

E-TEAM Board Meeting September 2018

Attendees (via email correspondence)

- Co- Presidents: Erin Aghai and Allyssa DelPiano
- Co- VP's of Fundraising: Danielle Brooks and Kristin Moss
- Co-Treasurers: Geraldine Hernandez-Abrisor and Jennifer Hatton
- Student Services: Kim Bishop and Jamie Grossman
- Recording Secretary: Alex Wolfe
- Corresponding Secretary: Lisa Clayden
- Kinder Advisor: Kim Garr
- 1st Grade Advisor: Christina Weiss
- 2nd Grade Advisor: Gelila Hurwitz
- 3rd Grade Advisor: Chelcie Skrifvars
- 4th Grade Advisor: Allyson Nevil
- 5th Grade Advisor: Honor Dunn
- Teacher: Alex Zwick
- Principal: Christine Chun

AGENDA SUMMARY OF INFO:

Principal's Corner:

- Coffee with Principal went well from my perspective. Thank you to all grade-level advisors for supporting it and bringing in refreshments.
- Board Member Nick Melvoin will be at Encino on 9/26 at 9:15 am for parent meeting, providing district updates and Q&A. All are welcome.
- We have maintained student enrollment as Norm Day was 9/14. Mrs. Schwimmer (current sub) will most likely be hired in the new growth position for Kindergarten.
- District workers have taken measurement of front gate (near staff parking lot) to install latch. Waiting on date for work to get started.
- Fall Picture Day is 10/4 with new photography company- Portraits by Rick Lindsey.
- School Tour for Prospective Parents on 10/15 at 8:30 am.
- All are encouraged to create an account on LAUSD's Parent Portal. Go to lausd.net, under "offices" look for "Parent Engagement." You will find directions to creating an account. You will need your child's student ID, please call office if you do not know it.
- Lastly - Thank you to all the E-Team board members. As always, I know you are all the backbone of Encino and the reason for our success. I appreciate your willingness, involvement, and support!

Fundraising:

Back to School Picnic: GREAT KICK OFF EVENT! NET PROFIT was \$3,214 (Income: \$5,188 / Expenses: \$1,974 assuming all expense have been submitted)

DPY: coming 9/28. Permit situation is resolved and we were granted by LAUSD.

- o Ticket sales are low at this point - 228 (vs last year at this time around 350). Typical last-minute-Encino community, please spread the word and make sure your friends are coming! Last year we had 750 people, and our budget is \$11K, FYI
- o Online ticket sales and Dedigrams ended yesterday (\$10), tickets will go up to \$15 at the door
- o Annual Pledge: Pledged amount is at \$99K. Amount actually received and processed to date is \$57K.
- o Buttons ordered. Postcard in progress for one last school wide push. Magnets are in and will be distributed once Spirit Wear is ordered.
- o Spirit Wear: Initial quote is approx. \$800 to buy inventory via amazing parent John Vo. He's providing items "at cost" so amazing ROI! Product pricing is TBD and product to be ordered soon. Lori Selcer & Chelcie Skrifvars will start selling before school and at pizza sales. Product will be ordered in bulk (for lowest price) and items are available for purchase on hand so people can see them. Team is going to meet with the Student Government teachers on our thoughts of Spirit Wear Fridays and weekly class competitions.

Enrichment: Christina Weiss and Amanda Goodfried are now working together (thank you!) Team is working on session 2 and preparing permits. We can explore new reporting option from Firespring with no incremental costs for future.

Shop To Give: New Chair Kinder Dad, Kyle Alexander is working on plan to drive Amazon Smile revenue AND do an immediate push for Ralph's re-registering

Pizza Sales: New Chair Mihoko Bunker.

- o Volunteers for Pizza Sales will correspond with grade level traffic duty assignment.
 - o Grade Level Advisors please be aware of your designated month and coordinate with Mihoko.
 - o Sign Up Genius Link with grade level month will be posted in Newsletter and Constant Contact
 - o Mihoko is looking for back up volunteers to utilize if she doesn't have enough
 - o She would like to find two people per month to run the popcorn portion of pizza sales
 - o For any info about the above please contact her at encinopizza@gmail.com
- Online/Gala Auction: Please contact Danielle to help organize. She's looking for a team to help tackle item collection with divide and conquer approach

Treasurer's Report (VPs of FUNDRAISING, Please make sure Chair Teams are aware of process for running events/programs)

· With the departure of Angela, we have on-boarded Jennifer and divided the Treasurer duties to best fit our skill sets. Our goals this year include defining processes and policies and ensuring we are compliant with reporting and tax requirements. To that extent please see below for some updated procedures:

Treasurer Responsibilities - Division of duties between Co-Treasurers is split as follows:

Geraldine (treasurer@encinoelementary.net) – banking, vendor payments, parent reimbursements, cash box requests, Square setup

Jen – recording QuickBooks, budget/actual reporting, monthly reconciliations, CPA liaison, 1099s

Budgeting Reporting – beginning with the October Board Meeting, Treasurers will share a monthly financial report showing actuals vs. budget. For requests on historical reporting please allow 48 hours for Treasurer to pull detail.

