

TEP Meeting Minutes

September 12, 2017 - 7:00PM - At The School



Attendees: Rich Singer, Patrick O'Connor, Sean O'Connor, Holden Burkons, Suzanna Tackett (guest), Fuji Wittenberg, Mark Cummins, Moira Talan (teacher). Julianne Gorman

Absent: Nikki Hexum

1. Minutes of August 21, 2017 were approved.
2. Financial update
 - a. Banking change status - Rich and Jared need to make a plan to move the funds from Wells to the new bank. Fuji will coordinate with Jared and Rich about transferring the funds, new checks ordered, payroll withdrawals are taken care of, check scanning, etc. By the next TEP meeting the “bank transfer group” will put together a plan of action (or actually complete the transfer) and report back to the Board.
 - b. Old employer insurance claim/issue (Mark/Sean). The issue appears resolved pending TEP receiving a check from the workers comp company. Amount of refund appears to be \$1,800.
 - c. Budget review & vote - Tabled for next meeting (of the review and vote). Classroom grants for supplies were discussed in terms of currently being a line item in a budget and the TEP reimbursement policy. Ms. Talan will go to the class parents for the “first line of supplies reimbursement” otherwise TEP will reimburse parents or teachers. TEP will also message the room parents regarding the reimbursement policy.
 - d. Field Trips - Recommendation was made for each class to have \$384 per class for the year for field trips pending approval of the budget. (Total Pending Budget \$5,000 for 2017/2018 Field

Trips). TEP requesting final list of trips and budget for the trips from the teachers . In addition, TEP is requesting the types of buses being requested (public or charter).



3. Computer replacements follow up meeting (Sean). Technology Sub Committee of Leadership to meet on the 26th to review ARC's recommendation over mixed computer Mac/PC strategy. Stay tuned.
4. 2017-2018 - Calendar Review - Finalized? Julianne to get back to us next meeting
5. Communications update . (Julianne/Patrick)
 - a. My School Anywhere - appx. 35 students new to school need to be forwarded to Patrick from the administration to invite to MSA.
 - b. Class Parent communications. All but two classes have class parents. Julianne to organize a "reach-out" to the parents.
6. Fundraisers
 - a. Ice Cream Sales (Holden) Sales doing well, averaging \$100 per day and the new aide is working out splendidly.
 - b. Directory & Sponsorships (Patrick) Tabled to next meeting.
 - c. Coyote Run (9/14) Directory sponsorship is basically on target pending a few open sponsors. Not all kids have received/sent home the pledge forms. More pledge forms to be handed out on Wednesday (day before the event).
 - d. P-22 Day (10/19) (Nikki) Update pending next meeting
 - e. Halloween Carnival (10/21) (Holden) General update on the theme (Day of the Dead), setup, status of the venues, and sponsorship.
 - f. Movie Night #2 (11/4) (Mark). "Mary Poppin's" scheduled for next Movie Night. Volunteers from the prior Movie Night

indicated they would do the next event. Mark to verify with the Principal on the date.

- g. Book Fair/Read-a-thon (11/3-11/9) Julianne to update next meeting.
 - h. Party Book Fuji/Holden - Will try to enlist parents. Fuji and Holden to put together a framework for the events (reimbursement, etc.). Mark to put together a framework for feedback as a first event: the “Daddy/Daughter Dance” that he will organize.
7. Other
- a. Clean/organize TEP bin - Sean to organize a cleaning party.
 - b. Pearl resigned from TEP.
8. Science Committee Update - No update today.
9. Arts Committee Update- There are appx. 9 individuals wanting to be on the primary committee. Decision made that both Science and Arts Subcommittee TEP Board Members on both Committees with either choose to be 1) A Voting Member of the Subcommittee and Abstain from voting on the Subcommittee Issues on TEP, or (the opposite)
10. Other Items
- a. Pearl Resigned 😞 . Now TEP has 9 Board Members remaining.
 - b. Class Dinners - General Discussion on status of Class Dinners. Patrick gave a demonstration of a typical commitment dinner. Suggestion: made to talk about some of the events.
 - c. “Slack” - suggested using this communication app. Julianne will send an invite for the group to try out.
11. Next Meeting - Monday October 9th at 7pm at the School. Happy Columbus Day!