**E-TEAM Board Meeting 9/5/17**

**7pm @ DelPiano’s House**

**Attendees:**

* Co-Presidents- Allyssa Del Piano & Erin Aghai
* Co-VP of Student Services- Jamie Grossman & Kim Bishop
* Co-VP of Fundraising – Danielle Brooks & Kristin Moss
* Co-Treasurers - Allyson Nevil & Angela Hartmann
* Corresponding Secretary- Lisa Clayden
* Recording Secretary- Janet Bae
* Kinder Advisor: David Hurwitz
* 1st grade Advisor – Philip An
* 2nd grade Advisor- Arwen Williams
* 3rd grade Advisor- Tonia Buescher
* 4th grade Advisor – Tracey Byers
* 5th grade Advisor- Melissa Davis
* Teacher: Alex Zwick
* Principal: Christine Chun

1. **PRINCIPAL’S CORNER (Ms. Chun)**:

* All E-TEAM teachers have begun, except for science.
* Ms. Huff’s air conditioner has gone out and has moved her class to the science lab for time being. Ms. Whitehead’s air is out, too. Calls are put in to CPM (Complex project manager) to fix.
* Positive Behavior Assembly held 9/5/17: The assembly was about setting expectations for a successful school year. Covered basics of school discipline
* 2 openings on SSC Leadership Council: Flyers will go home tomorrow. Any interested candidates should come to mandatory orientation meeting 9/18. Candidate will write a statement. Election day will be 9/28 from 8:00-4:30pm All information will be on the flyer sent home with children.
* Coffee with the Principal booked for the next couple of weeks- Grade level advisors check with previous year grade level advisor to see what supplies are left over. You can ask Chef if he can make coffee but ask ahead of time. Have to bring cups, plates, sweet treats. There can be reimbursement for up to $20 for purchases made.

1. **SCIENCE TEACHER UPDATE:**

* Mrs. Rachel Suarez has been meeting with grade levels and inventorying FOSS kits. She observed science teacher from Balboa Magnet for 3 days.
* Mrs. Suarez was the only candidate with knowledge of NGSS and was prepared with sample lessons. She is a LAUSD substitute teacher.
* Job contract will be completed ASAP.
* Science lab chairs may need to be replaced. 8 chairs are broken and backless.
* Mrs. Suarez needs a laptop (check with Mr. Rodriguez as he may have extra laptops). She also is putting together a list of items she will need. List will be reviewed.

1. **COMMUNICATION/NEWSLETTER PROCESS/ APPROVAL**

* Process: Janet will send sample mock up of any constant contact communication to Kristin, Danielle, Allyssa, Erin. Then will be sent to Ms. Chun for final approval.
* Newsletter info should go to Allyssa. Preferably a week ahead.
* There should not be more than one communication a week.
* Communications Team: new team which will hopefully be implemented in the next couple of week. Team consists of parent volunteers who will help streamline school communication. Can research Parent Squared, etc. Meeting is scheduled on 9/15 to discuss position with Danielle Brooks.
* Google Docs: A suggestion was made to put all documents on Google docs. You can have all the information in one spot so event chairs can easily research and have info available.

1. **“HOUSEKEEPING”/ CAMPUS IMPROVEMENTS:**

* *E-Team Closet*- closet is located outside of room 8 facing the big yard. Need e-team volunteers and will pick a day next week after drop off to clean.
* *Pesticide/Spray* (Brown/Black Widows in Kinder yard)- Widows under benches and play area in Kinder yard. Erin will follow up who to call for service.
* *Basketball Hoop Repair*- hoop on the Kinder yard. Jacey Hayes may be bringing a portable basketball hoop to donate to school. Check with Coach D’Mitri as he does regular yard maintenance. Get his wish list.

Big 5 was reached out for a sponsor, but have not heard from them.

* *Bathroom cleanliness*: We currently have 6 hour building and ground worker at night (Elizabeth). Our school is not big enough for the additional 4 hour position. We need soap, toilet paper, paper towels in all the bathrooms. Locks on stalls also do not work. Ms. Chun will address with Norma. It is her first time to hear this issue.
* *Water Fountain Installation*: Rachel Suarez’s Girl Scout Troop raised money to install a water bottle fountain at our school. Ms. Chun has to follow up and see if this will be allowed by LAUSD.

1. **FUNDRAISING/TREASURER REPORT**

* *Back to School Movie Night*- 200 attendees. Profit: $859.91

1. An idea for next year would be to have restaurant night on the same evening so families could pick up food and bring to picnic at the park.

* *Annual Giving-*  We are tracking at a faster pace than last year and look positive to hit our annual goal.
* *Ralph’s*- David Hurwitz will chair. Begin fundraiser ASAP. Have the advisors to get parents on their way in and way out to sign up at grade level coffees. Also will sign up teachers at a meeting. You must renew (200 people are signed up) should send out constant contact to get the people to renew and then get new people to sign up.
* *5th Grade Fundraisers*-

1. Benefit- Multi retailer app. Shop at retailers and then a portion of proceeds will come to school to support 5th grade expenses. Any additional moneys made will benefit the school. Will have it presented at the parent meeting, but parents will need to learn. It is easy once you use.

2. Angel Bins- All shoe collection. Should be announced on newsletter and parent meeting. Shoes must be attached either by rubber band or tied by the shoelaces. 25 shoes in a garbage bag. 1000 lb is the minimum. Can turn in shoes to dance party and turkey trot. Where to store the shoes??

* *Spirit Wear-*  Currently looking at several different companies that will launch a campaign for school. NO money up front. You can look at items online. Can order extras to sell in person at events or Pizza Fridays. Survey will be coming out in the next couple of weeks to look at vote for logos. Student services can help promote Friday spirit day.
* *Pizza Sales-* Start this Friday: pizza ,popcorn, water, popsicles
* *DPY-* The event has been launched. Same amount of students signed up for dance crew as last year. New surprise activities in store to help minimize kids running around.
* *Halloween Carnival*- Kara Snowden will chair, but this is her last year as she has a 5th grader. We need someone willing to step up to learn and take over. We can still ask for a suggested donation but all items must be donated. Donation boxes can be placed around the activities.
* *Corporate Matching*- How should it be tracked in accounting? One idea is to have one line item on the school budget that can be used for corporate matching, rather than putting it only under Annual Giving.
* *Treasury Report:* Most of expenditures were for capital improvements ($2903.81) and Bank Fees ($2405.61)

*Fundraisers (all totals are before expenses)*

1. Annual giving has shown profit for $78k .

2. DPY has already earned $1520.00

3. Birthday Marquee: $950.00 and still have some spots open

4. Enrichment: Will earn 30% of sum ($41,631.00)

5. Corporate sponsors: $3450.00

6. **MISCELLANEOUS –**

For parent meeting at 9/18. Agenda items suggestions: The new report card, study link websites, and fundraisers

Enrichment Vendors: They must pass LAUSD regulations. Anyone can recommend a new vendor. Has to fit in our budget and check that their model fit in our sessions. Are they already an LAUSD vendor?