



**TEP BOARD MEETING
TOPANGA ELEMENTARY CHARTER SCHOOL
Topanga, CA.**

MEETING MINUTES

**Date: August 20, 2018
Time: 7:00 PM – 9:00 PM
Location: Topanga Elementary Charter School Room 8**

TEP Board Members 2018-2019

Stefanie Becker, President
president@topangaelementary.org

Stephanie Lackenby, Controller
controller@topangaelementary.org

Ofer Sapir, Digital Chair
digital@topangaelementary.com

Sean Colgin, Marketing & Promotions Chair
marketing@topangaelementary.org

Bill Murray, Secretary
secretary@topangaelementary.org

Diego Diment, Treasurer
treasurer@topangaelementary.org

Fuji Whittenburg - Member at large
Richard Singer - Member at large
Renee Meriste - Member at large
Heather Tehrani - Member at large
Holden Burkons – Member at large

TEP Board Members in Attendance for August 20, 2018

Stefanie Becker
Bill Murray
Renee Meriste
Ofer Sapir
Diego Diment

Stephanie Lackenby
Rich Singer
Heather Tehrani

Not in Attendance

Sean Colgin
Fuji Whittenberg
Holden Burkens

A Quorum was present for the entire meeting.

I. Meeting Introduction and Agenda

- A. VAPA Topics
- B. TEP Meeting

II. VAPA Meeting/Discussion of Annual Musical

- A. TEP President gave overview of purpose of meeting, to hear from interested participants on state of Annual Musical and possible miscommunications. She invited anyone to speak freely and openly about this issue:
 - a. Two possible candidates for addition to the VAPA Board introduced themselves to the group. Miria Jo and Adeline Rooney are two of four candidates to be voted on by TEP for election to the VAPA Board.
 - b. There was a discussion on the history of the creation of VAPA as described by Sean O'Connor, ex president of TEP. The Creation of VAPA was an effort at transparency and was created last year. Tracy of VAPA described what the group had been doing:
 - A Survey Monkey was created and distributed with over 70 responses.
 - The Lion King production had a 42.9% satisfaction rating. There seemed to be a perception on the community that the Spring musical was being phased out, this is NOT true. The Spring Musical will remain, but other activities will be added through this program which will strengthen the VAPA mission.
 - VAPA is available for commentary through the school website
 - There will be a spring play/musical, but to be determined is what form it will take and who will produce it.
 - c. Vendor Solicitation
 - The major topic of discussion this evening was the solicitation of bids to produce the spring school musical.
 - VAPA stated that this is an open process and is to occur this Wednesday August 8/22/18 at 7PM.

- Once the selection of the vendor is made, monthly meetings will occur.
 - Building being used day and night
 - Would like a 2nd accredited program
 - Dance is looking for accreditation.
- d. Parental Commentary
- An open forum time was allotted to hear from parents and past producers/directors of the play allowing for a dialogue of constructive conversation.
 - Concerns were raised that these positions were at one time fully voluntary, and now the school seems to be paying for these services. Many did not object to the payment to vendors, but more importantly were concerned about the process that was being employed to engage these entities.
 - The fact that Focus Fish was paid last year, mandated that the TEP Board and VAPA open the process fostering transparency.
 - Some voiced concern that these “professional” vendors were displacing the opportunity for individual parents who may want to be involved
 - The TEP and VAPA groups assured the parents that nobody is shut out of the process, opportunities are there for anyone to make a presentation/interview to VAPA and TEP.
 - This goes back to the desire to be completely transparent within the VAPA framework. VAPA has created an even playing field with no favoritism.
 - Some members mentioned that after Focus Fish had withdrawn their bid based on misinformation, they have reinstated their intention to proceed with the bid.
 - What followed was a general discussion of improved communication between VAPA, TEP, and the entire School.
 - The meeting concluded after one hour and there seemed to be clarity on a path moving forward. Many parents stated they would attend the interviews on Wednesday.

III. TEP Meeting

A. Overview and Introduction by Stefanie Becker, President of TEP

a. Financial Update

- i. Checking Account has approximately \$160,000
- ii. There is an additional \$50,000 in reserve
- iii. Thus far, after Prep and Polish day, approximately \$40,000 has been collected of parent/student donations. This is believed to be a bit low due to under attendance.

- b. VAPA Elections
 - The TEP Board is responsible for electing two new members to the VAPA Board to make it a total of 9.
 - Four names were put forth for voting on:
 1. Susannah Tackett
 2. Miria Jo
 3. Adeline Rooney
 4. Lisa Davis
 - The TEP Board voted officially on these candidates. The results elected Miria Jo with 7 yes votes, Adeline Rooney with 7 yes votes, Lisa Davis with 2 Yes votes, and Susannah Tackett with 0 yes votes. A motion was approved adding these two new members to the VAPA Board.
 - Future elections for VAPA Board will occur in late May/Early June each year. Any candidate will be required to have a child in the school and have donated at least \$1 to TEP.
- B. General/Other Issues
 - a. The VAPA Board will make general recommendation to the TEP Board for the Spring Play/Musical Vendor. TEP must vote to approve the recommendation.
 - b. Sean Colgin of the TEP Board has volunteered to be the TEP Liaison to VAPA.
 - c. It was also noted by Alisa Hill of the Science committee that they will also follow the member selection rules as outlined above.
- C. Upcoming Fundraising Projects
 - a. Food Truck Friday Event
 - TEP will set up bake sale, we need volunteers to purchase/make items for bake sale.
 - Stefanie B and Stephanie L will staff table from 4-8PM
 - It was noted that TEP should send an email blast reminder of the event.
 - b. Other Events
 - TEP has a list of fundraisers
 - Book Fair remains a challenge as the person who has run it has left. Someone suggested Patrick would be a good choice if he were available. Rich Singer to check with him.
 - Party Book Dinners/Events
 - Commitment Dinners, each class has to have a TEP presentation and ask.
- D. Room Parent Coordinator
 - a. This position needs a person to replace Julianne
 - b. Stefanie to send Bill M description of role and workload.



- c. Rich Singer suggested a room parent/TEP Liaison role would be good.
- d. Calendar of fundraisers will be distributed by Stefanie B.
- e. There is a community flyer going out with art by David.
- E. By Law Changes
 - a. TEP voted 8-0 to approve minor By Law changes
 - b. Stefanie Becker and Bill Murray to sign these officially

IV. Upcoming Science Events

- A. Space and Astronomy at Fiddle and Griddle September 1
- B. Space Themed Tiles with Paul Doolin end of September
- C. Wildlife focus with P-22 in October

V. Next Steps

- A. Next Meeting – Tuesday, September 11, 2018

End of Meeting.