



ENCINO ELEMENTARY E-TEAM BOARD 2020-2021 MINUTES

May 24, 2021- 7:30pm (8:00pm - new board)

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

Meeting ID: 227 494 7678

Passcode: ETEAM

“You must be the change you wish to see in the world.” -Gandhi

I. Welcome /Call to Order - Morgan Smith, Co-President, Geraldine Hernandez-Abisror (Interim Co-President)

8:36 pm - meeting called to order by Morgan Smith

II. Roll Call/Establish Quorum- Dr. Helen Pizzo, Recording Secretary (*50% +1)

Executive Board (11):	Present (P) or Absent (A)	Advisory Board (10):	Present (P) or Absent (A)
Morgan Smith, Co-President	P	Deborah Levinrad, Co-5th Grade Advisor	P
Geraldine Hernandez-Abisror (INTERIM) Co-President	P	Gelila Hurwitz, Co-5th Grade Advisor	P
Matt Weiss, Co-Treasurer	P	Jalaja Ravisankar, 4th Grade Advisor	P
Jamie Grossman, Co-Treasurer	P	Armineh Schmit, 3rd Grade Advisor	P
Dr. Helen Pizzo, Recording Secretary	P	Lauren O’Connell, Co-2nd Grade Advisor	P
Laila Parsi, Co-Corresponding Secretary	P	Megan Ruthchild, Co-2nd Grade Advisor	P
Michelle Leonard, Co-Corresponding Secretary	P	Liz Rodol, 1st Grade Advisor	P
Michelle Rosenfield, Co-VP Fundraising	P	Lisa Hermes, Kinder/TK Advisor	A
April Wish, Co-VP Fundraising	P	Ivy Thorne, Teacher Advisor (2nd grade)	A
Sanaz Jedian, Co-VP Student Affairs & Services	P	Amanda Evans, Principal	P
Elie Sweeney, Co-VP Student Affairs & Services	P	Jen Hatton, 5 th grade advisor	A
Special Guests:			

III. Minutes - TO REVIEW/APPROVE

IV. Principal's Update - Amanda Evans, Principal (Refer to E-TEAM Transition Meeting 5/24/21)

- School reopening: details still to be determined by LAUSD. Unknown about options for remote learning.

V. Teacher Advisor Update - Ivy Throne, Teacher (Refer to E-TEAM Transition Meeting 5/24/21)

VI. President's Report- Morgan Smith, Co-President & Geraldine Hernandez-Abisror, Interim Co-Pres

Reminder- *ALL ETEAM community events/fundraisers are 100% virtual until end of the school year. Organization, promotion or advertising of classroom or grade level gatherings/ playdates on behalf of E-TEAM board members is not allowed at this time due to health safety & liability concerns. We are following the safety guidelines for the State and County Health and are aligned with LAUSD policies.

- **E-Team Board Meetings 2021-2022 (via zoom) - Morgan Smith**
 - Board meeting tentatively scheduled for 3rd Monday of the month (will have zoom option).
 - Do we want to move the August meeting given that the 3rd Monday of the month is the first day of school? Will discuss rescheduling as it gets closer to date.
- **Budget 2021-2022 - Morgan Smith**
 - Email to follow at later date regarding potential dates for budget committee meeting
 - Committee to convene when we have a better idea of budget and what is allowed for fundraising opportunities for 2021/2022; likely rebuilding year.
 - E-TEAM supported teacher appreciation week and gratitude gifts. Bought teachers shirts as a welcome gift upon return to in-class instruction.
 - End of school year luncheon for teachers and staff – to purchase total of 55 lunches
 - Subway lunch box (pre-boxed with 6" sandwich, cookie, chips) - \$385; Costco sandwiches that will need to be individually boxed by us - \$270; Dominos can provide medium pizza for each person- \$330
 - Unanimous board vote for Subway. Will send out basic options to staff to choose their sandwich preference (forms will be printed out and placed in the office)
 - Coffee cart for teacher's appreciation was \$450. Of note, coffees were small from this vendor and they were late.
 - Previous years have used Domingo's
 - Budget-wise, currently in good position due to hold on spending this year and modest spending previous years. However, if by Dec we can't raise \$160K, will dip into reserves for E-TEAM teacher salaries. Only 30% of families donated to annual giving.

VII. Treasurer Report- Financial Update - Matt Weiss & Jamie Grossman, Co-Treasurers (Refer to E-TEAM Transition Meeting 5/24/21)

VIII. Fundraising - *Michelle Rosenfield & April Wish, Co-VP Fundraising*

IX. Student Services - *Sanaz Jedian & Ellie Sweeney, Co-VP of Student Affairs & Services*

X. E-Team Website/ Social Media Sites - *Laila Parsi & Michelle Leonard, Co- Corresponding Secretaries*

XI. Grade Level Advisor Updates

- 5th Grade Advisor- *Deborah Levinrad & Gelila Hurwitz*
- 4th Grade Advisor – *Jalaja Ravisankar*
- 3rd Grade Advisor - *Armineh Schmit*
- 2nd Grade Advisor - *Lauren O'Connell & Megan Ruthchild*
- 1st Grade Advisor - *Liz Rodol*
- Kinder /TK Advisor - *Lisa Hermes*

XII. New Business

XIII. Agenda items for next meeting and confirm next meeting date

- **E-Team Insurance Board Compliance** - *Geraldine Hernandez-Abisror*
 - **1.COMplete E-Team BOARD SAFTEY (child abuse awareness & first aid) training**
 - **2. SUBMIT/COMPLETE LAUSD VOLUNTEER APPLICATION (<https://volunteerapp.lausd.net/>) to obtain Badge**
- *Next meeting: 8/10/21 at 7:00 pm*

XIV. Adjournment:

- *5/24/21 at 8:52 pm*