

TEP Meeting Minutes

1/14/2020

- Call to order 7:10 pm
- Present:
 - Kristine, Casey, Shawn, Michelle, Sean C., Fuji, Kevin Kassenbaum, Stephanie L.
- Overall Fundraising status
 - GF: \$110k
 - Safety: \$10,480 (Fuji / SL need to resolve \$1,200)
 - Fundraising ideas/room for improvement
 - Low percentages in certain classes – De La O, Appell, Welch, Talan, Tapper – ideas on how to motivate
 - Party Book – haven't had any events yet (need to brainstorm ideas)
 - Re-set with new principal
- Safety Drive – raised \$10,480 to date
- Parent Square –
 - Can help with fundraising
 - Messaging – how to fix it
 - Blast flyer biweekly
 - TEP access to Parent Square
 - Super Users:
 - ONE person from TEP to post TEP messages – Michelle Decker
 - Science committee & VAPA, Maker – send messages through Michelle Rumanes / TEP
 - Michelle Rumanes voted to be point person for messaging.
 - Kevin / Office
 - Individual groups can also send messages to Kevin to post for Friday Focus
- Safety Update – Notes from Rabbi Yossi
 - Training Seminar - \$350 for 2.5 hours – teachers, kids
 - Crisis response team member coming to school on Thursday morning
 - Basic Security Assessment - \$750-\$1,500 for assessment
 - Suggestions:
 - Cameras at avenues of approach and entrance points
 - Access control system for main entrances
 - Personnel ID software to track students and visitors
 - Gates
 - Improved glass around main entrance
 - Lockdown kits in classrooms
 - WiFi access to parents on campus
 - LAUSD
 - New Front door – with buzzer for entrance
 - Blinds
 - Cameras

- Nick Melvoin coming out this month
 - Suggestion:
 - Shawn to ask Rabbi if he will do a paid parent safety training
 - Casey motions to approve \$2k for Training (\$350) and Assessment (\$1,500)
 - Seconded
 - VOTE: Yes. Approved.
 - Safety Meeting – Leadership – someone from TEP should go to meeting and report on this.
- Tech
 - Computerwise Kids – to meet with Kevin to assess tech needs (Planet Bravo and Arc Designs)
- Book Fair
 - \$4k in credit for Scholastic products
 - Kevin to talk to teachers about “wish list” for needed products for classrooms – library, science, Art, tech rooms
- Art Update (by Kristine Sloan)
 - Budget was \$600
 - Randy budget for arts \$1,400
 - Send Amazon wish list of items; TEP try to pay for reminder
 - Reminder to parents to use Amazon Smile
 - Art Show – 2/28 installation, show on 2/29
 - Artists reception on 3/1 at Topanga Art Gallery
 - Food/drink for sale out front
 - Suggested donation of \$20 for artwork – TEP (art supplies & art teacher)
 - Students take home art
- Upcoming Fundraisers
 - Spellathon – 2/7
 - Touch base with Mike for online pledges
 - Room parents for help with grading
 - Spring Gala – 5/2
 - Shawn P to help
 - Decorations – Amy Terranova
 - Yearbook
 - Need some parents to join & take over for next year

Meeting ended 8:57 pm
