

Leadership Council Agenda
October 29, 2019

I. Welcome & Introductions: (1 minute)

All Leadership members and Staff introduced themselves. In attendance: Kevin Kassebaum, Donna Wabnig, Roger Harrell, Amy Weisberg, Moria de la O, Gina Amenta-Shin, Bernadette Gennaro, Candice Klein-Pereira, Julie Tobisman, Linda Kort, Raquel Galindo, Sondra Tapper, Misty Harlow, Rebecca Brotman, Andrea Shreeman, Stephanie Lackenby, Summer Scott Sexton, Devon Chatham, Katie Appell, Kayt Jones, S. Miria Jo, Kelly Welch, Kent Hill

II. Decorum of Meeting: (2 min)

We welcome visitors and non-leadership staff to our meeting. Comments from attendees other than leadership committee members shall be presented only during the time set aside for public comment and shall be limited to those signed up to speak. For those who will address the council, we ask that you adhere to the proper decorum and respectful speech. Discussions take place in committee meeting, and then reports are given during leadership council meetings. Non-leadership teachers may be excused after the committee reports.

III. Approval of Last Meeting Minutes: (5 min)

There were no minutes from the last meeting.

IV Committee Reports: (20 min)

Curriculum: (5 min)

Box Tops-JB created account and will follow up (Box Tops) for library books
Garden-Classes need volunteers; Makers Club is free (first come, first serve, after school)
Randy Butler-Art teacher, outlined curriculum
Ms. Benor-Outlined science program for all grade levels

Safety: (5 min)

Discussed LAUSD safety shooter expert
Garden-fix/repairs
Staff training for radio in the office (Ham radio)
Battery backup needed for the radio in the office
Copper line (need clarification)
Lockdown-We will discuss code words for real drill

We need backpacks stocked with supplies. Master Keys needed for all backpacks for search and rescue.

Need magnets for doors to keep doors open but locked on the outside. **Who is accountable for buying these? * When researched, it was discovered that these will only work on doors with a steel frame.**

Task Force-LAUSD Task Force, Operations, TCEP (Alisa and Amy Ruskin are co-leaders).

Topanga Emergency Management Task Force meeting followed (our school is an official member of that committee).

Erick Hansen and Tony Booker were in part of that meeting.

Technology: (5 min)

Internet Secured for teachers

Brain Pop expired and needs to be renewed

Survey: In progress

Black Magic-After school (part of Maker Club)

Discussed needs and wants of new equipment. Waiting for iPads from grant to be delivered

Notes from Amenta-Shin PowerPoint:

Mac Desktops total 17

PC Desktops 1 RSP, 1 in Library

Room K has 6 MacBook Air (mini-lab, parent funded)

Ordered and on the way

30 iPads, 30 covers, 1 card \$18,000

Allocated money from LAUSD- due 12/1

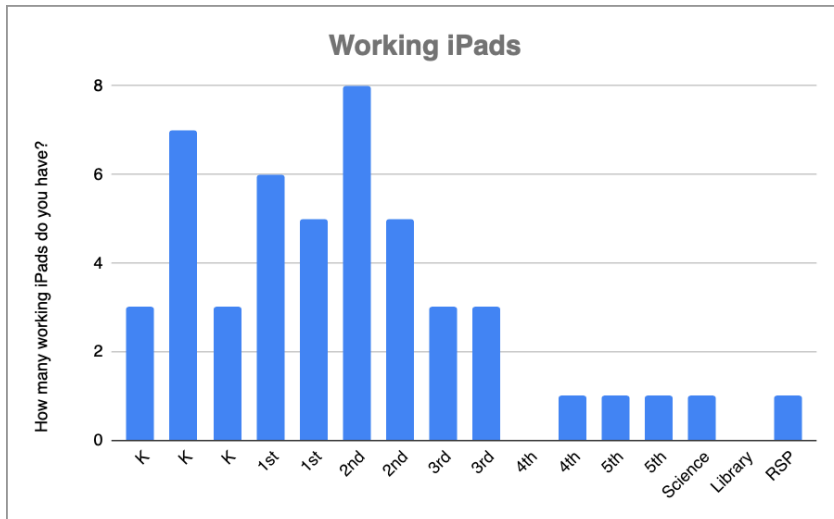
8 new Dell Laptops

3 new Dell laptops 4th

Topanga Elementary

Technology Inventory & Proposal for 2019-2020

How many working iPads do you have?



