

# TEP Minutes

9 April 2024/ 6-8 PM /Zoom

## Attendees

Lara Hogan, Kevin Kassebaum, Peter Samson, Stephanie Polansky, Ceiri Torjussen, Danita Menchell, Freddi Swanson, Jenny Atkins, Katie Schwipper, Bernadette Gennaro, Anabelle Munro, Isabelle Millar, Dave Paradiso, Christine Nelson

## Enrichment Update

- Science day Wednesday 4/17
- Success of the Variety Show
  - Hopeful for writeup in the Chronicle
  - Concession earnings
- Evanna hired to replace departing aide
- Receiving poll feedback and assessment

## Budget Update

- Giving fund almost 130k
- Expenses at 346k
- Giving Fund status
  - Make “thermometer” visual to show percentage of class participation
- Discussion of employer donation matching programs
- Discussion of how to reach parents who haven’t donated
  - Video about enrichments
  - Instagram posts
  - Idea to send art home with kids, wrapped with bow to raise awareness for what is funded
  - Discussion of how to optimize fundraising at events

## VAPA Update

- 2,875 raised from Variety Show
  - \$720 net concessions

- Some snacks leftover

## **Teacher Appreciation Week (May 6-10)**

- Budget is lower this year
- Lara will check with Nancy regarding massage therapist to be hired at better rate for 10-15 minute massages
- Donated coffee/bagels
- Potluck lunch prepared by parent volunteers?
- Make sure to include aides and all staff

## **Spring Gala and Auction**

- 10 VIP parking spaces available, will keep 5 for setup/drop off
  - VIP pass package
- Financial aid option for free ticket, excluding alcohol wristband
- Hula dancer
- Ukulele mini class
- Tacos
- Car service/shuttle
- Need help with setup
- Need to do a walkthrough to decide what should be live vs silent
- Connect Pete with James Webber DJ
- Master list for auction items
- How to promote/sell non-tangible items
- Other ways to boost sales?
  - Cool merch specific to the event?

## **Science Update**

- Science Fair Friday, 5-6pm (drop off by Thursday)
- Science Day,
  - Field trip for 5th grade to Dana Point end of May

## **Clothes Market**

- Used clothing resale
- To be held at Library

## **Other Fundraisers (Spell-a-thon)**

- Katie will write Kevin to coordinate with teachers to find a date in May

## **A.O.B**

- June TEP meeting to be moved to first Tuesday of the month instead of last because it's on the last day of school? Must vote in new TEP representatives – will discuss at May meeting
- Popsicle and hot chocolate sales
- Teachers requesting calendar of scheduled events at the start of the school year
- Formal dance has been requested to be rescheduled for beginning of year, due to fullness of upcoming schedule
  - Feedback about the difficulty of working with current schedule, especially with last minute scheduling
    - Might be hard to pre-set dates at more popular locales, other reasons for last minute pop-up events
    - Wouldn't have to specify which event is assigned to which block of time set aside

**Meeting adjourned at 8:25 PM, minutes recorded by Katie Schwipper**

**Next Meeting: May 11 2024, 6pm. Location TBC**