Processing Payments – An invoice or a reimbursement form is required to process any check payment. An email just requesting a \$ amount will no longer be accepted. Additionally, a W-9 (attached) is required to setup new vendors. As we clean up files we may request current vendors to submit an updated form.

Reimbursement Forms – A reimbursement form is attached. Forms should be completed, receipts attached to back of form and dropped off in the Treasurer's box in office. A receipt is required in order to be reimbursed. Receipts must be submitted within one week after event ends.

Checks – Checks are processed on a weekly basis and mailed directly from Chase Bank. Checks should be received within 2 weeks of submitting to Treasurer's box.

Cash Box – requests should be made to treasurer@elementary.net one week before event. At the end of event, fundraising chair is responsible for counting the cash in box and filling out cash box form which will be provided (example attached). Chair must coordinate return of cash box with Treasurer.

Communication (VPs of Fundraising/Student Services – please make sure Chair Teams & Room Parents are following protocol)

Please ensure everyone has read the communications outreach plan emailed a few weeks ago.

- i. Room Parents = Classroom Communication (classroom parties, field trips, notes from the teacher etc.)
- ii. Grade Level Advisors/Constant Contact = grade level specific information (grade level playdates, fundraisers, activity such as author event etc.)
- iii. Weekly Blackboard = all ETEAM related events/calendar dates/fundraising flyers. SENT WEEKLY (submissions due Monday for the following week's activity).
- iv. Student Services/Constant contact = any student service related activity or necessary outreach. (traffic duty, pizza sales, reading rocks, recycling activity)
- v. ALL communication should be sent to Allyssa NO LATER than the MORNING OF THE MONDAY BEFORE the following week's info. (we had originally said Thursday but Monday AM is when it is needed). If we don't receive, it won't go in that week.

Grade Level Coffee Meetings/Grade Level Activity

Kinder/TK

· The coffee meeting went well. Room 23 had questions about room situation and people voiced concerns about Mustafa's leaving & what the plan will be.

· Looking for Kinder Advisor nominees. We need at least 2 candidates by 10/9.

1st Grade:

· Positive turn out and meeting went well.

2nd Grade

· Coffee went well. Parents had a lot of questions about the OLSAT. A few concerns about the possible strike.

· For grade level outings- we had a beach play date at the top of the school year.

3rd & 4th Grade:

· 3rd/4th grade coffee went well but I had to leave a bit early. There was lots of talk about testing!

· 3rd grade playdate possibly a moms self defense class at the MMA place next to Subway. \$25 p/p. Need 20 people to move forward. Only 5 interested so far.

5th Grade:

· Grade 5 meeting went well. We briefly discussed Pali camp, graduation and mostly Schoology. Just ok attendance

· There will be a pancake breakfast fundraiser at The Stand on Sunday, October 14 from 8-10am to raise funds for graduation. I sent out flyers to the grade 5 students and it will be promoted through social media and e-blasts to the rest of the school. Must sell 100 tickets for this fundraiser to happen.

· Looking to get help from another grade parent with the Benefit app in order to increase usage.

Recruitment/Chair Person needed: Still need a recruitment chair person. EVERY BOARD MEMBER needs to reach out to someone to see if they are interested. Hope is to have a recruitment table at each event and/or a few mornings throughout the year as we need to fill every position next year. Also let us know if anyone is interested in an executive board position and/or return as a Grade level advisor.

LISA CLAYDEN is our first nominee for recording secretary!

10/9 Parent Meeting. Please try to attend. Agenda items include:

Lice Clinic Presentation

Gifted Program (Ms. Chun)

Kinder Nominees announced

Upcoming Events (Turkey Trot, Art Fundraiser)

8. Misc:

- Our Annual PTO Insurance Coverage – there have been a lot of questions that have arisen due to the LAUSD shift in permit and insurance requirements for ETEAM Events. We've had multiple requests to add companies and/or EQUIPMENT to be added to our policy. We CAN NOT add paid vendors to our insurance policy because we are a VOLUNTEER organization. We also DO NOT have property insurance to cover equipment at this time. Also, if we ADDED property insurance, it is ONLY ON ITEMS THE E-TEAM OWNS, not items lent or borrowed for an event (ie. walkie talkies). We can add property insurance for \$255 a year but at this point in time, since we don't really own anything, it doesn't make sense. It also could not go into effect until our next policy renewal window of November 16th of 2019.
- Traffic Duty: The Aides are putting out the cones in the morning, but if we don't have parent volunteers on any given day, there is no one to bring those cones in. Suggestions?