

## **E-TEAM MEETING MINUTES OCTOBER 23, 2018**

HELD AT ALLYSSA DELPIANO'S HOME

### **Attendees:**

**CO-PRESIDENTS:** Erin Aghai & Allyssa DelPiano  
**CO-VPS STUDENT ADVISORY:** Jamie Grossman  
**CO-VPS FUNDRAISING:** Kristin Moss & Danielle Brooks  
**CO-TREASURER:** Geraldine Hernandez and Jennifer Hatton  
**CORRESPONDING SECRETARY:** Lisa Clayden  
**RECORDING SECRETARY:** Alex Wolfe  
**ADVISORY BOARD KINDERGARTEN:** Kim Garr  
**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  
**PRINCIPAL:** Christine Chun

### **Absentees:**

**CO-VPS STUDENT ADVISORY:** Kim Bishop  
**TEACHER:** Alex Zwick

**MEETING CALLED TO ORDER:** 7:03PM  
**Previous meeting minutes Approved**

### **Principals corner**

#### **Upcoming local district meeting**

- Board member Scott Schmerelson with Local District Northwest and Local District Northeast  
Monday, December 3, 2018  
Mulholland Middle School  
9am-12pm & 1pm-4pm  
**Topic:** PTO-PTA-BOOSTER -FUNDRAISING IN GENERAL  
"Is there a difference between a PTA, a PTO, and a Booster?"

Representatives from the following departments will be in attendance to speak and answer questions:

- I. Leasing
- II. Student Body Account
  - A. Fundraisers
  - B. Donations
  - C. Finance
- III. Risk Management
  - A. Food Services
  - B. Insurance
- IV. Maintenance and Operations
  - A. Beautification
- V. LD Northwest and Northeast
  - A. Fiscal Services Manager
  - B. Business Services

### **Fingerprinting requirements-**

- ALL volunteers must have live scan fingerprinting done and on file in addition to volunteer applications that were filled out online at the beginning of school year. This applies to ANY parent(s) or volunteers that interact with students in classroom, on school grounds or at school event during operating hours (Turkey trot, Jr. Olympics, 5<sup>th</sup> grade picnic etc.).
- This requirement is coming from the district and needs to be done within this school year. The fee is \$57.
- If you are ONLY volunteering during ONE school field trip or ONE school event for entire year, a separate form is required, and it must be run through Megan's Law before approval is given. Fingerprinting is not required. Form is in front office, please see Sandi.
- Our parking valet volunteers have a pass, and fingerprinting is not required.

### **Parent conferences**

- will begin Friday, November 9<sup>th</sup> with minimum day schedule 1:55 dismissal
- No school Monday, November 12<sup>th</sup> (Veteran's days)
- Tuesday, November 13<sup>th</sup> – regular 1:31 dismissal
- Wednesday, November 14<sup>th</sup> – 1:55 dismissal
- Thursday, November 15<sup>th</sup> – 1:55 dismissal
- Friday, November 16<sup>th</sup> – 1:55 dismissal
- Monday, November 25<sup>th</sup> – 1:55 dismissal

### **Thanksgiving Break**

- School closed Monday, November 18<sup>th</sup>- Friday, November 23<sup>rd</sup>.

### **School survey**

- will go home in folders on October 29<sup>th</sup>. Very important parents participate – please encourage.
- Due back Wednesday, December 5<sup>th</sup>.

### **E-Team events –**

Please inform Sandie of ALL changes with events. As office manager, she receives phone calls and needs to know how to respond.

- Ms. Chun will send her email address to everyone on E-Team.

