

E-TEAM MEETING MINUTES NOVEMBER 27 2018

HELD AT Encino Elementary School, 7 pm

Attendees:

CO-PRESIDENTS: Erin Aghai & Allyssa DelPiano

CO-VPS STUDENT ADVISORY: Jamie Grossman

CO-TREASURERS: Geraldine Hernandez

ADVISORY BOARD KINDERGARTEN: Stephanie Porter

ADVISORY BOARD 1ST GRADE: Christina Weiss

ADVISORY BOARD 3rd GRADE: Chelcie Skrifvars

ADVISORY BOARD 2ND GRADE: Gelila Hurwitz

ADVISORY BOARD 4th GRADE: Allyson Nevil

ADVISORY BOARD 5TH GRADE: Honor Dunn

TEACHER: Alex Zwick

Absentees:

CO-VPS FUNDRAISING: Kristin Moss

CO-VPS FUNDRAISING: Danielle Brooks

CO-VPS STUDENT ADVISORY: Kim Bishop

CORRESPONDING SECRETARY: Lisa Clayden

CO-TREASURERS: Jennifer Hatton

RECORDING SECRETARY: Alex Wolfe

PRINCIPAL: Christine Chun

MEETING CALLED TO ORDER: 7:00PM

Previous meeting minutes Approved

1. PRINCIPALS CORNER (AS NOTED FROM EMAIL FROM MS. CHUN PRIOR TO MEETING)

Finger printing:

- Per Superintendent Beutner: The \$56 Fingerprinting and background check fees will be eliminated. Volunteers who paid the fingerprinting fee after July 1, 2018 will be reimbursed and a process for that will be shared shortly.
- They are expanding the number of locations to sign up to volunteer. Details to follow.
- **Feedback from ETEAM Board/parents: parents feel new regulations/policies are affecting the number of volunteers willing to help out. Feedback from teachers is that they are not receiving parent support for in-classroom activities (parties, practice testing, reading), field trips, projects etc.**
- **Parents have also complained about communication of volunteer policies. Maybe we can post on line?**

Parent conferences

- Parent Conferences went very well.

Front Latch Gate

- Finally complete. It is functioning the way we planned for. After-school YS is more secure and visitors are all checking in through the office. Thank you E-Team!

Winter Concert

- New policy announced. Every performance will be the same and include grades K – 5 BUT audience invitation by show will now be segmented by grade to help ensure enough seating for each showing. Performance Schedule is:

- 12/11 8:30 am for TK and K.
- 12/11 10:30 am for grades 1 and 3
- 12/12 8:30 am for grade 4
- 12/12 10:30 am for grades 2 and 5
- One of the showings will be recorded by David Gilbert and Roger Roth. Will be sent out to parent community via VIMEO account.
- 5th Grade will do bake sale for both days of performances. We will order new coffee percolator and they will order supplies and need to be reimbursed.
- Spiritwear will also sell during the shows.
- **Questions for Ms. Chun**
 - How will grade level audience attendance be enforced? Suggestions included color coded tickets to go home by grade.
 - If you can't make your grades performance time due to work schedule, what is alternative?
 - If you have multiple kids in different grades, can you only attend 1 showing or can you go to all appropriate grade level showings?

New Photography Company

- Encino staff overwhelmingly thought the photos were better quality.
- Mixed reviews on the quality from the parents/ETEAM board.
- Parents had some issue with communication of new ordering process. Dislike we couldn't order via website from the onset but rather after photos were taken from back of ID code. Confusing process.
- Unanimous disappointment with lack of flexibility with on line ordering and customizing the backgrounds/poses of what parents can order (which we had with Lifetouch).

Earthquake Drill

- Earthquake Drill went smoothly. Survey from staff and parents gave the Safety Committee valuable feedback.

2. FUNDRAISING

Turkey Trot: \$44,565 as of 11/27. Hoping to reach \$50K by deadline. 46.6% of school participated!! We will definitely exceed our annual goal of \$27,000!

