

# TEP Minutes

12 September 2023/ 6-8 PM/ Room 14

## Attendees

Pete Samson, Lauren Farber, Vitaliy Farber, Katie Schwipper, Amber Lincoln, Belle Millar, Stephanie Polansky, Jenny Atkins, Frederika Swanson, Danita Menchell, Anabelle Munro, Christine Nelson, Bernadette Gennaro, Patrick O'Connor (Kummerspeck), Kelly Rockwell, Ashley Deluis, Ceiri Torjussen

## Agenda

- **Budget update (Vitaliy)**
  - \$56,740 raised for Giving Fund
  - \$15k raised in sponsorship banners
  
- **Enrichment Updates (Pete)**
  - Payroll set up
  - PE by Paradisos cleared, hoping to start in a couple weeks
  - Art position interviews this week, demo classes to follow
  - Dates (Katie to make spreadsheet calendar)
    - Moon viewing party September 23
    - Coyote Fun Run October 6
    - Halloween Carnival October 28
    - Raptor Day November
    - ThanksGiving week November
    - Holiday party Dec 8(?) TBD
    - Science Fair end of February
    - Art show February(?) TBD
    - Spell-a-thon March(?) TBD
    - Gala, Auction, set date after Theatricum-held Variety Show date is settled
    - Tide pool TBD
  -
  
- **Science Committee Updates (Molly)**
  - Discussion of science enrichment dates, included above
  
- **Book Fair/Picnic Update (Belle)**
  - On 9/13/23, book fair will run through 9/15/23
  - Book fair to be operated on suggested donation, or \$20/bag
  - Request for recycled bags

- “Stuffie Surprise”, \$5 set fee to draw stuffie name
  - TEP table, T-shirt sales
  - Bake sale by 5th grade and/or sign up genius contributions
  - 50 “emergency bags” to sell
- **Room Parents Communications Plan (Belle)**
    - Do we keep the weekly update, or switch to monthly?
    - Infographics
    - Class Dinners to be held before Halloween, scheduled/announced soon
      - Class Fees will be explained and requested at these dinners
        - \$55 still, or should this be increased to possibly cover some field trip expenses
          - Discussion of field trip scholarship fund, and other field trip logistics
- **Halloween Carnival Update (Bernadette and Patrick)**
    - Patrick from Kummerspeck to coordinate sound equipment, communicate with TCC
    - Electrical needs should be anticipated and planned out, spider boxes
      - Walk-thru one month before for electrical planning
      - Teenager volunteers requested to help with setting up equipment
    - Interest in inviting people from outside the school as well
    - 2 x 6 foot tables, chairs, pop tents needed
    - Kristy to DJ between sets
    - Custom chalk signs for each booth by Ashley Delouise
    - The addition of “Adult Booths” for fundraising purposes, like tarot and tie dye
      - 300 shirts have been obtained
    - Bar and Booth fees
      - Should everything be in tickets, so that bar line isn’t backed up?
      - Concern that “Adult Booth” fees should not be in tickets because they are more expensive, too many extra tickets and extra steps
      - Use starlink to have internet so that venmo/credit cards work
    - Bar budget
      - was donated in the past, but we can buy kegs and boxed wine if needed
      - Possible donations by Betty Buzz, Topanga wine lady, or exchange for sponsorships at the bar
      - ABC liquor license option and fee
    - Class booths
      - One for each class, as opposed to each grade
      - Each class will organize their own booth prizes
    - Prizes (such as gift cards) still needed for costume contest

- If we offer to advertise for TCC with a large banner, would they consider negotiating rental price?

- **VAPA Update (Stephanie)**

- Holiday party, tentatively December 8
  - At auditorium
  - Ugly sweater karaoke theme
  - Holiday market outside
  - Snow machine rental
  - Cookie bake-off competition
  - \$10/adult, \$5/kid
    - Should all profit be earmarked for one cause, such as field trips?
      - Discussion about giving each class the same funds to go towards field trips from TEP budget, plan to discuss with Kevin/Joanna how to be equitable
- Art show, date TBD
  - Purchasing 5 reusable tack trifold walls, to be covered by CAP
  - CAP funds can also cover art supplies that will be used to create the art
  - Ask for artists from upcoming Gallery tour to donate pieces to sell
  - Open to the public

- **CAP Funds (Stephanie)**

- Has to be used after school or on weekend

- **Banners/Sponsorship Update (Ceiri)**

- Need to add rates to website
- Ceiri requesting assistance with annual banner calls, Ashley volunteered to help
- Looking for tutoring companies, or other kid-relevant companies, to advertise on school gate
- Topanga Social lined up for banner, open for kick-back night
- Ashley and Jorge helping with Halloween banners

- **A.O.B (Jenny)**

- After-school activities
  - Kidz to Proz has been let go
  - Could send out questionnaire to collect info on interest
- Intervention
  - Jenny presents belief that 30min/week is not adequate, and other parents will be upset
  - She is encouraged to go to Leadership

- Homework club or after-school tutoring could help with both after-school activity and Intervention gaps
- Yellowjackets problem

**Meeting adjourned at 8:02PM, minutes recorded by Katie Schwipper**

**Next Meeting: 10 October 2023/ 6-8PM/Room 14**