



ALTA VISTA
HOME AND SCHOOL CLUB

Board Meeting Minutes

Tuesday, October 10, 2017

2017-2018 Academic Year

In Attendance

Name	Representing (self, committee, initiative)	Name	Representing (self, committee, initiative)
Jane Findley	President	Larry Thomas	Principal
John Hart	Vice President	Lizl Pienaar	VP Enrichment
Erin Kasenchak	Treasurer	Sunghee Park	Treasurer
Jill Brehmer	VP Internal Fundraising	Jayne Monroe	VP External Fundraising
Rebecca Bond	VP Membership	Stacy Badgis	Co VP Membership
Karen Jacobs	Corresponding Secretary	Elizabeth Ramirez	Recording Secretary
Kathy Yen	Auditor	Nikki Grist	Teacher Rep K-1st
Yolande Tang	Historian	Liz Werner	Teacher Rep 3rd-5th
Sarah Wager-Ratinoff	Parliamentarian	Guest	

Names in grey text = absent

Voting quorum reached: yes no

1. President Call to Order and Welcome - Jane Findley

Next HSC meeting will be a potluck, Jane will do a sign up!

2. Approval of Meeting Minutes: September 12, 2017

- Jane Findley & Elizabeth Ramirez

The Board Voted to Approve the Minutes from:

- The Prior Board meeting held September 12, 2017
- Minutes were approved.

3. USD School Board Update October, 2017 District meeting - Kathy Yen

USD Board Meeting Update - Kathy Yen attended (also Larry) and reported back to the AVHSC Board the following:

- School Presentation from Carleton; they did a super cute STEAM presentation (Christy Chia is the steam teacher).
- Middle School Textbooks the board held an open comments session regarding middle school world history textbooks. The comments were requesting the board to use books from other publishers, stating that the current representation can lead to bullying and a misunderstanding of what the Hindu religion is.
- Results of a feasibility survey for a potential 2nd bond issue. An outside firm was engaged for exploring the idea of \$125m. Threshold the board had set was >55% positive reaction, and based on the survey responses that they got, from approximately 400 households representative of the voting population within the district, the response was over 60-70% positive. Some general ideas for this money included replacing older portables, expanding or adding multi use rooms on campuses, things of that nature, physical facilities were mostly discussed. (Larry: Bond funds, once raised, have to be used for capital expenditures). No decision was made at last night's district

board meeting, nor did Kathy hear a timeline, but Kathy got the impression of potentially May of 2018 for the November 2018 election. The USD Board did acknowledge that they went for a bond issue not that long ago.

- Feedback on CASP - (Calif. State Assessment Testing) - we now have three years of new data since 2015, 2016 & 2017. Results compared our district to Santa Clara County (SCC) as well as a few neighboring districts. Another measure of progress looks at “Cohort” (same group of children over time; a set population - shows progress) vs. “Non-Cohort” (e.g., 3rd grade as a whole). USD overall scored higher than the County. USD scored behind only Los Gatos, and not by much, in both ELA (English Language Arts) & Math. We should be proud! Aside from the district’s overall performance, there were lots of breakdowns, including ESL, SDC, and they addressed a few anomalies. For example 2015 showed perhaps issues with implementation of the test itself. Individual Schools were not identified, just the district as a whole.

- Investment portfolio report. Return was better than the baseline index. Board doesn’t influence which funds are invested in.

- AEDs on campus. District Nurse reported on findings, which are more complex than we would all think. Physical devices are not one-size-fits-all, there are some designed for children, others for adults. There’s an estimated \$30k in annual training & upkeep costs which involve proper usage, maintenance, securing, placement, etc. Other points that were made:

- in our area it is thought emergency response times are “good”
- USD does not include high schools
- What would be the usage rate?
- Last - it’s expected there may be a state mandate coming, which would help with the expense side.

Nurse did not seem to be in support of pursuing at this time, but the issue was not definitively decided on.

