



TEP Minutes – 08/10/2021

Attendees:

Mike Burke, Bridget Cook, Miria Jo, Kathleen Beegle, Fuji Whittenburg

*Kathleen left early

Financial update/Budget Stuff

- Budget changes since last month, voted over email to approve
- Discussed having school reimburse TEP for half of Parent Square fees, but determined it's not worth it at this time
- Science -maybe need to have a collaboration meeting with Kevin, science committee, and some TEP members to decide how to use the science budget this year
- Technology - TEP voted for Computer Wise - CORE program (\$15,000) which is \$1,000 more than the Tech budget, but TEP ok with it
TECHNOLOGY VOTE: (Miria proposed; Fuji seconded)

YES	5 votes
NO	
ABSTAIN	

- 2020/2021 budget surplus -Fuji has asked Kevin & teachers for ideas, she will follow up with them. TEP members can ask other community members for other ideas.
 - Water fountains?-stuck in LAUSD red tape possibly because of covid.
 - Stage improvements? -Miria will ask Kristy for ideas
 - Computer lab? Probably too big a project for us this year
 - 3d printer? Kathleen will research and talk to JB

Prep and Polish Update

- Everyone is prepared and knows what they are bringing
- There will be 3 form of payment possible
 - Swipers for computers
 - Swipers for phones (need to check Spirit shack)
 - Venmo (Mike will print up cards with venmo info.)
- Plan on about 50-75 people for print outs and food
- Arrival time- See you at 7am!

Fundraisers

- Halloween Fair – 10/23/21
 - We need to brainstorm and put together a full list of what is needed. Keep the list in shared documents so everyone can add stuff. Need to get volunteers to help!
Thing to keep in mind: Booth coordination, Face painting, 5th grade does haunted house, Food trucks, Bar/Drinks - bar ran by parent volunteers, Grill - parent volunteer, Dunk tank?, Figure out Volunteer shifts, Kristy Focus Fish MC (Miria will check), Kummerspeck Band (Miria will check), Various Logistics - hay stacks, light, fences, electricity, Insurance, etc...
- Business sponsors/banners
 - Kathleen will try to get sponsors.
 - TEP wants the banners to look a little more aesthetically pleasing, so try and keep them the same size/dimensions. Kathleen will measure and propose sizes based on 2 stacked rectangles. Mike will help with color scheme/design as much as possible.
- Class Dinners
 - Bridget will get room parents to make this first priority for the year. Try to hold dinners in September. Each class will individually decide if it's something they want to participate in given covid.
- Coyote Run
 - Mike END OF SEPTEMBER
- Spell-a-thon - Mike
- Silent Auction - Fuji/Kathleen
- Grams - Molly
- Party Book
 - Bridget -hope to publish by end of September
- Spirit Shack - Bridget
- Original Works
 - VAPA - Miria -People can upload pictures and/or children's artwork and make into presents. Good fundraiser for xmas time. It will happen after picture day.
- OfficeMax
 - Miria -make a flyer for Office Max. They will give back 5% to our school.
- Yearbook - Miria
- Variety Show - Renee
- Unassigned fundraiser: Art Show and Track & Field

Enrichment Programs

- Talk to Kevin & Donna about scheduling and starting enrichment asap.
- Also Miria would like to see more cohesiveness between enrichment programs for the future. Start the conversation & ask questions, but this change needs to be driven by Kevin & teachers.
- ComputerWise (see above - voted to approve)
- Art Teacher
 - Miria will check with teacher Randy

- YMCA
 - Fuji will get back to them regarding enrollment
- Science (see above -need collaboration meeting)

Digital Archive Systems - in-person IT help for teachers on weekly basis

- TEP voted to approve budget
DIGITAL ARCHIVES VOTE: (Fuji proposed; Mike seconded)

YES	5 votes
NO	
ABSTAIN	

Room Parent Stuff

- Bridget will reach out to teachers the first few days of school to ask for help getting Room Parents. She will send a flyer explaining what a Room Parent does for teachers to email to their classes. *Miria will make an email teachers@topangaelementary.org
- Room Parent Coffee will be held either Monday 8/23 or Tuesday 8/24 depending on when Back to School Night is scheduled. Waiting for confirmation from Kevin/Lisa.
- Class Dinners (see above)
- Classroom fund suggested amount? See previous years (2019) in google docs for breakdown including silent auction basket, Halloween booth, track & field, & teacher gifts. TEP voted on suggested amount of \$75
CLASSROOM FUND \$75 VOTE: (Bridget proposed; Mike seconded)

YES	4 votes (Kathleen left early)
NO	
ABSTAIN	

Extra Stuff

- We still have \$2000 in scholastic money to spend on books and classroom stuff. Kathleen will look over the catalog (Kevin has it) and see if there is anything we can use. Also, remind Kevin & teachers they can spend the \$.
- Kathleen will go over website with Miria to see what changes need to be updated for this year