

**TEP Meeting Minutes**  
**February 11, 2020**

**Attendees:** Julianne Gorman, Mike Burke, Stephanie Lackenby, Sarah Gottlieb, Kristine Sloan, Principal Kassebaum

**Budget Summary to Date:**

- Mr. K suggests using Parent Square to list names of parents that have given to the giving fund, can set it so amounts don't show up, but can add a thermometer to show level of goal
- Another email to parents that haven't given yet

**TECS Website/ParentSquare – Miria now has access to do calendar and items as needed**

- Can we import already collected donations, as opposed to line by line
- We need to put something in writing, so people know how to have information posted on ParentSquare
- ParentSquare will be used to streamline information rather than the website

**TEP Fundraiser Updates from chairs**

- Spell-a-thon – 40 kids got 100%; paper pledges so far are \$3,055.45, online amount not known yet; Welch had the highest average score of 42
  - o Follow-up email to let people know, if each kid raises \$50 then we will meet our goal
- Yearbook – Stephanie told leadership we need new people for yearbook production, as they are all 5<sup>th</sup> grade parents; as of now no one has come forward to take it on

**Spring Auction – Topanga Gold**

- We get use of the kitchen, Sean Colgin is heading up the food – budget to come
- Topanga Gold save the date going out on Monday, February 17<sup>th</sup>
- Sarah did her own mailing to the donors from last year and there are donations that have been coming in already
- Julianne will find out cost of community wide mailing for us
- Class funds should not be used for the baskets, they should be used toward the art project or other stuff
- 4 basic guidelines for art projects: (1) can't be overly personalized, needs general appeal (2) can't have any sharp edges or rusty pieces, (3) scale matters, don't make it too big, and (4) it should be something you would want to feature in your home
- VAPA is going to make bidding paddles
- How can we get the sages room to use to display live auction items – Kristine knows the Sage's, so she is going to inquire
- Teacher invite to be sent out
- From the online – estimate to be \$10-15k; budget \$6k for gala
- Need to plan a way to sell more tickets

**School Budget (Mr. K's) for 2020-21**

- Survey should be of teachers, staff, and parents – we would like to include a question for parents to provide the child's grade level
- February 27<sup>th</sup> is preliminary budget