### **Marquee –**

- Clarification as to what can and cannot be put up onto marquee.
  - Can go up
    - School information such as schedule (minimum days, no school-holiday), parent meetings, parent conferences, back to school night, open house, winter performance, graduation.
  - Cannot go up
    - Anything pertaining to fundraising I cannot put up. (Restaurant nights, DPY, Turkey Trot etc.)
    - Birthdays should not go up as well, but we have already sold slots for this year.
- Every 2 weeks, Peri Schwartz needs to send an email to Ms. Chun with the following;
  1. New names that need to be put up (if any)
  2. Reminder that current names need to be taken down, even if slots for next period were not filled. (Names should not be up longer than the 2-week period that was purchased).
- Suggested that the marquee will not make difference with school events, as most parents do not walk students into school to see marquee. DPY is perfect example - biggest attendance and was not put on marquee.

### **Communications –**

- Going back to how communication used to be.
- weekly reminders go out (multiple times) via Facebook, Shutterfly, website (spotlight) and flyers.
- Sunday night calls
  - cannot mention fundraising.
  - what if we say, don't forget to check website/Shutterfly?
  - if they are only signed up for voice call, don't forget to sign up for email
- Consistent message from everyone is that parents play vital role and thinks we have gone from one extreme to another. As far as communication, everybody's more inclined to participate if it's more personal.
- We should have guidelines that we follow as far as donations for the classroom teacher.
- Have a template that everybody uses for school business. Use one template, separate the 3 in a weekly email
- should be customized, so it's more effective.
- Grade level advisors need to communicate more. Try to reach out to room parents to address any concerns/ideas.

### **Overall communication discussion/concerns**

- It's a lot more difficult with all changes this year. Closed campus, etc. We cannot advertise on the birthday marquee. We have so many rules that we need to follow now that we never even thought about two years ago.

- We have a lot less face time with parents just from the day to day, so all these things we are experiencing is a layered effect. It is challenging with people who have been at the school for years. It's a huge upswing and change is hard.
- Something is missing with communication. The problem is not interacting with teacher the disconnect is with parents. Doesn't feel like it used to, a welcoming family neighborhood school.
- disconnect with money and what it is used for. Parents are thinking, "gosh, they keep asking for money, it's ridiculous!"
- we are not communicating enough. We need to have weekly reminders.
- The reason we came up with this is because all we got was negativity.
- still having trouble getting people to school events.
- we are a last-minute school

### **5<sup>th</sup> grade fundraising, party and communication**

- Concerned with major disconnect of 5<sup>th</sup> grade parents and overall involvement with every grade.
- new 5<sup>th</sup> grade fundraisers are in talks for this year
- Understands that there is a fine line between fundraising for 5<sup>th</sup> grade and fundraising for school. Do not want anything that's happening with grade 5 to fringe upon what's happening with school. Doing monthly restaurant nights for our budget that we need to raise, and \$4,000 is given to the fifth grade.
- The Stand (pancake breakfast)
  - cancelled due to lack of tickets sold
  - Thoughts were that it was too expensive. \$14/person to go have some pancakes and a couple of scrambled eggs. Idea to have some 5<sup>th</sup> grade restaurant nights and the money will go towards the fifth grade because people are going to eat out anyway.

### **Graduation Party-**

- thinking about raising the party fee an additional \$10 per family. Working off last year's budget, the current \$85 fee wouldn't be enough to cover party cost. Last year the fee was raised \$10 (\$75 to \$85).
- The party has evolved over the years and is now at Braemar.

### **Constant contact –**

- we are now down to 1 class missing (Barkle). Asking room parent to send.

### **Teacher strike –**

#### **Facts**

- If teachers decide to have an illegal strike, it can happen at any time.
- If teachers want to strike the legal way, there is a process that needs to be followed. And that would be not until after winter break.
- By info released, they are so far off from each other.
- Last LAUSD strike was in 1989 – lasted 9 days.

### **School**

- School will remain open

- The district's plan is to deploy all the personnel within who holds admin credentials from the central office.
- Local district office's plan to empty out their staff to school sites.
- Realistically, doing the math and considering how many schools in district, we may get 3 adults.
- Doesn't know which teachers or how many will strike. Chun is not allowed to ask.
- Doesn't know if other bargaining units will go on sympathy strike with them. That could be TA's and custodial staff.
- If there are parent's that day, Ms. Chun can recruit to help watch students (must be fingerprinted).

