



**ENCINO ELEMENTARY E-TEAM BOARD MEETING
MINUTES
November 13, 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)	Absent	Michelle Rosenfield (4th Grade Advisor)	Present
Karen Bayless (Co-Treasurer)	Present	Helen Pizzo (Co-3rd Grade Advisor)	Present
Ellie Sweeney (Co-Treasurer)	Present	Liz Rodol (Co-3rd Grade Advisor)	Absent
Haylee-Ray Averill (Co-VP fundraising)	Absent	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)	Present
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)	Absent

Kathleen Fong (Co-Corresponding Secretary)	Present	Dr. Amy Besser (Principal)	Present
Jackie Kaufman (Co-Corresponding Secretary)	Present	Rachael Suarez (Teacher Advisor)	Absent

Special Guests: Gelilah Hurwitz

III. Minutes (ACTION ITEM) - September 18, 2023, Kristen Kabel & Sara Parnass, Co-Recording Secretaries

Motion made to approve Oct 16 minutes - Ellie approved. Rachel L second.

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

- Successful tour on Nov 7 - packed house
- Submitted cultural arts passport plan - waiting to hear back
- Instruction - teachers started the PDSA. Looked at the iredy data and we want to focus on math. Restructured PE so students have PE and a second grade level PE where teachers can work together and plan. They are tasked with looking at students and how to best support student needs.
- Working on building our intervention program - English language arts to be created.
- Big focus on behavior - lunch recess time there is a lot of physical issues with students. Looking at making sure we have enough aides and systematic supervision program training aides in behavioral strategies. We are trying to teach students to problem solve. Ms. Hirsch here 3 days a week.

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

- Not here to share anything

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

- Thanks to all who attended the special ETeam meeting to come together and review roles. Thanks to Rachel Lewis for guiding the conversation.
- The Halloween Carnival exceeded expectations in attendance and money. We know we will get ahead on permitting next time. Besser says trunk or treat was huge hit and we had many compliments
- Halloween Carnival - Sabrina reports we had a rough start with vendors but adjusted well. Raised around \$15k for ETeam.

Executive Board Updates – (5 Minutes each)

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

- Want to have a good comparison chart by end of the year. Things
- Checking \$172,492.87 Savings - \$200,813.40
- Many events exceeded expectations - Halloween is becoming biggest event of the year.
- \$500 given by student council for Boo-grams - typically used for beautification

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

- Pizza Friday for Nov was less crowded so working on reminders for day before. Kids are loving it.
- Turkey Trot - people love the turkey suit - raised over \$3k just from this morning. Right now at \$45K after 2 weeks. Battle between kindergarten and first grade. Might rain but will make a game time decision. Might need some volunteers.
- Meeting with gala committee to start planning that.
- Next event will be a holiday snack shop for winter program.

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

- Second grade has December carpool.
- Second and third grade field trips coming up
- Sponsoring the staff meetings going well - 9 people sponsoring so far
- Parent education nights - looking for guidance on what that looked like pre-covid - Besser mentions there are webinars, but maybe there are different workshops we can do. Maybe and EChoices night would be helpful for parents.
- Some schools do field trips with 5th graders to see the middle schools around town. Portola came out to our school to rally them to come see the musical at their school.
- Food and toy drive coming - flyers going home Thursday. Will happen Nov 20 - Dec 14. Two bins will be available for families to drop off cans and donate.
- Planter boxes around the school - we have 10 classrooms with them right outside door. 14 have no boxes. 6 are scattered around school.
- Enrichment - did great this session - having an issue with some numbers to make sure everyone is aligned. Should be around \$7k profit for this session.

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

- No news for newsletter - try to get things to Jackie ASAP. Schedules newsletter ahead of time.
- Kathleen is the bomb with social media in partnership with Turkey Trot crew.

Advisory Board Updates – (3 minutes each)

XI. Grade Level Advisor Updates

- 5th Grade Advisor- *Maggie Young*
 - N/A
- 4th Grade Advisor - *Michelle Rosenfield*
 - Schedule a second playdate in January.
- 3rd Grade Advisor - *Helen Pizzo & Liz Rodol*
 - 3rd grade playdate two weekends ago for mini golf. Went well.
- 2nd Grade Advisor - *Sabrina Bonang & April Wish*
 - Possible parent night out in January
- 1st Grade Advisor - *Cara Himmel & Alicia Pagliaro*
 - Parents night out last night with K - it was fun. Not a large turnout but still fun.
- Kinder - *Laura Moss*
 - Parents night out with 1st grade
- TK - *Danielle Taklender*
 - N/A

XII. Guest Comments (speakers have 3 minutes each)

- Christmas show - Dec 12/13 - two shows of the same show - total of 4 shows and mixing up the order. Ms Bloom is setting it up.
- Have a lot of tardy students - want to share how important attendance is
- ETeam December gathering instead of meeting Dec 11
- This Thursday 4:30-7:30 restaurant night

XIII. Agenda Recommendations for Next Meeting

- N/A

XIV. Adjournment

Meeting adjourned at 7:19 pm

I.

Next meeting January 22, 2024 at 6:30 pm via Zoom (one week later due to Martin Luther King Jr. Day)