

**Topanga Enrichment Programs  
Minutes  
September 8, 2020**

**1. Call to Order – Time: 7:00pm**

**2. Present**

1. Casey Engelhardt, TEP board
2. Fuji Whittenburg, TEP board
3. Stephanie Lackenby, TEP board
4. Sean Colgin, TEP board
5. Mike Burke, TEP board
6. Kathleen Beegle, TEP board
7. Kristine Sloan, VAPA rep
8. Kent Hill, Science committee
9. Alisa Hill, Science committee
10. Kelly Young
11. Sean O’Connor
12. Millie Casal
13. Roger Ray
14. Noelle Til

**3. Financial Update / Budget – Stephanie**

- Net income last year ~\$40,000 minus some late expenditures for SY 20-21, closer to \$30,000
- \$12,500 science donations for this year
- Expected expenditures (as of now): \$131,000
- Giving Fund

**4. Science Update – Kent and Alisa**

- Science fair certificates for last year
- Update on plants on school grounds (watering efforts)
- Ideas with funding they have:
  - o Creating art signs/tiles to label plants. They have funds to support this. Suggestion to contact teachers to connect with students via curriculum.
  - o Cameras to track wildlife

**5. VAPA Update – Kristine**

- They will schedule first meeting soon (after Back-to-school) to discuss what they can do.
- Fuji noted there is going to be a TCC talent show where people record and it is compiled.
- DonorChoose fund raising: short about \$2400 which, if not raised by December, the donations go back.

**6. Back to School Night**

- What TEP is: booster club to raise funds for many school “extras”, especially small group sessions and special topics.
- What we cover: aides (4 just starting this week, training completed), science teacher, art teacher, digital support for teachers in addition to what LAUSD hotline (Digital Arc).
- What we are asking for from parents:
  - o *Giving funds*: The ask is \$850 per student.
  - o *Contribute to fund raisers* during the year (though this year will be different, TBD)
  - o *Room parents*: one per room, as a conduit to parents in each class in the school.

- TEP welcomes new members
- Science sub-committee new members
- VAPA (visual and performing arts) sub-committee new members
- Amazon Smile: sign up and a portion of sales goes to TEP

## 7. Communications

- Parent square: who can see emails. Not clear.
- On the Giving fund:
  - Announcement in Parents Square
  - TEP members who do back-to-school session to follow-up with a classroom email blast with link to Giving fund (which they can get from the teacher). **Mike** and **Casey** to draft the email.
- Room parent liaison: **Needed**. The task entails maintaining the master list of Room Parents, being the conduit between TEP and Room parents.
- Website updates: Miria in charge with website. **Kathleen** to give edits to Miria on website content.

## 8. Set & calendar FALL/WINTER Fundraisers – need one volunteer to lead each

- Costume party/Halloween: **Mike Burke, Kelly, Kristy Beauvais**
- Talent show by video: VAPA to discuss.
- Coyote Run alternatives: some type of challenges (obstacle course, other). **Mike Burke, Kelly**
- Art ideas: kids make art that people buy ([Square1art](#)). **Stephanie, Kristine, Noelle Til.**
- Cook book (Holiday?) – **Fuji**
  - Other ideas not much discussed:
    - Party Book – micro fundraisers – share information and ideas
    - Outdoor concerts / movies?
    - Online book fair (November)
    - Spelling/math?
    - Sponsorships / directory listings on Topanga Website?
    - Banners – Chryssa Lightheart, Stefanie Becker, Kramer CPA
    - Spring Auction – need someone to take over – take donations from Sarah Gottlieb – Sean Colgin/Shawn Pereira?
    - Restaurant fundraisers?
- Next meeting: calendar some events for next months.

## 9. New TEP members

- Kelly Young voted in