse via Venmo which is new. Take a photo of receipt and submit. Venmo is the preferred way as opposed to a check.
- Checking \$172,932.84
- Savings \$200,806.79
- Teacher reimbursement can be the same way
- Enrichment reimbursements for canceled classes is easier via credit card
- Treasurer email is treasurer@encinoelementary.net

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

- Spirit wear update - Half way to our goal of breaking even. Pre-order for new spirit wear before December break. Giving away spirit wear vouchers at restaurant nights. Haylee pulling us out of the hole!
- Meeting for gala will start in the next week or 2. Turkey trot starting out. Looking to design new shirts.
- Movie night - \$5700 profit - learned to get contracts from vendors. Had a great spreadsheet that tracked every expense
- Restaurant Night - The Stand tomorrow from 11am - 9pm. ETeam there 5-7pm. Next Tuesday, Blaze Pizza night from 5-8pm only. CPK will be Oct 18. All restaurants want to see proof of event when purchasing food. Different raffles will be happening at the restaurants. Coffee Bean will also be having an event for us that will last a week.

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

- Enrichment - had to cancel a few classes because of low enrollment. Profit of \$8,000 for session 1.
- Completing directory - had room parent meeting last Friday. 5th grade doing great with carpool volunteers.
- Will need help with the 100th celebration set-up. Might need to buy a balloon arch.
- Field trips and gardening program is up next

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

- Annual pledge - try to push for the start of the year - around \$30,000 (only 36 families) as of now. October 16 is deadline to get admission to Halloween carnival with donation. Still going to do a grade level competition for participation. Printing some large banners with slogans to remember to give. Corporate matching is very helpful.
- Newsletter going out every Saturday - send pics to Jackie way in advance to be included in newsletter.
- Instagram page live - @eces_eteam - only 47 followers as of now. Looking to get numbers up. Private page is difficult to figure out who is part of community but it is coming along.

Advisory Board Updates – (3 minutes each)

XII. Grade Level Advisor Updates

- 5th Grade Advisor- *Maggie Young*
 - Oct 15 is fall playdate at Off the Wall.
- 4th Grade Advisor - *Michelle Rosenfield*
 - Oct 13 is Tapia Bros playdate
- 3rd Grade Advisor - *Helen Pizzo & Liz Rodol*
 - Oct 1 is Mini golf playdate (tentatively)
- 2nd Grade Advisor - *Sabrina Bonang & April Wish*
 - Had playdate at Corbin Bowl earlier in month - 40 to 50 kids (included siblings)
- 1st Grade Advisor - *Cara Himmel & Alicia Pagliaro*
 - Had playdate at Genesta Park - scavenger hunt - 20-30 families. A lot of new families.
- Kinder - *Laura Moss*
 - No updates
- TK - *Danielle Taklender*
 - No updates

XIII. Guest Comments (speakers have 3 minutes each)

- No guest comments

XIII. Agenda Recommendations for Next Meeting

- No recommendations

XIV. Adjournment

Meeting adjourned at 7:56 pm

Next meeting October 16, 2023 at 6:30 pm via Zoom

Upcoming Dates:

Tuesday, September 19th – The Stand Restaurant Night Fundraiser 11:00 am – 9:00 pm (Meet E-Team & Giveaways 5:00 pm – 7:00 pm)

Thursday, September 21st – Charter Leadership Council Meeting 3:00 pm Zoom or Library

Monday, September 25th – No School

Wednesday, September 26th – Blaze Pizza Restaurant Night 5:00 pm – 8:00 pm Thursday, September 28th – Fall Picture Day

Friday, October 6th – Monthly Pizza and Dippin Dots Fridays 2:30 pm lunch tables

Friday, October 13th – 4th Grade Play Date Tapia Bros. 3:30 pm – 5:30 pm

Sunday, October 15th – 5th Grade Play Date Off the Wall Game Zone 4:00 pm – 6:00 pm

Monday, October 16th – Annual Pledge Incentive Deadline

Friday, October 27th – Halloween Carnival 5:00 pm – 8:00 pm

August 21, 2023 - 6:30pm

I. Welcome /Call to Order - *Rachel Wagner & Christina Stenman, Co-Presidents*

Meeting start time: 6:34pm

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

Executive Board	Attendance	Advisory Board	Attendance
Rachel Wagner (Co-President)	Present ▾	Maggie Young (5th Grade Advisor)	Absent ▾

Christina Stenman (Co-President)	Present ▾	Michelle Rosenfield (4th Grade Advisor)	Present ▾
Karen Bayless (Co-Treasurer)	Present ▾	Helen Pizzo (Co-3rd Grade Advisor)	Absent ▾
Ellie Sweeney (Co-Treasurer)	Present ▾	Liz Rodol (Co-3rd Grade Advisor)	Present ▾
Haylee-Ray Averill (Co-VP fundraising)	Present ▾	Sabrina Bonang (Co-2nd Grade Advisor)	Present ▾
Sanaz Jedian (Co-VP fundraising)	Present ▾	April Wish (Co-2nd Grade Advisor)	Absent ▾
Bethann Anderson (Co-VP Student Services)	Present ▾	Cara Himmel (Co-1st Grade Advisor)	Present ▾
Rachel Lewis (Co-VP Student Services)	Present ▾	Alicia Pagliaro (Co-1st Grade Advisor)	Absent ▾
Kristen Kabel (Co-Recording Secretary)	Present ▾	Laura Moss (TK/K Grade Advisor)	Present ▾
Sara Parnass (Co-Recording Secretary)	Present ▾	Danielle Taklender (TK/K Grade Advisor)	Present ▾
Kathleen Fong (Co-Corresponding Secretary)	Present ▾	Dr. Amy Besser (Principal)	Present ▾
Jackie Kaufman (Co-Corresponding Secretary)	Present ▾	Special Guests: Renee Begley, Abigail Akzin, Leila Kushan, Desiree Davidson, Sarah Burwick, Nydia Pineda, Khalilah Walters, Rachel Suarez	

III. Minutes (ACTION ITEM) - May 15, 2023, Kristen Kabel & Sara Parnass, Co-Recording Secretaries

Motion made to approve May 15 minutes. Second motion approved.

