

# TEP Minutes

13 June 2023/ 6-8 PM /The Co-op at Pine Tree Circle

## Attendees

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

## Agenda

### Enrichment Classes

- **By-laws clarification**
  
- **Weekly tech enrichment provided by ComputerWiseKids**
  - Discussion to return to ComputerWise as tech enrichment provider, as requested by teachers.
    - Teachers believe it teaches necessary 21st century tech skills
    - Can use ipads for younger grades
      - We need to resolve network connectivity issue
    - Teaches basic programming skills/concepts with Blockly
    - An instructor delivers a prepared lesson
    - Screen time concern raised by some parents. Can we explore parameters for general in-class screen time?
    - Discussion of whether TK, and perhaps K, need tech instruction
      - Teachers feel computer skills intro is needed, and early exposure beneficial
  
- **Weekly science enrichment provided by Mr. Esparza**
  - Mr. E's salary raised by \$2-an-hour
  - One hour extra prep time a week provided, as he requested
  
- **Biweekly art enrichment provided by new teacher**
  - Extra 2 hours per week added (prep etc.)

- **Biweekly music provided by the Orchestra Place**
  - Ceiri Torjussen presents proposal for new music enrichment to be provided by Jason from The Orchestra Place.
    - Currently music and dance are offered for half a semester each by LAUSD but looking for a more consistent music option.
    - Discussion of barrier to more enrichment classes.
      - Is it relevant whether the teacher needs to stay (like with enrichment programs) compared to LAUSD (where teachers could technically drop off students)?
      - It seems evident that a joint meeting between TEP and teachers would be beneficial to working together with curriculum and parental interests
      - Kevin to work with teachers to fit music enrichment into schedule
  
- **Twice weekly P.E. provided by new vendor**
  
- **Biweekly outdoor education/garden enrichment provided by Kelly Rockwell**

*This works out to be one extra enrichment, every other week, compared to last year. To cover this extra cost, as well as rising costs of other enrichments, we aim to raise \$68k more than we did this last year. We aim to do this primarily by raising more via the Giving Fund, including targeting alumni, other community members who are not parents, and corporate matching. We also hope to maximize current fundraisers, including a reimagined Spring Gala and Holiday Party. We will also apply for more grants.*

## **Budget Overview**

- **Fundraising – total income target: \$338,200**
  - **Giving Fund (Freddi and Lara) – \$190,000 target**
    - Projected student enrollment of at least 235, but this is very uncertain – won't really know whether we will get a new teacher until norm day.

- Amount to stay at \$1,200.
  - Provide incentive at Prep & Polish
  - Discussion around communicating the importance of the Giving Fund to parents and maximizing contributions.
  
- **Halloween Carnival (Bernadette, Jenny, Vitaliy) – \$25,000 net income target**
  - Oct. 28, 2023
- **Book Fair (Belle) – \$1,500 net income target**
  - Exploring different providers and ideas
- **Coyote Fun Run (Katie, Martina, Dave) – \$30,000 net income target**
  - Late Sept/Early Oct
- **Gala, Auction (Jenny, Christine, Annabelle) - \$10,000 net income target**
  - Exploring more family friendly option
- **Holiday Party/Karaoke (VAPA/Stephanie) - \$4,000 net income target**
  - December
- **Valentine Grams (Bernadette) - \$2,000 net income target**
  - February
- **Spell-a-thon (Katie, Lauren) - \$11,000 net income target**
  - March
- **Spirit Shack/First Friday (Jenny, Lauren, Katie, Freddi) - \$5,000 net income target**
  - Year round
- **Variety Show (Stephanie, Danita, Christine, VAPA) - \$3,500 net income target**
  - April
- **Art Show (Belle, Katie, VAPA) - \$2,000 net income target**
  - May
- **Yearbook (currently Miria, someone to take over) - \$1,700 net income target**
  
- **Expenditures – total \$338,019**
  - Enrichments
    - Instructional aides (9) – \$148,052

- Art teacher – \$18,601 (1x/2 week)
  - Art supplies – \$1,500
  - PE coaches – \$31,080 (2x/week)
  - Science teacher (Mr. Esparza) – \$38,721 (1x/week)
  - Science supplies for Mr. E. – \$2,790
  - Science other (Science Committee) – \$6,200
  - Technology enrichment – \$37,000 (1x/week)
  - Garden enrichment – \$13,000 (1x/2 weeks)
  - Music enrichment – \$25,160
- **Admin**
    - Credit card processing fees (payjunction) – \$3,000
    - Insurance: Liability casualty – \$1,100
    - Insurance: D&O/Employment indemnity – \$2,225
    - Postage and delivery – \$140
    - Kramer – \$250
    - Quick books – \$900
    - Bank service charge – \$100
    - Website – \$200
    - ParentSquare – \$2,500
  - **Other**
    - Prep & Polish/Room parent coffee – \$300
    - Teacher appreciation – \$2,500
    - Library supplies – \$200
    - Track & Field – \$500
    - Student t-shirts (\$8\*250) – \$2,000

## **Other Tasks/Events**

- **Prep and Polish (Pete, Danita, Lara, Freddi)**
  - August 11
- **Teacher Appreciation (Danita, Lauren)**
- **Track and Field (Pete, Dave, Martina)**

- **Canyon Chronicle (Pete)**
- **Enrichment Liaison (Pete)**
- **PS Posting (Pete, Lara, Annabelle)**
- **Social Media (Jenny, Annabelle)**
- **Website (Miria, someone to take over)**

## **Surplus**

- Discussion of whether we should utilize survey for parent feedback
- Freddi will help look up standard amount for surplus for comparable organizations

## **Next Meeting Agenda**

- Prep & Polish day
- Sponsorships
- Go over the calendar
- Vote regarding Digital ARC technology support

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

**Next Meeting: August 11, 2023, 6pm. Location TBC**