E-TEAM Board Meeting 11/7/17

7pm @ Teacher’s Lounge

Attendees:

* Co-Presidents- Erin Aghai
* Co-VP of Student Services- Jamie Grossman & Kim Bishop
* Co-VP of Fundraising – Kristin Moss & Danielle Brooks
* Co-Treasurers - Allyson Nevil & Angela Hartmann
* Corresponding Secretary- Lisa Clayden
* Recording Secretary- Janet Bae
* Kinder Advisor- Kim Garr
* 1st grade Advisor –
* 2nd grade Advisor- Arwen Williams
* 3rd grade Advisor-
* 4th grade Advisor – Tracy Byers
* 5th grade Advisor-
* Teacher: Alex Zwick
* Principal: Christine Chun

1. Principal Corner-
   1. Shake out drill was a success. The entire school was out for 40 minutes. Safety committee met recently and there is a list of supplies needed to replenish and purchase for future emergency. The backpacks currently used are too heavy so it was decided to order large wagons to hold supplies for each search and rescue team. There are 3 teams. Order has been put in with Sandy. There will be a fire drill in 2 days (occurs monthly)
   2. Does the school have anything in place for active shooters? It is called a Lockdown drill. Afterschool is an open campus so situation can be different.
   3. Parent Conferences- can begin Thursday, Nov 9th and will be all of next week, Nov 13th-Nov 17th.
2. Kinder Advisor Intro- Kim Garr. Current E-Team Board introduction.
3. Treasurer Report- taxes are done!

* [Email- treasurer@encinoelementary.net](mailto:Email-%20treasurer@encinoelementary.net) - Shared email for Allyson and Angela.
* BTS Movie Night Profit- $1360. This event came in less than budgeted.
* Halloween Carnival- Profit of $2149
* Turkey Trot (thus far)- Expenses are about 6k. Most of it is credit card fees. So far there has been about $21k raised.
* Birthday Marquee- sales seem to have stopped. It is on the website. There can be another round to promote it. About 40% of spots have been given to Annual Giving. There may be about 6 spots still open for the spring.
* Enrichment- $16k for session 1.
* Corporate Sponsors- $6500
* McDonalds Restaurant Night- $871
* CPK Restaurant Night- about $1000
* Pizza Sales- $871
* Annual Giving- $91k

Expenditures: Capital Improvements $54k

1. Campus Beautification-there is $21k for campus beautification. We are seeking volunteers to help write grants. Will ask the Communication Committee and also put in Newsletter.
2. Fundraising
3. Gala- Theme will be “A Starry Night.”

several options considered:

* Braemar. Dates are not ideal. March 3rd or April 28th. Size is small. 70 people already have a ticket through their Annual Giving tiers. Location venue is cheapest at $8k
* Sportsmens Lodge- Saturday can not be an option because it’s a $20k cost.
* Woodland Hills Country Club- April 7th. It’s the last Saturday of Passover. It’s a little more further way, South of DeSoto. $10k
* El Caballero Country Club- April 7th, located in Tarzana and recently been remodeled. We can bring in wine with no corkage fee. Fee minimum is $12k. Board has voted to do at El Caballero Country club.
* Auction items: mailers will go out in the next week and be posted on the website to get auction items.

1. Spirit Wear- Tania has put in order for shirts to be sold at pizza sales. There is only one design for physical sales. Online spirit wear opened yesterday and is open until Nov 17th. The campaign can be reopened any time at a later date. A flyer will be emailed to the room parents. Student Council has Spirit days and can use as incentive to sell more shirts. For Annual Giving tier of $500 or more, they can purchase physical t-shirts with the $25 credit.