

TEP Board Meeting August 8th 2023

Minutes taken by Isabelle Millar (standing in for Katie Schwipper - absent)

Attendance:

Pete Samson, Bernadette Gennaro, Christine Nelson, Lauren Farber, Vitaliy Farber, Jenny Atkins, Freddi Swanson, Danita Menchell, Anabelle Munro, Lara Hogan, Isabelle Millar, Amber Lincoln (SciCo), Principal Kevin Kassebaum.

1. UPDATE ON PAYROLL AND HR CHANGES FOR ENRICHMENT STAFF (from Pete)

- Changes have been made regarding payroll and HR for enrichment staff (STAR having resigned their management of payroll on account of no longer having a presence at the school).
- New service employed - Paychex - came highly recommended. Pete assessed a number of vendors and found Paychex services and professionalism to win out.
- Paychex now providing payroll service as well as HR support (setting up contracts / insurance / health care etc.).
- Service is extra cost to TEP as STAR were providing this for free as part of their engagement with the school to offer after-school activities.

2. ENRICHMENTS UPDATE (from Pete)

Aides:

- Everyone is coming back with the exception of Steven who has moved away.
- One more aide position to be filled - this is with Principal Kassebaum.

Art:

- New teacher hiring process underway.
- Superb field of candidates.
- Principal Kassebaum to update regarding the candidate being taken forward.
- Art is a bi-weekly enrichment that all grades receive.

Science:

- Mr. E delighted to be coming back - as we all are!
- Extra time has been allocated to his schedule for prep work.
- Paychex updating his benefits package.
- Science enrichment is offered to all students, weekly.

PE:

- The YMCA has been let go (having received negative feedback from teachers).
- Proposal from the Paradiso Group being taken forward.
- Paradiso Group in process of getting LAUSD clearance.
- New vendors due to start Sept (much earlier than YMCA last year).

- All children attend PE enrichment twice a week.

Music:

- A new music program is being put in place - huge thanks to Ceiri Torjussen for working so hard on this.
- Vendor will be the Orchestra Place - already working with school and many children taking after school lessons.
- All children will receive this extra music enrichment on a bi-weekly basis.

Tech program:

- A switch back to Computerwise (from last year's vendor, Planet Bravo). PB not so highly rated by the teachers.
- All children will receive tech enrichment on a weekly basis.

Gardening program:

- Kelly Rockwell's program proposal was signed off.
- Amber Lincoln (SciCo chair 2023-24) to contact Kelly re start date and refined plans.
- All children will participate in the program bi-weekly.

3. BUDGET UPDATE (from Pete)

- Paychex (enrichments payroll and HR service) means an additional \$8k a year on the budget.
- A TEP member is still needed for the controller role (or we'll have to hire outside - an additional cost we want to avoid).
- A reminder that an extra \$70k has been added to the budget from last year and those funds need to be raised.

4. WELCOME BACK BREAKFAST (from Pete, Freddi, Lara)

- Pete finalizing Welcome Packet, Lauren picking up breakfast items, Lara/Bernadette making some calls re food/bev donations.
- VAPA and Science Committee - will have a table together (Amber to contact Kelly re attending the breakfast).
- Orchestra Place bringing instruments to display.
- Hawky TBC?
- Lauren, Danita and Freddi made signs / banners - all great.
- Belle to do a Room Parent Booth / manage general volunteer sign ups (clipboards with sign-up sheets for events etc.)
- Freddi making a raffle box for JT hotel raffle. Agreed raffle will be drawn at Back to School Picnic (first school community social).
- Raffle Ts&Cs - the full \$1200 (or a pledge for monthly deposits to make up the full amount) must be given to enter the draw.

- Hawky stuffie for ANY donation to TEP on the day (100 stuffies available).

5. FUNDRAISERS UPDATE

Halloween (Bernadette)

- Bernadette considering ways in - Jenny and Bernadette to catch up on how things ran last year, will contact Bridget Cook with any outstanding questions.
- Committee needs to be assembled.
- Discussion over budget for event.
- General food / music options discussed, further exploration necessary by committee.

Giving Fund (Lara and Freddi)

- A phased approach planned: Phase 1 - raffle at Welcome Breakfast, Phase 2: backpack flyers and Thanksgiving campaign.
- Agreed that class fund monies should not be collected until closer to Halloween - to focus on delivering understanding re Giving Fund.

Book Fair (Belle)

- Belle took attendees through a plan that had been circulated by email prior to meeting.
- Presentation outlined a new 'pre-loved' donation based approach to the TECS 2023 Book Fair (and extending it to include pre-loved toys), while still retaining aspects of previous years' fairs such as the offer of new books to purchase (showcasing Lantana Publishing) and the delivery of teacher requested classroom donations (purchased through bookshop.org for min 10% commission ongoing).
- **Lantana:** <https://www.lantanapublishing.com/> mission based, social enterprise publishing house: *'Because every child deserves to see themselves in the books they read.'*
- **Bookshop.org:** <https://bookshop.org/> *'Every purchase supports independent bookstores. A better way to buy books online.'*
- Book fair to launch at Back to School Picnic to maximize parent footfall and give the social a fundraising focus - will run for a total of three days.
- Principal Kassebaum and Belle to agree Bk2SchPicnic date (within context of the teachers' also planning their 'Back to School Night').
- Attendees agreed it's the right move to step away from Scholastic in favor of a pre-loved Book and Toy Fair - 100% profits straight to TEP and 'a more Topanga way of doing things'.

6. **VAPA UPDATE** (from Danita)

- Stephanie and Danita looking into a date for Variety show at Theatricum Botanicum (Stephanie Polansky to update).

7. SCIENCE COMMITTEE UPDATE (from Amber)

- Renewed mission statement: Reduce Consumption.
- TEP seeks to support this mission in their operations.
- 5 events planned for the school year:
 - Beach Clean Up (Sept 23rd - statewide initiative)
 - StarGazing Event
 - Raptor Day (March)
 - Tidepooling Event
 - Science Day with Hart ST Elementary (board has approved budget already).
- Re Gardening Program - Amber meeting Kelly on Thursday 10th, Pete would also like an update from Kelly.
- Question around how much science each class gets - Amber to confirm with teachers.

8. ANY OTHER BUSINESS

- 2023 marks 40yrs of TEP - Pete has contacted first ever President. Will feature an interview with her in the Schoolyard Scoop column.
- Belle taking on Room Parent volunteers this year - attendees agreed class dinners should happen in September (organized by room parents).
- Enrollment 245 (slightly up from last year).
- Jenny interested in creating stickers for giveaways.
- Diary Management discussion:
 - School website connected to a google calendar
 - Key dates also on ParentSq
 - Better communication needed 'calendar committee' to make sure school / LAUSD events don't clash with TEP / VAPA / Science events etc.
 - ACTION: a master diary document to be kept by board (and updated by committee chairs. Regularly update Julie Tobismann who manages teachers' calendar.
- Yearbook - need someone to take over from Miria and look into new vendors / ensure the required specs can be met.

Meeting adjourned: 20.24pm