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

- Hurricane Hilary: minimal damage, branches down. Put a call in for tree trimming.
- Enrollment: Largest enrollment ever! 561 students!
- Opened 4th K classroom with Ms. Schmitt taking the role for now, hoping to hold for the entire school year. 6:00-06:30 she'll present at the back to school on the 28th.
- TE class and TK will have 25 (27 is the max)
- Back to school night is Aug 29th, from 6-7, (2 Sessions)
- August 28th, specialists will begin, and PSW will be back on M, T, W, starting the same week. PSW will start FOCUS program in the 2nd and 4th grade

- Nick Melvoin came on the 16th
 - Questions:
 - TK still have aide? Yes, still a full time UTK assistant, and a 2nd assistant to support.
 - Back to school date confirmation date (29th), confirming that inclement weather pick up (raining) through the front of the school near the front entrance.
 - Confirming whether or not the K is gate is open on Monday morning assembly (it is not)

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

- Successful first week, some concerns about losing the science lab and keeping the level of integrity of the program.
- Dr. Besser added that science will be in the pavilion/auditorium for 1-5, and push-in for TK/K.
- Music with Ms. Perriman will be Thursday in K-1 in the auditorium per Dr. Besser

VI. Presidents' Report- Rachel Wagner & Christina Stenman, Co-Presidents

- **New Advisory and Executive Board Members (ACTION ITEM)**
 - Filled vacancies with Treasurer, TK advisor, and Co-recording secretaries
 - APPROVED
- **Bylaws Amendment (ACTION ITEM)**
 - APPROVED
- **E-Team Ethics Code of Conduct/Meeting Norms (ACTION ITEM)**
 - APPROVED

VII. 2023-2024 Proposed E-Team Budget (ACTION ITEM) - Rachel Wagner & Christina Stenman, Co-Presidents

Questions:

- Example of campus beautification?
 - Painting, Planting flowers,
- What about the carryover from previous years?
 - 200K needs to be in reserve for certain circumstances
 - In savings, the goal is to have 1 year of budget
- BUDGET IS APPROVED

Executive Board Updates - 5 Minutes Each

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

Checking account: 114,897.54

Savings account: 200,803.43

Total: 315,700.97

First year working on the board. Some things like movie tickets and t-shirts starting to come in, and some annual giving.

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

- Two events this week on Wednesday: Baskin Robbins from 02:30-08:30 (20% comes back to the school)
- Move Night this Friday: please sign up for genius
 - Recommendation to add people to the concessions
 - Older Chaminade volunteers
- Spirit Wear at the Movie night, not online this year.
- Looking to add one more event in February or March, let us know if you have any ideas.

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

- E Team Directory: Missing families in the older grades
- Fall-Play Dates (see below): K/TK date went well!
- Finalizing Room Parents Now
- Birthday party: Dr. Besser to bring back to the staff to see if they can bring up a decision.
- Emergency supply list is being updated: Checking that all teachers have what they need.
- If you're on campus through the year, please send them to yearbook
- Needs to get teacher favorite list
- 5th grade responsibility for the carpool lines next month: Sanaz will take the lead
 - Note: If there's no additional parent volunteers, then the valet gate will be closed
- Question:
 - How are room parents selected? No more than 3 is recommended, but you can volunteer in the class

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

- Facebook: Join and they are revamping it.
- Working on getting an Instagram account.
- Website: Everything should be up to date on the calendar, let Kathleen know if not. Any future events for pre-sales etc, send Kathleen info 2 weeks prior to have it be up and live on time.
 - Copy, graphics, pictures
- Newsletters are now going out on Saturday evenings at 05:30. Doing their best to consolidate the emails. Our goal is to send one email, get back to them by thursday in order to include it for that weekend. Include:
 - Copy, time details, graphics, include pictures as well

Advisory Board Updates - 3 minutes each

XII. Grade Level Advisor Updates

- 5th Grade Advisor- *Maggie Young*

- o No direct fundraising
- o Meeting with teachers this week to discuss plans for the year and booking events
- 4th Grade Advisor - *Michelle Rosenfield*
 - o Reaching out to Tapia Bros to do a 4th grade play date in early October
- 3rd Grade Advisor - *Helen Pizzo & Liz Rodol*
 - o Sept 24th for play date, probably at the park
- 2nd Grade Advisor - *Sabrina Bonang & April Wish*
 - o Trying for bowling play date on September 6th ish
- 1st Grade Advisor - *Cara Himmel & Alicia Pagliaro*
 - o September 9th, scavenger hunt at Genesta for play date
- Kinder - *Laura Moss*
 - o TK/K play date was a hit. Anywhere between 50-75 families were there.
- TK - *Danielle Taklender*
 - o Welcome to the team!

XIII. Public Comments (*speakers limited to 3 min each*)

- Bethann: Enrichment Update: flyers should be going home on Monday!
- Annual Pledge: It's open, and will start promoting in social feeds.
- Updated glass display cases

XIII. Agenda Recommendations for Next Meeting

- **None**

XIV. Adjournment

Meeting adjourned at : 08:02pm

Next meeting September 18, 2023 at 6:30 pm via Zoom