



**ENCINO ELEMENTARY E-TEAM BOARD MEETING
MINUTES
May 13, 2024
6:30pm**

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

Meeting start time: 6:33 pm

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

Executive Board	Attendance	Advisory Board	Attendance
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)	Present
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)	Present
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)	Present
Jackie Kaufman (Co-Corresponding Secretary)	Present	Dr. Amy Besser (Principal)	Present
Special Guests: Sarah Burwick, Desiree Stone Davidson, Georgina Rodriguez, Katy Luc, Lili Pettit, Kyle Porter, Rebecca Bienstock,	Present	Rachael Suarez (Teacher Advisor)	Present

III. Minutes (ACTION ITEM) - April 15, 2024, Kristen Kabel & Sara Parnass, Co-Recording Secretaries

Motion made to approve April 15 minutes - Ellie Sweeney motions. Sabrina seconds.

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

- In home stretch - 20 days left. Successful testing. Our 5th graders are taking CA Science Assessment
- Two field trips coming up this week
- May 21 - volunteer tea
- Orchestra concert May 22 for school For families is May 29
- Junior Olympics - May 27
- AR awards - June 5
- Minimum June 7 and Jun 10
- June 10 5th grade picnic in park
- Last day of school is June 11

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

- Huge thank you from teachers for the appreciation week treats
- Volunteers for Junior Olympics are similar to Turkey Trot - Parents can come on campus to watch.
- TK/Kindergarten orientation up in the air

VI. Election of 2024-2025 Board Members (ACTION ITEM) - Rachel Wagner, President Approve New Grade Level Advisors, Rec Secretaries, Fundraising VP's

- Executive Board - President: Rachel Wagner; Co-Treasurers: Karen Bayless and Ellie Sweeney; Co-Recording Secretary: Sara Burwick and Desiree Stone; Co-Corresponding Secretary: Jackie Kaufman and Kathleen Fong; Co-VP Fundraising: Kristen Kabel and Sara Parnass; Co-VP Student Affairs: Rachel Lewis and Bethann Anderson
- Advisory Board - TK: Renee Begley; Kinder: Megan Earhart & Lili Pettit; 1st Grade: Laura Moss & Rebecca Bienstock; 2nd Grade: Alicia Pagliaro & Cara Himmel; 3rd Grade: Sabrina Bonang & April Wish; 4th Grade: VACANT; 5th Grade: Michelle Rosenfeld & Nydia Pineda
- Sanaz is leaving cuz her child is in 5th grade. Kristen Kabel and Sara Parnass will fill in for the role. Executive vacancies mid year can be assigned by board
- **Vacancies were advertised and vote will be held tonight**

- Sarah Burwick and Desiree Stone Davidson taking over Recording Secretary
- Grade level - Lili Pettit and Megan Earhart will be Kinder advisors
- First grade - Rebecca Bienstock joining Laura Moss
- Second grade - Alicia and Cara staying in role
- Third grade - Sabrina and April staying in role
- Fourth grade - vacant. Helen Pizzo and Liz Rodol will not be returning in role - they planned teacher appreciation which was a success
- Fifth grade - just voting in one person tonight - Michelle Rosenfeld is in as long as we find a second person
- TK - Renee Begley
- All roles have been voted in. Still need to find 4th grade

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

- Thanks again for teacher appreciation week
- Congrats to the Gala committee - it was an amazing event
- Trying to finalize calendar

Executive Board Updates – (5 Minutes each)

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

- Savings - \$200,833.12 - Checking - \$113,713.08
- Budget - not where we hoped to be. Estimated to have made \$285K but we are at \$198K. Does not include gala. Annual giving was on par, some events exceeded expectations. We didn't anticipate certain expenses like with enrichment.
- \$80K was expected for enrichment - had new expenses. Will need to make new adjustments for next year.
- Need to allocate for insurance for ETeam specialists.
- People should email Rachel Wagner if you want to be part of the budget meetings.

IX. Fundraising - *Sanaz Jedian, Co-VP Fundraising*

- Gala was this weekend - big thanks to everyone
- Reopened auction for unsold items - hopefully that will generate more money for us.
- Looking like we profited approximately \$20k

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

- End of the year playdates should be happening soon
- Teachers will be getting Mendocino Farms for last day of school lunch
- Gave Mary a new paper to add to the enrollment package to say that next year only doing online submissions for directory. Every year people have to rejoin the directory.

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

- The more advanced notice with graphics and copy to add in newsletter the better
- Do not need to be on the board to be a committee chair. Looking for as many volunteers as possible to help with events.

- Will be asking for donations for end of year gifts for specialists.

Advisory Board Updates – (3 minutes each)

XII. Grade Level Advisor Updates

- 5th Grade Advisor- *Maggie Young*
 - Sanaz filing in for Maggie - used part of ETeam money to purchase T-Shirts for 5th graders. Keystone field trip next week. Graduation on June 6 at 8:30am potentially. Usually 4th grade helps with graduation. Parents are doing a non school related event for students.
- 4th Grade Advisor - *Michelle Rosenfield*
 - Going to do a popsicle in the park
- 3rd Grade Advisor - *Helen Pizzo & Liz Rodol*
 - No update
- 2nd Grade Advisor - *Sabrina Bonang & April Wish*
 - No update
- 1st Grade Advisor - *Cara Himmel & Alicia Pagliaro*
 - June 1 may be a 1st grade playdate at Castle Park
- Kinder - *Laura Moss*
 - No update
- TK - Megan Earhart
 - No update

XIII. Guest Comments (*speakers have 3 minutes each*)

- Kyle Porter - the Eteam does a great job making Encino what it is and should be acknowledged. Sanaz and Maggie did a great job with 5th Grade.

XIV. Agenda Recommendations for Next Meeting

- June meeting will need to happen. Date tbd

XV. Adjournment

- Adjourned at 7:34 PM

Next Meeting: Special Budget Meeting/Planning Retreat June TBD