



**ENCINO ELEMENTARY E-TEAM BOARD MEETING
MINUTES
February 12, 2024
6:30pm**

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

Meeting start time: 6:31 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) | Absent | Michelle Rosenfield (4th Grade Advisor) | Absent |
| Ellie Sweeney (Co-Treasurer) | Absent | 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 |

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|---|---------|----------------------------------|---------|
| 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: | N/A | Rachael Suarez (Teacher Advisor) | Present |

III. Minutes (ACTION ITEM) - January 22, 2024, Kristen Kabel & Sara Parnass, Co-Recording Secretaries

Motion made to approve Jan 22 minutes - Megan made a motion and Laura second.

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

- Budget top of mind - had budget meeting last week. State funding for schools is lower than anticipated. Covid funds not available but we will be ok.
- Students showed growth in math and reading, diagnostics. Our teachers just ended PDSA cycle looking at student achievement.
- LA's BEST - 40 students enrolled. Orientation tomorrow.
- Tutor Me starting next week
- Preparing to order new textbooks. CKLA reading program we must adopt. Will visit the teachers at Nestle to see program in action.
- Promethean boards will be on wheels and are interactive boards. Up to schools to pay for them. Not aware of any grants to order them. Would need 24 boards, but would not include UTK rooms cuz they have their own separate budget. Cost is high. E-Team may be able to supplement cost for them.

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

- Kids are working on Valentine grams.
- Trying to figure out spirit days

VI. President's Report - Rachel Wagner, President

- The executive board met last week to check in on mid-year events and needs. Will save budget meeting to next week. Need to align with school about the budget. Did a survey about what parents want to see at school and it did not get many suggestions. Looking to do a new type of survey.
- Spring events - we need support for book fair. Looking for a chair. Don't want to do it during lunch. Hopefully just before and after school. Parents who are not approved to come on campus will be allowed to. Will need to get a lot of volunteers for the fair.
- Reached out about a second pizza/dippin dots day but it is dependent on volunteers. Maybe just do dippin dots on the second day. Sanaz would do it by herself if we want to do it.

Executive Board Updates – (5 Minutes each)

VII. Treasurer Report/Financial Update - Ellie Sweeney & Karen Bayless, Co-Treasurers (given by Rachel Wagner today)

- Checking: \$181,000 approx
- Saving: \$201,000 approx
- Profit is \$65k on \$311k of income
- Budget is projected to go to June so will not go over it now until we really go over the budget. We have hit exactly or exceeded our events. Enrichment is the only one that has projected differently. We overprojected cuz we did not factor in permit costs.

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

- Gala - 7 or 8 people on planning committee - put together flyer already for room parents. Need auction items. Michelle is working on save the date. Open bar and open food. Will be fun! Have to finalize ticket prices. Reach out to Sanaz or Laura if you want to get involved.
- Reached out about teacher adventures for gala prizes. Need the adventures to be very specific. Cost is on the teachers.

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

- First parent workshop on Feb 26 about navigating EChoices. Wanting to get people in person. Is a good community building event. This will be a series so there will be a follow up about middle schools.
- Still looking to do grade level parent night out. Upper grades need to plan.
- Starting to work on agenda for beautification day. Looking to Besser to give specifics. Big thing is the planter boxes. Need to find out what teachers want to plant.
- Enrichment - we are about \$8500 in profit. We are going to have one more 8 week session instead of 2. The goal is April 2 - May 24.

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

- Make sure all information is sent to Jackie and Kathleen by Thursday for Saturday newsletter.
- Hoping to consolidate the number of emails given to room parents. Hoping to have one email with all the information.
- Trying to figure out a way to streamline communication to the secretaries.
- Requests - a lot of events coming up. If there are save the date info please send in square format for instagram, send copy and image for the banner on site.
- Instagram engagement is higher than Facebook

Advisory Board Updates – (3 minutes each)

XI. Grade Level Advisor Updates

- 5th Grade Advisor- *Maggie Young*
 - Have about 50 families donated for grad packs. Starting to book out vendors. Might be doing an overnight camp but that is in the works.
- 4th Grade Advisor - *Michelle Rosenfield*
 - Field trip on Feb 26 touring the Adobe.
- 3rd Grade Advisor - *Helen Pizzo & Liz Rodol*
 - Planning parents night out in April
- 2nd Grade Advisor - *Sabrina Bonang & April Wish*
 - Had 2 parent night outs (mom & dad)
- 1st Grade Advisor - *Cara Himmel & Alicia Pagliaro*
 - No updates

- Kinder - *Laura Moss*
 - Have a sign up for parent volunteers for K PE time - need to be approved volunteer
- TK - Megan Earhart
 - Parents night out on Feb 29. Hoping to get more rsvps

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

- DPY - theme is a sock hop - will start in newsletter on Feb 24 - March will be big push. \$10 tickets will end on April 1. \$15 will be April 9. Burger truck will be there. Sundae bar. Dance crew. Hula hoop contest, air guitar.

XIII. Agenda Recommendations for Next Meeting

- None

XIV. Adjournment

Meeting adjourned at 8:00 pm

Next meeting March 18 2024 at 6:30 pm via Zoom