Art Program: Successful! Estimated \$6K in total sales with net profit of \$2K to us. We've exceeded our annual goal of \$1,500. Product will go home via homework folders 11/30 & 12/3. **Can parents reorder through the year?**

Annual Pledge: Pledge estimate is \$110,375. We received additional pledges after recent letter. Still pushback re: tiering.

- To address Tiering dis-satisfaction, Jamie working with Chelcie to offer premium sweatshirt for 1K tier and up as thank you for donation. Pending budget analysis/product costs.

Spiritwear: Launching this week!!! Strategic plan in place for product launch with limited designs and therefore lower set up costs for best per unit pricing. Aggressive sales plan on Tuesday & Friday pizza sales and at holiday shows/open houses.

- Annual Pledge tshirt recipients should have coupon from last year to redeem.
- Annual Pledge tshirts/sweatshirt decisions will be made once we have necessary inventory estimates and can determine per unit pricing.

2. FUNDRAISING conT'D

Enrichment

- Session 2 is wrapping up. Challenging session due to Parent/Teacher conferences. Need solutions for future years for location of classes due to lack of availability.
- Sessions 3 & 4 will proceed as normal.
- Amanda Goodfried is researching new vendors to OUTSOURCE enrichment for next year. This will mean much lower or no profit for the school.
- Maintaining current process/system and & current income levels while providing such an amazing service to our parent community, is COMPLETELY CONTINGENT upon Parent Volunteers willing to chair this process.
 - Christina working to develop enrichment process outline for potential recruits.
 - We have till March to find recruits to take over for next year so they have 1 session to train with Christina on, otherwise, we will look at outsourcing enrichment with less/no profit.
 - Alternate idea is to pay an in-house Teacher a stipend to run enrichment. Stipend would be part of operating costs of running enrichment.
 - Another idea was to move from FOUR 6 week sessions to THREE 8 week sessions to reduce workload for volunteers but this would most likely result in a \$10K loss
- Geraldine will continue to work with Melvoin team to get fee waived. Currently negotiated from \$2,500 a month to \$1,717.58 per month.

5th Grade Pizza Sales Addition:

- New team will work independently from Miho (Friday sales) and we will work with treasurers to ensure expenses and income are tracked separately for reporting purposes.
- Pricing will be the same as Friday sales. Volume expected to be lower.
- Spiritwear will be sold too!

Amazon/Ralphs:

- Postcard printing and will go in homework folders and Nathan is working on other marketing outreach.
- Nathan needs to confirm situation with Ralph's receipts, they still reflect Encino w/o re-registering...are we capturing donations?

Gala/Auction:

- Looking to have more volunteers assist with all aspects of gala including auction solicitation and inputting!
- Kick off meetings Monday 12/10 in am right after drop off in Teacher's Lounge with Danielle OR pm at 7:00 pm with Kristin at Coral Tree Café. Promoted via Room Parent Email, Newsletter and a flyer in HW folder next week. THEME will be announced and people can share ideas and thoughts EARLY!!
- Auction Donation letters will be mailed over Winter Break - Danielle would love some help if anyone can come help her for 3-4 hours...
- Raise the Paddle discussion will take place at January meeting.

3. TREASURER REPORT

- Numbers were presented by event, see above.

4. BOARD RECRUITMENT

- Everyone is on board for attending recruitment coffees a few times a month. One evening "wine" mixer as well.
- No one from current board raised their hand to run for next year's board.
- Need to ensure everyone understands if we don't have volunteers to run the board, the ETEAM and all it's programs/offerings will need to be disbanded.

- We will post board position descriptions on line so candidates understand what is expected.
- Idea to conduct a school wide outreach/survey for parent resources (talents, skills) to see if people are willing to help out in some way.

Our DECEMBER MEETING will be conducted via email due to busy holiday season.

Next IN PERSON JANUARY NEW YEAR KICK OFF MEETING will be held Tuesday January 8. Location TBD.

Meeting ended at 9 pm.