MacBook Pro Laptops

All teachers including science & RSP have a MacBook for professional use.

Student Dell Laptops

(54) 5th grade students share 20

(45) 4th grade students share 20

Chromebooks

8 Chromebooks & 5 charging cables

-Benchmark training

-Purchased by TEP (not sure how many)

-3-de la O, Welch & Harrell (1 each)

Mac Laptops

-Old, white, heavy, cannot be updated

-Chatham 7, Harrell 7, Welch 3, de la O 3, Appell 3

-Weisberg 6 (parent-funded)

Mac Desktops

-Galindo 1

Harrell 2

de la O 1

Welch 2

Tobisman 2

Tapper 4

Chatham 2

Pook 1

Appell 2

Total 17

PC Desktops

-1 in RSP

-1 in Library

Primary Grades

Ordered & On Their Way

-30 iPads, 30 covers, 1 cart=\$18,000

Upper Grade Proposal 1

-8 new Dell laptops for 5th grade 2:1

-3 new Dell laptops for 4th grade 2:1

-11 new & 11 used Chromebooks, 3rd grade 2:1

Total- \$11,199.33

*Need carts for Chromebooks, 1 MacBook Pro for 4th grade, various cables-TEP?

Upper Grade Proposal 2

-50 Chromebooks (\$222 each)

-How would they be allocated?

-We have 11 + 50 new=61

-44 3rd graders

-45 4th graders

-54 5th graders

Total 143 students

-We have 11 Chromebooks + 50 new Chromebooks=61

-Dell laptops to 5th -54 students & devices

-New Chromebooks to 4th-45 students & 31 devices

-New & used Chromebooks to 3rd-44 students & 30 devices

Moria made motion to take a vote to buy, Julie seconded the motion

12 voted for 0 against

Science: (5 min)

Notes were read by Kent Hill from the TECS Science Committee Meeting on October 18, 2019:

- **Plans for the upcoming Year:**
 - Planned Events. Committee agreed to continue with the same main enrichment events as last year (Raptor Day (Oct 25 → Dec 6), 5th Grade Science Day (March 18), Science Fair (March 31, April 1), Butterfly Day (May 31), Science Supplies (throughout the year), PLUS NEW ITEMS:
 - Xerces Project (Oct/Nov)
 - Stargazing Event (Jan 17 with April 17 as alternate)
 - Support for Rena professional Development (2-day NGSS workshop)
 - Funding 50% of “Mystery Science” program for all classes

- Tile Wall – not planned this year unless someone wants to take it on. It’s a good event but takes a lot of effort. We’ve done it two years in a row and there’s room to add more in future years.
- **Upcoming events:**
 - **“Blood and Bones” booth** for TECS Halloween Carnival – Oct 18.
 - → Elissa Clay is lead. (Elissa and Dave have a great booth planned! Please stop by.)
 - Elissa will have a booth with activities for kids to illustrate the importance of bone for making blood cells and of blood cells for combating infection.
 - *Postscript: was a very popular and successful booth – kids played game with blood cells chasing down microbes.*
 - **Raptor Day** – Dec 6, 2019 (Fri) → See Flyer
 - Some Sci Committee members to be present if possible to help with transition between sessions. Parent volunteers welcomed
 - Photographs → Lead = Kent has secured at least one photographer (Paul Schefz); and one more likely
 - **Thank you** to teachers for rearranging their schedules and special thanks to **Ms. Chatham and Ms. De La O** for organizing the schedule.
 - **“Topanga Nights: Our Place in Space” = TECS Astronomy night with Los Angeles Astronomical Society** – Jan 17, 6pm at TCCC (April 17 weather back-up). → See Flyer
 - → Zak Zaidman lead.
 - Zak has OK’d the dates in TECS calendar and TCC calendar
 - LA Astronomical Society will provide volunteers and telescopes
 - Star Gazing; Telescope Viewing; Astronomy Teachings; Veggie Stue, Hot Chocolate; Hot Apple Cider, and more...
 - UCLA Meteorite Gallery has offered to provide meteorites for children to see and inspect – ‘pass around space rocks’.
 - Zak is in communication with a NASA connection to see if we can have some projection options for things not visible that night.
 - **Xerces Project** – A majority of the Oct 18 meeting focused on plans for Xerces native plants project. **THERE IS A LOT to do! Still a work in progress... → See FLYer**
 - Summary: recall that TECS Sci Committee in collaboration with the Greener Empowerment Foundation (Hannah Wear –

former TECS parent is director) received an award from the Xerces Society for Conservation of Invertebrates = four species of native plants (1600 plants) to support Monarch Butterflies. To be Planted:

