

**Topanga Enrichment Programs  
Minutes  
November 10, 2020**

1. Call to Order – Time: 7:05pm

**2. Present**

Kristine Sloan  
Tracy Murphy  
Casey Engelhardt  
Fuji Whittenburg  
Stephanie Lackenby  
Mike Burke  
Kathleen Beegle  
Kelly Young  
Dr. A

**3. Updates**

**Financial Updates:**

- Giving Fund currently 27% of overall students have contributed; 72% of budgeted annual total
- Giving Fund is the main source of this year's budget given COVID and communications to parents will continue
- Boo-Grams- \$1800 profit will be contributed to TEP budget (Party Book)
- Chipotle Fundraiser- ~\$200 will be contributed to TEP budget (Party Book)
- Art Fundraiser- Circulate updates via Room Parents; Monday morning assemblies. Submission deadline- Nov 23. Message posted on PS and Lisa Looney/Room Parents.
- Donors Choose- Parents are organizing to compile and organize supplies by grade. Expected to complete end of week (Nov 13). Pick up will be coordinated through teachers w/ other academic supplies.

**Teacher update: (Dr. A)**

- Report cards can likely be distributed via digital copies. Parent/Teacher conferences being scheduled.
- Science- TEP stands committed to fundraising for science instruction
- Aides: Kathleen to draft how Aides are being utilized by class

**VAPA-**

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**Science-**trying to get a Science Committee meeting soon- discuss science kit and curriculum.

#### 4. Fundraising Discussion

- Jingle Grams- similar to “Boo Grams”. Student Council reps want to get involved. Suggest they can help create messaging/ flyer / tags. Will need parent volunteers similar to Boo Grams.
- Virtual Coyote Run- initial discussion this week with Fuji/Kelly/Mike. Current thinking that the Holiday Break might be good timing. Set up/ re-purpose previous website to create online portal.
- Online Book Fair- Stephanie to evaluate online options. Thinking to have this before the holidays.
- Passion Project- Kristine to brainstorm some options to engage students, generate camaraderie, show off talents and interests
- Holiday Photos w/ Miriam Geer- 20% of fee for private holiday photo sessions to go to TEP. School picture day will be moved to 2021.
- Holiday movie read-out video – Mike Burke
- Rocco’s pizza drive-thru night- Next steps – Kristine & Kathleen to pick a date.
- Other ideas: Topanga face masks- get initial pricing and regroup. Christmas box/tree- TEP can help spread the word and poker night/ family game night and pilot starting with one class. School commercial / ad- next year.

#### 5. Communications

- Four main channels of communications: Parent Square, Room Parents, Kevin- Friday Focus, Monday Assemblies
- Brainstorm for improving parent/ teacher engagement.
- Potential virtual holiday program by class/ community-oriented event. Mike to think through initial programming.
- Fuji held zoom with Room Parents. Discussed creating *pen pals* across grades
- Thanksgiving email- Stephanie to send draft to Kelly/ Mike – post.

Adjourn: 9:20 PM