### Concerns/Questions

- Role will be taken in class everyday to determine who is here and who is absent. What happens if we want to take our kids out of school (field trips, museums)?
  - The understanding is that it is going to be considered an absence. Although, there is talks of treating it like the fires last year where it wouldn't be counted as an absence or truancy. There are still a lot of talks about this and will provide us with any updates.
- Will they adjust testing dates due to missing school?
  - Good question. Not sure the answer but will try to find out.

### **TREASURERS REPORT –**

Introducing Jen Hatton, who has joined Geraldine and taken over for Angela Hartmann.

- Working together to get better transparency and recordings so that next meeting, we can talk more about the numbers for anybody who wants to see them. We have done some drafts of it but should be ready for publication next meeting.
- From the reporting and the QuickBooks side
  - If you need regular recording come to (Jen) and we can come up with something. If there is something in the past, we can figure out how to do that as well.

It's been such a great transition having Jen come on board.

Geraldine – Transactionary treasurer

- Handling all the banking and paying invoices

Requests

- Asking if she can be made aware of the chair person for each event. Who is the financial person to follow up with on each committee. Sign off on report.
- If you have money that has come in and needs to be deposited, she is asking that you please send text as a heads up. We don't want to leave any checks in office mailbox.
- Have prefers vendors list of who we use on regular basis, so we can create relationships.

Reardon leadership fellowship –

- Geraldine is going to use “our organization” as part of field study over the next 9 months. All this great work, we want to keep the torch lit, so they don’t have to reinvent the wheel. She will be speaking to all grade level advisors, room parents, board members etc...
- This is something we need to do collectively as a Board. We have never had written documents to follow other than the bylaws and mission statement. There hasn’t been one presidency who has left a binder of information. President’s working on such information.
- Specific roles – Recommended that the Board should just think about taking notes about what’s important and what you think your predecessors should know. Just start gathering information and if you want to feed it to us, we can put it into a viable source.
- Start asking around if anyone is interested in specific roles.

Geraldine and Jennifer are doing a great job together. Amazing transparency. Really helping with all fundraisers, creating accountability that we never really had before. Now know what our financial status is and where the money is going, and where it is coming from.

### **New Kinder Advisor**

- Stephanie Porter will be new Kindergarten Advisor (to be announce tomorrow 10/24). \*She has been with school for 4 years. It will be great to bring in new faces, fresh blood.
- 20 BALLOTS total were filled out.

### **Recruitment**

We need a recruitment chair – start holding table up front. Historically, it has always been someone outside of the board.

- Outgoing members should transition slowly- become a mentor.
- What happens with Jennifer and Geraldine’s positions as they both did not actually hold a 2-year term.
  - We should change bylaws to be a 1- or 2-year term however this is not easy and will need to be done formally. Position we were in this year is SO far different from last year. Possibly not changing the by-laws per say but, we just want to make sure someone is here.
  - Executive board needs to have 2-year commitment.
- What if it was overlapping? Cannot because it is a 2-year commitment. Possible that the Board member stay on a bit and help the next person?
- Timeline as follows:
  - January 31<sup>st</sup> – committee must be formed and appointed by us and if no volunteers and their contact must be posted on the website, Facebook, Twitter and Bulletin Board so that people know elections are coming up.
  - Feb 1 – recruitment chair must post what positions are available via the website and everything else.
  - March - Parent meeting- interested parties must inform recruitment team of their intent to run.
  - 1 week prior to April meeting – all candidates must be announced

- Amendment of board – maybe have a 1-year exception for those who have been on board and are 5<sup>th</sup> grade parents.
- Overall feeling is that everyone will help out for first few months of school next year.
- We need Ms. Chun, Zwick (Absent) and Kim Bishop, Geraldine just left. They are executive board.
- How do we implement the leapfrogging? Making some sort of a “master binder guidelines”.
- Example – VP of fundraising needs to have Master calendar meeting.
- There was discussion about how to get people to want to volunteer for positions. Maybe make a few positions a trio? Can’t we have an unofficial third person to help since it is a new year. We can formalize a mentorship. When you come into a new roll, you still have the drive to make it your own. Need to be mindful. Important to convey to parents that it more than just the title of position. Be part of shaping our school. Part of a team.
- Halloween, Turkey Trot etc... we need to recruit parents at all events.

