



**ENCINO ELEMENTARY E-TEAM BOARD 2019-2020**  
**MINUTES**  
**August 15, 2019**  
*Encino Charter Elementary School, Faculty Room*

**I. Welcome/Call to Order**

Co-President Geraldine Hernandez-Abisor called the E-Team's new board meeting to order at 7:26pm at Encino Charter Elementary School, Faculty Room.

**II. Roll Call:** Lisa Clayden, *Recording Secretary*

Those in attendance and constituting a quorum were:

**Present:**

Co-Presidents – Jamie Grossman &  
Geraldine Hernandez-Abisor  
Recording Secretary – Lisa Clayden  
Corresponding Secretary – Kim Garr  
Co-Treasurers – Kristen Lebovic & Matt Weiss  
Co-VP of Fundraising – Kelly Kozakov  
VP of Student Services – Sanaz Jedian

Kinder Advisor - Stephanie Porter  
1st grade Advisor – Lisa Hermes  
2nd grade Advisor – Laila Parsi  
3rd grade Advisor – Deborah Levinrad  
4th grade Advisor – Erin Aghai  
5th grade Advisor – Kristin Moss  
Principal - Amanda Evans  
Teacher - Alex Zwick

**Absent:** Gordon Teti (out of town); Levinrad (left at 8pm)

Welcome introductions

**III. Minutes Approval** -1st Motion by Moss; 2nd Motion by Aghai

**IV. Principal Report** - *Amanda Evans, Principal*

- a. Entry gates will remain the same (Addison and Otsego); Encino Badges or visitor stickers no longer required before 8:03am
  - Parents/Guardians MUST exit campus at 1<sup>st</sup> warning bell at 8:03am
  - Visitor badge required after 1<sup>st</sup> bell at the office
- b. Will talk to teachers to determine vision of the school



## V. Treasurer Report - *Kristin Lebovic & Matt Weiss, Co-Treasurers*

- a. Current Balances: Checking - \$194.6K; Savings - \$100.6K
- b. Budget 2019-2020: Review & Board Approval
  - ✓ Budget Approval – 1<sup>st</sup> Motion by Clayden; 2<sup>nd</sup> Motion by Jedian
- c. Financial Procedures / Overview
  - Plans to simplify budget layout
  - Teacher salaries and supplies slightly increased the budget this year
  - Annual giving has a larger projection this year

## VI. Fundraising / Events Report - *Kelly Kozakov, Co-VP Fundraising*

- a. Fundraising Overview / Procedures / Goals
  - Planning for more smaller fundraisers
  - Partnering up with local businesses
- b. Fundraising Events: (Q1)
  - **Annual Giving Kickoff** - Thurs., 8/15, Welcome orientation  
*Chairs: Jamie Grossman, Phil An, Shawn Simmons*
    - Added a new 5<sup>th</sup> Grade tier
    - Information to go live on website with a Venmo link
  - **Amazon/Ralphs Kickoff** - Thurs., 8/15, Welcome orientation  
*Chairs: Lisa Hermes, Nathan Alexander*
    - Discussion regarding Ralph's program and enrolling by Sept 1<sup>st</sup>
    - Hermes looking into if families need to re-enroll every year
  - **Back to School Family Movie Night (1st Event)** – Sat., 9/7/19  
*Chairs: Ellen Shin, Gabrielle Bilicki*
    - Toy Story 4
    - Already have a lot of volunteers

- **Enrichment Session #1 Begins - (8wks) Mon. 9/9 - Fri. 10/25/2019**  
*Chair: Christina Weiss*
  - Enrichment Demo Day - Fri. 8/23 11:00am-1:00pm, *Lunch tables*
  - Enrichment Session 1 Registration Opens 8/19 and closes 8/31
  - Clayden suggested to open registration on the first day of school
  
- **DPY “Dance Party Yeah” (2nd Event) - Fri. 10/11, Lunch area**  
*Chair: Kristin Moss*
  - Dance crew would like to have an enrichment class
  - Food donations from local businesses
  - Looking into JoyMode subscription for DPY and E-Team events
  
- **Turkey Trot (3<sup>rd</sup> event) – Thurs. 11/21, Big yard**  
*Chair: Jen Meister, Michele Rosenfeld (Kinder parents)*
  - Event will only have online donations
  - Someone will be slimed if goal is reached

c. Committee Chairs / Open Committees

- Board to review committee list for accuracy or open positions
- Discussion on continuing or cancelling birthday marquee

**VII. Student Services - Sanaz Jedian, VP of Student Affairs & Services**

a. Traffic Duty Signs

- 1st Day / 1st week: E-Team Board

b. Room Parent Kickoff Meeting

- Friday, Sept 6 at 8:08am in the Auditorium

c. Grade Level Meetings for Parents

- Discussion to have ‘Coffee with Principal’ meetings by lower and then by higher grades; 5<sup>th</sup> grade to have own meeting

- d. Safety & Parent Education Assemblies/Speakers
  - Informative presentations for Parent Meetings
  - Consider bringing in Middle schools for presentations to 5<sup>th</sup> grade families

#### **VIII. E-Team Website/ Social Media Sites - Kim Garr, Corresponding Secretary**

- a. Discussion of requirements needed for website, i.e. dimensions and text
- b. Requested 48 hours notice to post

#### **IX. Advisory Board**

- a. Kinder Advisor - Stephanie Porter
  - Kinder Orientation – Mon. 8/19 at 8am
  - Play dates starting with Genesta Park after Orientation
- b. 1<sup>st</sup> Grade Advisor – Lisa Hermes
  - Discussion of getting grade level emails for parent events
- c. 2<sup>nd</sup> Grade Advisor – Laila Parsi
  - Planning better grade level communication from last year
- d. 3<sup>rd</sup> Grade Advisor – Deborah Levinrad
  - No report
- e. 4<sup>th</sup> Grade Advisor – Erin Aghai
  - Excited to get started with her event ideas
- f. 5<sup>th</sup> Grade Advisor – Kristin Moss
  - Going to do collective, school-wide fundraisers
  - Will hold a 5<sup>th</sup> Grade Parent Meeting
  - Presented community seating at lunch to resemble middle school

#### **X. Additional New Business**

- a. Welcome Back to School 1st Day- 8/20/19: Teachers Lounge, E-Team Reception Table
  - Fun welcome with photo props for selfies, music; Begins at 7:45am
- b. E-Team Board 2019-2020 Meeting Dates
  - ✓ Meeting Dates Approval – 1<sup>st</sup> Motion by Garr; 2<sup>nd</sup> Motion by Aghai
- c. E-Team Board & Chair “Inbox folders”, forms, event supplies (Geraldine)

- d. School Communication /Apps- Parent Square? (Kristin Moss)
  - Parent Square has 50 LAUSD schools; Wants to do a demo; \$2K/year
- e. Discussion regarding “Be My Friend” T-shirts to be donated by a parent

**XI. Agenda items for next meeting**

**XII. Adjournment:** 9:04pm

**Next Meeting:** Tuesday, September 10, 2019 7:00pm ECES Faculty Room