- On TECS campus
- In town: Library; Pine Tree Circle; Flower Power Cart; Manzanita School; Others... will go with a plaque indicating provided by Topanga Elementary Charter School.
- **Lead:** Alisa Land Hill & Elisa Clay
- **Direction/Guidance:** Greener Empowerment Foundation (GEF)
 - → Leads = Hanna Wear (GEF), Alisa Land Hill & Elissa Clay (TECS Sci Comm)
- **Draft Schedule:**
 - - *postscript: plans changed due to evac and is a work in progress*
 - **Oct 27:** “Launch Party” at Topanga Town Center, 4pm-.
 - **Oct 28: Plants arrived**
 - **Nov/Dec:**
 - Team of volunteers working to get in the ground on campus
 - Classroom Gardening Groups – we’ve reached out to garden parents and have two classes that will participate as part of their gardening plans. If you would like to do with your class, have your class parents contact Alisa or Elisa.
 - **Oct 21 – Oct 28:** Ground Prep and Irrigation Prep – phase I (Hannah out of town Oct 29 – Nov 12)
 - **Oct 29 – Nov 12:** Ground Prep and Irrigation Prep – phase II (Manage what we can with Hannah out of town)
 - **Nov 12 – Nov 16:** Planting
 - Nov 12-16:
 - During School Hours: as possible garden parents to work with classes to do planting.
 - After School: volunteers
 - Nov 16 – onward: community planting in collaboration with community partners, e.g. Topanga Library, Manzanita School, others.
- Community plantings will include a plaque recognizing the donation of plants by Greener Empowerment Foundation and Topanga Elementary.

V. Old and New Business: (5 min)

In the future, people presenting will turn in something in writing (for note taker)
Reminder from S. Miria to send agenda in advance and post minutes according to the Charter.

Aide interviews (Leadership parents all need to be invited to participate in the interview process).

VI. TEP Report (5 min)

TEP giving fund \$168k in budget, \$117,736 expected based on recurring, so \$50,264 still needed. We are at 70%

Halloween carnival brought in \$16,275 and cost \$5,096 for a profit of \$11,179.
Budget estimated \$18.5k but also budgeted for \$9k of expenses for a profit of \$9.5k so actually ended up about \$1,680+

Coyote Run brought in \$20,461. Budget estimated \$13.5k so about \$7k+

Variety Show brought in \$5,617 and cost about \$500 for a \$5k profit. Budget estimated \$3k so about \$2k+

Overall fundraising is up about \$10k over budget!!

Book fair/Pajamarama coming up on Dec 6th

School was locked for our scheduled TEP meeting this past Tuesday night.

VII. VAPA Report: (5 min)

No report this month.

News from other parent run activities:

Maker club is a success. Most recent: How to make a documentary-workshop. All equipment has been donated.

Topanga Mountain Messenger: Parents are writing up positive things that are happening at school. School House Scoop. Articles to be fact-checked and any names/photos by permission only.

VIII. Principals Report: (10 min)

Day 3 for Mr. K

-Plans to go around meeting kids and parents

-Parents want to do more fundraisers similar to Boo Grams

-Met with construction team. End date will be pushed back due to fires. Will work after school and on weekends. Handled by LAUSD and contractors. End of January will be completion of first bungalow. Playground resurfacing and repainting is in progress.

-Mr. K will continue with the Principal's Coffee, Friday Assembly,

-Progress reports are next week

IX. Request for public comments: (5 min)

Parking discussion (brought to the principal's awareness)

Concern about classes being held in the area of the bungalow project if there are safety/health concerns.

X. Next Meeting Agenda Items (2 min)

Charter Renewal

GATE Update

Meeting Ended:

Amy-motion to adjourn

Donna- Seconded