

# TEP Minutes

14 November 2023/ 6-8 PM/ Room 14

## Attendees

Pete Samson, Lauren Farber, Katie Schwipper, Stephanie Polansky, Frederika Swanson, Danita Menchell, Bernadette Gennaro, Lara Hogan, Kelly Rockwell

## Agenda

- **Enrichment Updates (Pete)**
  - Explore options for payroll switch for next year?
    - Is someone at the school able to consult on payroll/HR stuff?
    - Art update email was appreciated by all, new teacher is settled in
  
- **Budget update (Pete)**
  - \$15k+ profit from Halloween Carnival
  - Banners at \$27k
  
- **VAPA Update (Stephanie)**
  - Holiday party December 8, 6pm in auditorium
    - Fundraising paperwork denied, unable to register at this point – Pete, Stephanie, Danta, will work on this
    - Will include:
      - Karaoke
      - dance parties
      - photo booth
      - ugly sweater contest
      - gingerbread house contest
      - baked goods
      - cider/hot cocoa
      - Pizza/salad/pasta
      - Craft booth
      - santa surprise visit \$10/photo
        - Will ask for a parent volunteer to take photos
      - Some vendors to set up (fancy popcorn, ornaments), will donate 10%
    - Katie will set up concessions/vending/decorating signup through parentsquare

- Need 1 hr volunteers for karaoke (Elle will help), managing booth, ugly sweater contest judges, bakeoff judges, concession vending
  - Have a hanukkah component
  - \$10 trophies for prizes
  - Snow area won't work for this year, but maybe next
  - New Toy Drive (unwrapped)
  - Mailbox for letters to santa – Katie will make
  - Reusable cups? Plastic lined paper cups?
  - Hope to profit around \$1-2k
- Variety show set for April 7 (6th for rehearsal)
- Art Show possibly Tuesday, March 19? 5:30-7:30pm opening night – Need to check with Kristi
  - Library, or on campus to utilize art boards and school grounds
  - Include music and instrumental performance
  - Check with Christine to see if she will help lead, or see if Ceiri can help with music
- Kelly met with Topanga Art and Tile to discuss beautifying the campus entrance
  - Idea to fundraise by offering sale of tiles to decorate campus
  - Tie this into auction

- **Science Committee Updates**

- Raptor Day Thursday, November 16

- **Giving Fund/Giving Week**

- Morning of November 28
  - Have bagels and coffee, ask for donations
  - Have drive-through/drop-off/donation lane

- **A.O.B**

- Will need to discuss cutting costs next year unless Giving Fund contributions increase significantly – really big auction could be the thing that balances our budget
- Yearbook
- Mugsy clicks was expensive, not even half of school logged on
- We need to find someone to update weebly webpage
  - Should go to parents to ask if someone call help with this
- Bricks for Kids lego class for after school, need to pull in more programs
  - Whose role is this to arrange after school programs? Not part of TEP's remit.
- Could we extend the school day on the short days to fit in more enrichments?

Meeting adjourned at 7:30PM, minutes recorded by Katie Schwipper

Next Meeting: 12 December 2023/ 6-8PM