**TEP Meeting Minutes**

**October 12, 2017 – 7:00PM – At The School**

**Attendees: Rich Singer, Patrick O’Connor, Sean O’Connor, Holden Burkons, Mark Cummins, Jared Vest, Fuji Wittenberg, Julianne Gorman, Debra Grether (Guest), Kelly Welsh (teacher), Misty Vest (Guest), Jill Williams (Guest)**

**Absent: Nikki Hexum**

1. Minutes of September 12th 2017 were approved.

1. Catalina Update – Misty and Debra presented the 5th Grade and Science Committees position in favor of the Catalina trip. The TEP Board will await the decision with the Principal to decide if the Catalina trip will be honored as a “school trip” vs. a parent lead trip outside of the school program. TEP will consider the funding issue awaiting the Principal’s decision.
2. School Play - Jill Williams presented a budget for the school play. The proposal included sub-contracting of the production and direction to Kristi Beauveau of Focus Fish. The Board discussed the pros and cons of sub-contracting the production. In addition, Jill was asked to provide information about Focus Fish liability and insurance coverage. In addition, a request was made to obtain two other quotes for production services. In addition the Board will compile a list of issues to discuss in regards to the overall program. The Board also requested that Focus Fish/Kristi present a formal proposal for services.

1. Financial update - Giving fund at 77k about 15k.
   1. Banking change status – Discussion regarding the Wells/Citibank conversion. The “banking change group” is in the process of discussing the pros and cons of moving forward (Slack discussion).
   2. Old employer insurance claim/issue (Mark/Sean). The issue was resolved, instead of costing TEP $8,000, we received a refund of $1,800. This issue to be dropped from the future agenda.
   3. Tax Abatement on 941’s. of $1,800. Sean to investigage.
   4. Budget review & vote – Motion made to Approve the 2017/2018 TEP Budget, which was approved unanimously.
   5. TEP Audit – going out for bid within the next month.
   6. 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 now requesting final list of trips and budget for the trips from the teachers. In addition, TEP is requesting the teacher to indicate what are the types of buses being requested (public or charter).
2. Computer replacements follow up meeting - Decision made to order 40 Dell computers. The decision to purchase 36 Chrome books is being evaluated.
3. Communications update. (Julianne/Patrick)
   1. MSA App – Almost all parents are in the MSA App.
   2. Volunteer Hours – Patrick suggested that coordinators of each fundraiser capture the volunteer hours and a procedure to be worked out later.
   3. Giving Fund – Decision made to send a targeted email to those who have not sent to the giving fund. Rich will draft email and send to Julienne to coordinate the release of the email. Will be sent out after the Halloween Carnival.
4. Fundraisers
   1. Ice Cream Sales (Holden) . Continues weekly, going well, well ahead of target!!!
   2. Directory & Sponsorships (Patrick) Tabled to next meeting.
      1. Proposal that class pictures not be put in the Directory. Motion made and approved to exclude pictures from the Directory.
      2. Ad /Sponsorships - For discussion next meeting
   3. Coyote Run Monies received - 12k has been received, 15k pledged, need to do collections. Patrick suggested following up on collection is an important part of the total funding. Volunteering went well.
   4. P-22 Day (10/19) (Nikki) Expected to happen, Nikki in final stages of coordination.
   5. Halloween Carnival (10/21) (Holden) General update on the theme (Day of the Dead), setup, status of the venues, and sponsorship. Holden in final crazy coordination of the event. Sign up Genius is in the final steps. Curros will appear! Communication to go out this week, flyers, announcements, signs etc. etc. Holden appears to be “holdin up” and on the final glide path to the event.
   6. *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. December 2nd is the chosen date. Mark to verify with the Principal on the date.
   7. Book Fair/Read-a-thon (11/3-11/9) Julianne to update next meeting. Read-a-thon slotted Nov 11-Dec 12th.  Julianne to coordinate with the Topanga Library and Lisa Loony is helping coordinate book selection and the library’s involvement. Chile will be served & “Cowboy” is the theme of the Book Fair.
   8. Party Book Fuji/Holden - Will try to enlist parents. Fuji and Holden to put together a framework for the events (reimbursement, etc.). Mary will mirror the Canyon Charter School format on the TEP website. Six parties have been suggested. Ideas? Please present a budget to Fuji. Tickets will be sold through “the website”, promotion done by the host ( either public or private promotion)
5. Other
   1. Clean/organize TEP bin – Sean to organize a cleaning party. TBA
   2. Rich is continuing to recruit new potential TEP Board members.
6. Science Committee Update – P-22 and Catalina were discussed per above.
7. Arts Committee Update- Committee elected.
8. Next Meeting – Monday November 13th at 7pm at the School.