

Topanga Enrichment Programs
Minutes
January 12, 2021

1. Call to Order – Time: 7:04pm

2. Present

Fuji Whittenburg
Stephanie Lackenby
Mike Burke
Kathleen Beegle
Kent Hill
Alisa Land
Bridget Cook
Tracy Murphy
Casey Engelhardt
Sean Colgin
Kelly Young
Honor Rodan
Dr. A
Julie Tobisman
Kevin Kassebaum

Board approval December 2020 TEP Minutes

3. Updates

Financial Updates:

- Giving Fund currently at 92% of budgeted annual total @ \$64,342 expected. P&L positive \$13.2k. Still need about \$60k to meet annual budget.
- Giving Fund is the main source of this year's budget given COVID. Communications to parents and local community will continue into 2021
- Original Works Art Fundraiser- ongoing – profit will be contributed to TEP budget (Party Book).
- Jingle Grams contributed \$1,400 to TEP.
- Miriam Geer photography contribution- 20% of fee for private holiday photo sessions to go to TEP. School picture day will be moved to 2021.
- Insurance policy will be renewed

Principal Update: (Mr. K)

- Planning and preparations to reopen school in progress over next 25 days
- Social-emotional development & online engagement
- Aides still being hired- placement to be determined
- Parent survey results will be assessed
- On-site safety- camera system/ door buzzer equipment being priced
 - Classroom back-packs being restocked
- Enrollment- focus on advertising, parent word of mouth, local paper/resources (Canyon Chronicle, New Times, One Topanga) postcards, banners
- Online tour- virtual sessions/open house (Mike Burke/Mr.K)

Teacher update: (Dr. A, Julie Tobisman)

- Planning for Biggest Little Farm Movie to help kids see positive ways to impact the environment/potential – school families will be informed, but initially available to 5th grade students with permission slip required to retrieve link to film
- School will have rights to the film

VAPA-

- No current plans for talent show
- Continuing with “Passion Projects” and possibly another Original Works Art Fundraiser for Mother’s Day

Science-

- Next meeting January 27th (schedule for the 4th Wednesday of the month)
- Planning for Science Fair
- Planning to setup motion camera to capture wildlife

4. Upcoming Fundraising Discussion

- Superbowl Squares- parent-sponsored private fundraiser- initial thinking 100 squares will be available for \$25/a square to contribute \$2k to TEP
- Valentine’s Grams- similar to “Boo Grams/ Jingle Grams”. 5th grade to lead this
- Virtual Coyote Run- Kelly/Fuji to draft communication. Mike Burke to help with pledge sheets. Pledges will benefit TEP.
- Spring Auction (online silent auction)- (Casey/Sean)
- Read-a-thon- pick a date/create flyer (Kathleen B.)
- Spell Check (Mike Burke)
- Additional Parent fundraiser ideas include virtual wine tasting

5. Communications/ Community Events

- Planning for Spring TEP Survey
- Fuji working with Kelli Rockwell (TCC) on local scavenger hunt. Community event to get people outside and engage. Going on during the month of January.

Adjourn: 8:33PM