

**Topanga Enrichment Programs**  
**AGENDA**  
**July 14, 2020**

**1. Call to Order – Time: 7:00pm**

**2. Present:**

1. Casey Engelhardt
2. Fuji Whittenburg
3. Stephanie Lackenby
4. Kevin Kassebaum (principal)
5. Michael Burke
6. Kathleen Beegle

**3. Guest Speaker – Principal Update from Kevin**

- Fall 2020 plans:
  - o Details about school day have yet to be announced.
  - o Distance learning improvements for next year: We can't do it the same way as Spring 2020. But need the parameters of the school day to be laid out (what is negotiated between the school district and the union) before making plans.
  - o Teachers can broadcast from the classroom.
  - o Question raised: Can the aides (TEP or LAUSD funded) get training from LAUSD in online techniques?
  - o Enrollment numbers: not precisely known, but will inform decisions about aids. Currently, the numbers are a bit lower than in the past.
  - o PE: wait and see (depends on funding).
  - o Enrichment (dance/choir/music): was offered before but depends on the person.
- School black top has been recovered/painted, and some to be replaced (significant upgrade).
- Water-bottle filling station with facets is being added to the upper playground (near auditorium).
- Front door buzzer system has been approved.
- Window coverings/blinds: a crew is coming out. Measurements and quotes.
- Video cameras: in a hold position for awhile.
- Point person for Kevin: Complex plant manager (John Napoli)

**4. Approve Minutes from prior meeting**

**5. Financial Report & Outlook from Stephanie L.**

- ~\$30,000 overage last year

**6. Prepare & Approve Budget for 2020-21**

- Difficult to plan because we do not know enrollment.
- Which programs to keep – and how?
  - a. Part of charter –
    - i. Visual & Performing Arts (dance, theater, music, visual arts):
      - Randy (art teacher) is interested.
      - Potentially sending home art kits.
    - ii. Science
    - iii. Technology (Planet Bravo)
  - b. Not part of charter:
    - i. Aides (2.5 aids on LAUSD payroll)

- ii. Digital Arch (tech support for teachers): to be looked into
  - c. LAUSD requirements:
    - i. Common Core (*not* funded by TEP)
    - ii. Science
    - iii. PE
- STAR payroll issue (needed to pay for aides). Fuji to find out if STAR is opening up (or opened up).
- 7. Giving Fund “Ask” for 2020-21 at \$1200 as last year. *Approved***
  - Discussion about the need for very clear messaging on what these funds will pay for. Need compelling funding raising pitch (“Resources to elevate the online program” etc)
- 8. Back to school message from TEP via Miria and Parent Square**
  - Michael and Casey to explore the content of the message (short and sweet, funny?!?!)
  - At this time can’t be specific about what TEP will cover
  - To send out by July 20, 2020.
- 9. Parent Square**
  - Michael to follow-up with Kevin
    - o General TEP Account to send out messages
    - o Admin access: Michael (has it), Fuji, Casey
- 10. Website updates**
  - Michael has access, work with Kathleen
  - Website Updates TBD: Add resources for parents (links to FREE online activities – language, PE, arts, etc.)
- 11. Schedule ‘Back to School’ event ideas**
  - car parade (on the school road), virtual events, other..
- 12. Subcommittee Updates**
  - VAPA – TBD – getting update from Randy, bids from other companies for online arts
  - Science – TBD
- 13. Next Meeting**
  - Tuesday, July 28, 2020 (if needed, if we have some news)
  - Tuesday, August 11, 2020 (regular meeting)
- 14. Adjourned: 9:00pm**

Lightly discussed:

- 15. Other back to School Planning**
  - a. Virtual prep & polish: clean up website, Parent Square, improve communications, send welcome packet to all parents
  - b. Order Merchandise for students:
    - i. Masks / bandannas?
  - c. Communications Team:
    - i. Welcome Packet – letter from TEP
    - ii. Amazon Smile – now works in the Amazon App on your phone
- 16. Calendar Review**
  - a. Virtual/online fundraiser ideas: Virtual Coyote Run, Dance-a-thon, Read-a-thon, Topanga Cook Book (students/families give recipe, we print and sell the cook book to families), Buy things online and portion of sales go to TEP (i.e. popcorn, groceries, books, etc.) , talent show, bingo, poker (adults only!)

- b. Fun community building events: Movie Night, Virtual Field Trips, Talent Show, Family Game Night/Trivia Night, Virtual cooking lessons, Free library at the school for kids to share books