### **Recruitment Conclusion Notes**

- HELP SHAPE OUR SCHOOL. BE PART OF A TEAM. HAVE YOUR VOICE HEARD.
- You are not alone.
- GO BACK TO WAY COMMUNICATION USED TO BE. Once a week push instead of daily.
- Need to have distinction to school events and class event.
- Room parents will send out email on Monday to reiterate the next week’s events.
- Any information room parent wise needs to be sent to Jamie by Friday. Church and state – keep it short.
- Sunday night call from Ms. Chun
- Monday – room parent for that week of information
- Wednesday – next week information.

### **Fundraising**

#### **Dance Party Yeah –**

- 926 people attended. The most of any previous year!
- Budget was 11k.
- Right now, what is physically received in the bank and paid out of the bank is a little over \$14,000 but I know we have some expenses that are about \$1,300. We're tracking just under 14k but will have more approx. numbers when banking is done at the end of the month.

#### **Turkey Trot –**

- Currently at \$3,170 after two days!
- Advertising on Facebook and website
- Flyers were distributed to students and went home in folders yesterday (October 22)
- Room parent email going out tomorrow, which will include flyer again, FAQ’s etc. (October 24)

- Prizes are already in place and ready to go (in hands). Received 11 Disney tickets yesterday in mail!
- Coach is working on schedule and will get to us A.S.A.P. Volunteer signups will be available on signup genius

### **ANNUAL PLEDGE –**

- Collected \$66,000 thus far with the total amount pledged \$100,000.
- One more push end of the year.
- Still having some questions regarding holiday show seats.

### **SPIRIT WEAR –**

- finally moving along!
- Chelcie brought in shirt to show everyone. “Kindness counts”, authentic denim will be changed to “Awesome kids learning since 1923”
  - zip ups
  - v necks for women,
  - regular crew shirts for boys.
- Advertisement ideas
  - Laminate banner with vinyl that can be hung on fence.
- Talking to student council teachers about spirit wear Fridays.
- Incentive ideas- Spirit colors or spirit shirts for top class.
  - Top Class participation ideas:
    - Build a bear for lower grades.
    - Trophy for upper grades.

### **ENRICHMENT –**

- Session 1 we made \$10k.
- Session 2 we are about \$9k. Session 2 ends December 7<sup>th</sup>.
- Permit issue for 3 sessions approx. \$19k.
  - principals used to be January 2017 - \$2700 /
  - You are reoccurring applicant – contract was going to be expired. Geraldine got on phone and lance Garcia is revising. If fees came in at 18k. we would still make a profit of \$20k.
- Christina Weiss will fulfill the year, needs someone to take over for next year.
- Parker Anderson is a company that runs as an LAUSD approved vendor.

### **Pizza sales –**

- we have made \$1,100 YTD

### **AMAZON/RALPHS**

- Nathan Alexander (kinder father) and Michelle Leonard took over. Plan is to rebrand Amazon by typing “sm” in addition, that will pull up Amazon smile.

Cannot do fundraising at all during the year.

### **Auction/gala**

- March 23<sup>rd</sup> at El Caballero Country Club

### **Corporate matching –**

- table it for next meeting. Received \$1700 so far.

### **Banners –**

- Kristin and Alisha are working together. In-kind banners that we are trying to wean out.
- Carla Hernandez is coming on board to help.

What are we allowed to offer corporate sponsors?

990 form we are registered as a PTO. Insurance is through PTO

Next meeting will be November 11/27 after Thanksgiving break

Meeting ended 10:35pm.