



ENCINO ELEMENTARY E-TEAM BOARD 2020-2021

AGENDA

Jan. 24 2022- 6:30-8:30pm

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

Meeting ID: 227 494 7678

Passcode: ETEAM

I. Welcome /Call to Order - Morgan Smith, President; call to order by Morgan Smith at 6:34 pm

II. Roll Call/Establish Quorum- Helen Pizzo, Recording Secretary

Executive Board (10):	Present (P) or Absent (A)	Advisory Board (9):	Present (P) or Absent (A)
Morgan Smith, Co-President	P	Deborah Levinrad, Co-5th Grade Advisor	P
Co-President – vacant position		Gelila Hurwitz, Co-5th Grade Advisor	P
Jamie Grossman, Co-Treasurer	P	4th Grade Advisor – vacant position	
Co-Treasurer – vacant position		Armineh Schmit, 3rd Grade Advisor	P
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	A
April Wish, Co-VP Fundraising	P	Rachel Lewis, Kinder/TK Advisor	P
Alex Wolfe, Co-VP Fundraising	P	Rachael Suarez, Teacher Advisor (5th grade)	P
Sanaz Jedian, Co-VP Student Affairs & Services	P	Jennifer Haws, Principal	P

Ellie Sweeney, Co-VP Student Affairs & Services	P		
Special Guests: Jackie Kaufman			

III. **Minutes - Minutes from 12/6/21 Meeting** - motioned by Rachel to approve, Morgan second the motion. Minutes approved.

IV. **Principal's Update** - *Ms. Jennifer Haws, Principal*

- Class roster of parent's emails so families can be notified of positive cases in their class; will also work with teachers to see if feasible to send notification to class via email vs. class Dojo vs. Schoology.
- Would like list of fundraising events coming up; can help send out reminders via bulletin.
- Plan to continue split lunch period for the rest of the year; better monitoring of safety.

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

- Field Trips: nothing set in stone; no off-campus events thus far; possible virtual options.
- Classes have done some virtual events (i.e. virtual book events; virtual Griffith observatory).
- Student Council: will take over organizing Spirit Fridays and Valentine grams (will be selling inside the gate in the mornings and afternoons likely starting next week; tentative \$1/gram).

VI. **Treasurer Report- Financial Update** - *Jamie Grossman*

- Bank Balances: Checking: \$341,867.60; Savings: \$100,744
- Budget / P&L Review
 - o Profits:
 - Amazon Smile \$267
 - Crafternoon \$1457.11
 - Corporate matching: \$6270
 - Drive in Movie series: net around \$8500
 - Boo grams: \$1363
 - Corporate sponsors: \$2000
 - Enrichment: \$37,842 (not including expenses which is approximately \$24,240 for vendors, supplies)
 - Ralphs clubs: \$1521
 - Restaurant nights: \$1615
 - Spirit wear: \$5111
 - Turkey Trot: \$44,631
- Annual Giving: \$71,276
- Follow-up Mechie's and CPK checks from restaurant nights
- Will be restarting birthday marquee; \$50.

VII. **President's Report-** *Morgan Smith, President*

- Gala
 - o Tentative plan on pushing it back to April 2023 – 4/22/23 or 4/29/23
- Jalaja Ravisankar resignation 1/12/22
- Enrichment Update
 - o 390 spots signed up for 2nd session and more signing up
 - o Implemented seating charts; continue wiping down surfaces before/after class. Going by public health guidelines.

VIII. Fundraising - April Wish & Alex Wolfe, Co-VP Fundraising

- Crafternoon project – take home kit vs. afternoon in the park
- Movie night with games/carnival – would be fun to have one more before the end of the school year.
- Parent party – i.e. private yoga session
- Library book drive – 1st week of March is Read Across America
- Spiritwear – getting through inventory. Will change designs for next school year.

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

- Teacher Appreciation
 - o Budget currently \$2000 – increase to \$4000 – unanimous vote
 - o CPK donating luncheon for Teacher Appreciation
 - o Restock teacher's lounge with Keurig, snacks, etc.
 - o Coffee Bean & Tea Leaf – iced coffee and teas
 - o Monthly tokens of appreciation

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

- Will update with info on ordering yearbook, crafts, fundraising

XI. Grade Level Advisor Updates

- 5th Grade Advisor- Deborah Levinrad & Gelila Hurwitz – selling grad packs; \$3400 fundraised thus far for culmination; culmination date TBD
 - o Increase graduation budget to \$5000 – to cover rentals (tent, chairs) and permits – 8 voted to approve the increase
- 4th Grade Advisor – position vacant
- 3rd Grade Advisor - Armineh Schmit – had a virtual playdate
- 2nd Grade Advisor - Lauren O'Connell & Megan Ruthchild – no new updates
- 1st Grade Advisor - Liz Rodo – no new updates
- Kinder /TK Advisor - Rachel Lewis – no new updates

XII. New Business

- Yearbook:
 - o Great if we can get more grade level pictures of kids at enrichment, lunch, recess
 - o Presale through 3/1/22 (\$35); \$40 through 4/30

- Dedication page sales
 - Ship to home option this year
- Requesting Parent Center for community representative and parents on campus volunteering at school
- Mr. Rodriguez asking to see if we can get a laptop for Ms. Haws as the one from the district is not very good. Can take out of our technology budget, which we have room for. Mr. Rodriguez looking at pricing. No objections from the board.

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

- February 28, 2022 at 6:30 pm

XIV. Adjournment

- Morgan motioned to adjourn meeting at 8:35 pm