



**TEP BOARD MEETING
TOPANGA ELEMENTARY CHARTER SCHOOL
Topanga, CA.**

MEETING MINUTES

Date: December 4, 2018
Time: 7:00 PM – 9:00 PM
Location: Topanga Elementary Charter School Room 8

TEP Board Members 2018-2019

Stefanie Becker, President
president@topangaelementary.org

Stephanie Lackenby, Controller
controller@topangaelementary.org

Ofer Sapir, Digital Chair
digital@topangaelementary.com

Sean Colgin, Marketing & Promotions Chair
marketing@topangaelementary.org

Bill Murray, Secretary
secretary@topangaelementary.org

Diego Diment, Treasurer
treasurer@topangaelementary.org

Fuji Whittenburg - Member at large
Richard Singer - Member at large
Renee Meriste - Member at large
Heather Tehrani - Member at large
Holden Burkons – Member at large

TEP Board Members in Attendance for October 4, 2018

Stefanie Becker
Bill Murray
Diego Diment
Ofer Sapir
Rich Singer



Holden Burkens
Sean Colgin
Fuji Whittenberg
Alisa Hill, Science Committee

Not in Attendance

Stephanie Lackenby
Heather Tehrani
Renee Meriste

A Quorum was present for the entire meeting.

I. Meeting Introduction and Agenda

- A. TEP Meeting Agenda
- B. TEP Meeting

II. Overview

- A. Overview and Introduction by Stefanie Becker, President of TEP
 - a. Financial Update
 - b. Giving fund is about \$106,000 YTD and more to collect from the parents set up with monthly contributions. TEP will send a reminder email out to families that haven't contributed to TEP yet with the link to donate; mailer to the community to encourage donations, remind families what TEP pays for.
 - c. Overall, fifth grade classes are light on the donation side.
 - d. Fourth grade is on par.
 - e. Third grade underfunded.
 - f. Second Grade on par
 - g. First grade on par
 - h. Kindergarten on par
- B. Voted to approve prior minutes
- C. Discussion of Fundraiser letter.
- D. Should provide something from TEP to leadership meetings so there are updates provided
- E. Target different classes in different ways.
- F. General Discussion of "Community"
 - Variety Show 116 ticket sales so far
 - Discussion of Coffee etc sales, people miss this weekly event.
 - Support for Food and Beverage once a week
- G. Fundraisers

- Carnival generated \$18,000 with expenses of \$10,000.
- Art Show January 28th at Gallery
- Spelling Bee January 25th, move to March 1 as too close to art auction, consult with Julianne?
- Rich will do Mathathon time TBD
- Auction most likely to be set for May ¾. Sean to coordinate.
- Book Fair generated \$4,000 profit
- Party Book. Sean hosted event for 21 people made \$1,100.
- Party Book, Rich hosted wine event, profit?

H. General

- VAPA – Still looking for corporate sponsors
- VAPA reported that there will be no hiring of art teacher this year
- VAPA proposes that they bring in “Storytellers” an interactive event
- TEP Representative to go to Leadership
 - Leadership decides what TEP funds
 - Officially, all donors who contribute to TEP are members
- Computers. Offer met with Teachers to look at existing equipment and future needs. Decision to replace a few computers every year. Recommendation to use Chrome books.
- \$10,000 Budget

III. Upcoming Science Events

- Science Committee – Question of whether they can help fund outside field trips, Not possible under TEP rules.
- January 12, Star/Planet event, JPL speakers during school hours. At this time, it was not set up yet.

IV. Next Steps

- A. Next Meeting – Tuesday, January 8, 2019

Meeting Minutes by Bill Murray

End of Meeting.

