



**ENCINO ELEMENTARY E-TEAM BOARD MEETING  
MINUTES  
March 18, 2024  
6:30pm**

[Zoom Link:](#)

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

**Meeting ID: 227 494 7678  
Passcode: ETEAM**

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

Meeting start time: 06:33 pm

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

<b>Executive Board</b>	<b>Attendance</b>	<b>Advisory Board</b>	<b>Attendance</b>
Rachel Wagner (President)	Present	Maggie Young (5th Grade Advisor)	Absent
Karen Bayless (Co-Treasurer)	Present	Michelle Rosenfield (4th Grade Advisor)	Present
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)	Absent
Bethann Anderson (Co-VP Student Services)	Present	April Wish (Co-2nd Grade Advisor)	Present
Rachel Lewis (Co-VP Student Services)	Present	Cara Himmel (Co-1st Grade Advisor)	Absent
Kristen Kabel (Co-Recording Secretary)	Present	Alicia Pagliaro (Co-1st Grade Advisor)	Present

Sara Parnass (Co-Recording Secretary)	Present	Laura Moss (K Grade Advisor)	Present
Kathleen Fong (Co-Corresponding Secretary)	Present	Megan Earhart (TK Grade Advisor)	Absent
Jackie Kaufman (Co-Corresponding Secretary)	Present	Dr. Amy Besser (Principal)	Present
Special Guests:	N/A	Rachael Suarez (Teacher Advisor)	Absent

**III. Minutes (ACTION ITEM) - Feb 12, 2024, Kristen Kabel & Sara Parnass, Co-Recording Secretaries**

Motion made to approve Feb 12 minutes - Rachel approved, Dr. Besser Seconds, motion to approve minutes passed with one abstention.

**IV. E-TEAM 2023-2024 Budget Update- Ellie Sweeney & Karen Bayless, Co Treasurers**

- Aligning with school budget
- Bank statements: Checking: 137,899.28 and Savings 200,826.51
- Learning curve: 284K expected, annual giving: slightly less individual donation, but corporate matching pulled us even.
- Book Fair: The money raised does not go to E-team. Ms.Hussein is requesting before, recess, lunch, and after school. Larger picture discussion about who gets the funds and how.
  - Dr. Besser: Not enough time at recess, also too much chaos at lunch.
- Enrichment: We did not budget for Morgan's time (more than 20K just for her). Renting space for after school (12.5K for ½ the year)
  - Other schools do it as a supportive service rather than a fundraiser
- Profits: Back to School Night, Corporate Sponsorship, Holiday, Halloween Carnival, Spirit Wear, Turkey Trot
- Unknowns: DPY (est 7000k), Gala (est 30k)
- 244K est. if remaining events go as planned, slightly below estimation, however costs have been lower than expected
- Do not anticipate dipping into reserves

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

- \$660 Million deficit in the next year for LAUSD
- TSP Coordinator 5 days, PSw 3 Days, PSA 1 day, and 7 aids
- CA school dashboard, ECES is having issues with chronic absenteeism
- Changes in next years budget
  - Instead of TSP Coodinator, will be assistant principal
  - Increasing PSW from 3-5 days
  - PSA will continue as 1 day
  - 7 Supervision Aides is ¾

- 4 ETEAM teachers are considered supervision aides for 3 hours, 5/days a week
- Promethean boards: 1777, stand is 353 = 2333 for a board ask for 56,352.95
- If we are unable to fund the additional aides, we just have 7
- Total ask is **112,352.95**
- April 18th will be the next meeting, vote will be before by the E-TEAM board
- Open house on 4/11, 5/15 volunteer appreciation week (tea will be during that week), info session on PBIS program on 05/15
- ELS testing happening 05 and 29/30

**VI. Teacher Advisor Update - Rachael Suarez, 5th Grade Teacher**

- Skip

**VII. E-Team Budget Transfer \$56,000 to support 4 Supervision Aides (ACTION ITEM)- Rachel Wagner, President**

- Skip

**VIII. President's Report - Rachel Wagner, President**

- Busy April, two significant fundraiser's in 1 week.
- Meeting with Book Fair tomorrow
- STEAM night does not need support other than E-Team outreach (no food)

**Executive Board Updates – (5 Minutes each)**

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

- Skip

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

- Gala and DPY info to come
- DPY: More people for dance crew wanted, volunteers will be needed, but not pushing for it yet.

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

- Beautification day on April 20th, not meeting again till April 15th
  - Main focus is benches, tables and chairs repainted
  - Repainting mural in big play yard. Potential vote on what people want to see
  - Can count as volunteer hours
  - May use time to consolidate current E-team supplies, currently taking up two closets
- Need help with staff connect purchasing, if interested contact Rachel Lewis
- Enrichment sign-up is open. Yes it's more expensive, but it's longer than the previous session
- E-team donating popsicles for olympics

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

- Turn in submissions that you'd like to be included by Thursday
- If you are going to post a picture, make sure all people represented in photo approve of it being shared
- 

### **Advisory Board Updates – (3 minutes each)**

#### **XIII. Grade Level Advisor Updates**

- 5th Grade Advisor- *Maggie Young*
  - N/A
- 4th Grade Advisor - *Michelle Rosenfield*
  - Restaurant nights, 04/30 is the stand, inquiries sent out to Menchie's
- 3rd Grade Advisor - *Helen Pizzo & Liz Rodol*
  - We never did anything for Black History Month for E-Team (note)
- 2nd Grade Advisor - *Sabrina Bonang & April Wish*
  - Good field trip, traffic wasn't.
- 1st Grade Advisor - *Cara Himmel & Alicia Pagliaro*
  - Field trip planned for 04/26 to Stoough Canyon
- Kinder - *Laura Moss*
  - N/A
- TK - Megan Earhart
  - N/A

#### **XIV. Guest Comments (*speakers have 3 minutes each*)**

- N/A

#### **XV. Agenda Recommendations for Next Meeting**

- Survey will be created by the Executive Board

#### **XVI. Adjournment**

Meeting adjourned at 08:19pm

**Next meeting April 15, 2024 at 6:30 pm via Zoom**

