**TEP Meeting Minutes**

**November 13, 2017 – 7:00PM – At The School**

**Attendees: Patrick O’Connor, Sean O’Connor, Holden Burkons, Mark Cummins, Jared Vest, Fuji Wittenberg, Steve Gediman (Principal), Kent Hill and Alisa Land (Science Committee)**

**(A Quorum Was Present During the Whole of the Meeting)**

**Absent: Nikki Hexum, Rich Singer, Julianne Gorman**

**Items Discussed:**

1. Science Committee – Kent and Alisa presented their position that the Science Committee should stay under TEP rather than the Leadership Committee. Principal Gediman made a point that his feeling was that Science Committee should continue under TEP. Kent and Alisa indicated that any curriculum issues coming out of the Science Committee should be shared with Leadership and the Administration. Two new fundraisers, a nature themed Movie Night and a Nature/Musical Fundraiser were discussed. Alisa also brainstormed ideas around a gardening program but will do further research.

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1. Minutes of October 12, 2017 were approved.

1. Financial update - Giving fund at 77k about 15k.
	1. Update. Jarred: YTD Giving 88, Last year 105k at this time, short 17k YTD. Individual fundraisers. Coyote was about on budget. Halloween Carnival running on budget for overall profit. Ice cream appears to be running about 3k ahead. Directory is running 4k behind. Overall fundraising for year appears to be running 20k-30k behind budget.
	2. Banking change status – Citi-National does not image checks. This might be a deal killer. Appears the decision is to stay with Wells Fargo. The Board voted to allow Jared and Fuji to make the final decision and report back.
	3. Tax Abatement on 941’s. – Jared to follow up.
	4. TEP Audit – Board voted to defer for another day an audit.

1. Communications update. (Julianne/Patrick)
	1. MSA App – Sean made some update, the App appears 90% updated.
	2. Volunteer Hours – Patrick suggested that coordinator of each fundraiser capture the volunteer hours and a procedure to be worked out later (will not be done through MSA App)
2. Fundraisers
	1. Directory & Sponsorships (Patrick) Went to print. Ad /Sponsorships - Almost all has been collected to date.
	2. Movie night #2 – December 10th scheduled. Mary Poppins is the movie.
	3. Read-a-thon – Rolling out this week. Patrick gave an update on the program coming out.
	4. Scholastic Dollars ? Decision by Board to wait on how to spend the Scholastic dollars until December < NOTE FOR DECEMBER MEETING
	5. Spelling Bee – Lisa Looney will be contacted to run.
	6. Math Bee – Tabled for December Meeting
	7. Party Book – Jared rolling out Party Book concept on the Web
	8. CSR – Need a Volunteer to run the fund raiser TBD
	9. Auction – Tentative scheduled April 28th at “The 1909”. Sean recruiting someone to help with the “theme/decorating/etc.”
3. Other
	1. Clean/organize TEP bin. Part one done!!
	2. Theater/Play – Sean requesting that the theatre group have a treasurer in place and report back to the Board.
	3. Arts Program –in the brainstorming phase and moving forward.
	4. Computer Update – Jared gave update on new computer roll out which is happening forthwith.
4. Improving Parent Teacher Communication – Pat reviewed some ideas for broadening parent/teacher interaction.
5. Next Meeting – Monday December 111th at 7pm at the School.

The meeting adjourned at 9:40pm