



ENCINO ELEMENTARY E-TEAM BOARD MEETING MINUTES
AUGUST 21, 2023 6:30 PM
Zoom
Meeting ID: 227 494 7678
Passcode: ETEAM

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	

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