

# TEP Minutes

8 November 2022/ 6-8 PM/ zoom, due to flash flood warning

## Attendees

Bridget Cook, Peter Samson, Molly Lynn, Lauren Farber, Katie Schwipper, Aaron Zeri, Isabelle Miller, Kathleen Beegle

## Agenda

### Budget Update

- Butterfly Day – \$11,841
- Coyote Run – \$28,251
- Halloween Carnival – \$23,286
- Sponsorship Banners – \$18,500
- Giving Fund at \$73,285 (expecting \$136,000)
- Surplus discussion
  - \$334,000 TEP surplus from past years
  - How much to leave for an emergency fund?
    - \$200k decided on to be conservative
  - How much to spend this year?
    - \$134k available, doesn't have to be spent this year
      - Must not be a recurring expense
      - Could class size reduction (CSR) teacher be considered?
        - LAUSD paid 50% of salary for CSR teacher in 2018 – we should look into this for next year

Money for classrooms – \$500 amazon gift card per classroom now

- Belle and Kathleen to discuss gift cards
- Lauren to request that teachers thank parents, Belle will incorporate into Giving Week
- Are teachers (especially new teachers like Miss Watkins whom lacks supplies) aware of the ability to make requests – communication issue

For next month, bring specific budget proposals with rough costs to determine how to spend the surplus money

### Science Committee Update

- Native seed collection walks went well
- Jeffery curriculum progress

- Garden beds fixed up last weekend
  - Bed structures repaired
  - Soil amended soil
  - Currently waiting for bids to enclose entire garden

### **Aides Update**

- 2 more aides hired, another pending
- In future, a TEP member could be assigned to help push through hiring in a timely manner

### **Enrichment Update**

- Not sure that we are happy with YMCA performance, should compile feedback and Bridget will reach out to contact the YMCA on this

### **Upcoming Events**

- November Giving Month (Belle)
  - The week before Thanksgiving, daily emails/handouts, and data collect initiation
  - Add visual graphs comparing parental involvement in each class, outside of office
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- Ongoing book fair is going well, Molly reordered nooks for Thursday
- First Friday going well
- Art banners picked up, ready to hang (Katie and Lauren will collect remaining pieces to scan)
- Still looking for location for Gala (Danita and Jenny)
- Movie Night/Merry Mart
  - Idea to combine with December 15/16th (clarify date) holiday pageant
  - Movie night happening on 12/9 at TCC
  - First Friday market is December 2 –
  - Jingle Grams (Bridget, more people needed)
  - Casino night – January 28, 2023 at Top of Topanga Ballroom, 6-10:30pm
    - Portable bar piece of furniture needed to borrow

### **Misc**

- Notice Board – Belle to ask Kevin about location
- Decorating for Christmas Pageant – Bridget to ask class parents
- Teacher's Lounge, bring numbers for next month

- Auditorium bulletin – print photos of activities (Katie)
- Paul Ferra update, nothing has come of this so far

**Next meeting – bring specific proposals for TEP surplus funding, and discuss**

**Meeting adjourned at 8:08PM, minutes recorded by Katie Schwipper**

**Next Meeting: December 8, 2022/ 6-8PM/ Room 14**