- CSEA & UDEA (teacher unions) representatives gave a brief update on negotiations. Seemed to be cautiously optimistic and gave positive feedback

working with the HR guy.

4. Scholastic Book Fair Update - Jane Findley

- Lea LeGault & Margaret Bachman are the Book Fair Chairs
- Dates : October 19th-24th, plus will be open 10:00 am - 3:00 pm on Walkathon day.
- Setup Wed. 10/18 from 1-3pm. Margaret coming early. Take Down 2:30-4 pm, which won't interfere with chorus.
- There will be \$50.00 in "Scholastic Dollars" for teachers to buy books for their classrooms.
- Book Fair Hours & Schedule are posted in classroom windows and posted on the website. Two Blasts have been sent.

5. Walk-a-Thon Update - Jill Brehmer

We are pretty good and rolling along right now. Funds raised so far total \$26,000, but it ALL comes in at the very end, as always. That's what happened last year.

- 26-ish teachers are signed up so far
- The committee is a well-oiled machine, working great!
- \$60k is goal for walkathon, which includes the science camp funding

Staffing/Shifts:

- Volunteer turnout is good
- Need Registration helpers - let's change the name to "Registration/CHECK OUT" to attract more volunteers
- First Aid is filled

Larry's Participation:

- Larry needs to do a "welcome, have a safe day" kind of announcement

to begin the event, and a countdown to to kick off the actual walking.

- Traditionally the Principal will do the last lap with the kids.
- The Principal, Teachers and staff could get put in “jail” (Haunted Hangout) as part of the fundraising activities (you sit in the “jail” tent, pay tickets to get out, get candy, plus it’s shady in there)

6. Principal Update – Larry Thomas, Principal

Movie Night:

- Larry mentioned a “Big Thank You” to the HSC for the Movie Night (which happened since we last met). It was a lot of fun, loved the way it was set up, worked perfectly.

Halloween is coming up:

- Halloween Parade is coming up, email going home with costume guidelines, note that Larry’s guidelines for costumes AT SCHOOL may be different from what students can wear at home/trick-or-treating. Please remember we have 5 year olds on campus. No parade in the rain, costumes still OK. Parade planned for Oct. 31st 8:30 am pretty much the same as it’s always been. That’ll be a fun day. Yes, class parties to be held for Halloween celebrations.

Family Science Night

- Family Science Night Nov. 3rd, this is the Friday after Halloween. Cheryl Bergman & Michelle Sheik are the Teacher Reps.
 - HSC helps sponsor and will put on the HSC website

November Notes: Parent Teacher Conferences, Holidays

- Parent Teacher Conferences start 1st full week of November, Nov. 6th.
 - Think: “kids get out of school EVERY DAY AT 1:15 through Thanksgiving.”

- There are 2 days of no school before Veteran's Day weekend (Thurs. is Staff Development, Friday is Veteran's Day observance).
- Then Conferences will continue up until Thanksgiving Break.

Q & A with the Board:

- Request from Board: Could we get Walkathon link onto the main AV website; people do not always click through to the AVHSC website.
- Painting lines on playground - Larry has a follow up meeting with Joe (of the DO) this week. Expects the District (or the bond funding) to cover paint for restriping the blacktop. If they don't, Boy Scouts & Father's workshop will look into it.
- Also planning to cover at the follow up meeting with Joe of the DO (time allowing):
 - Shade over playground (specific vendors, etc.)?
 - Buddy Benches (specific vendors, installation, etc.)
 - District needs to replace the basketball "thingie" on the kinder playground

7. Teacher Updates - Nikki Grist, & Liz Werner Teacher Representatives

a. Kindergarten through 2nd Grade Update - Nikki Grist

Kindergarten

- Kindergarten has spent the past month implementing the "Daily 5" reading program. RtI aides come to each classroom for an hour, 4 day a week, to help with this. We (all 4 K teachers and two 1st grade teachers) are also touring a school in Moreland SD tomorrow to

observe the Daily 5/Guided Reading program in action, at a school that's been doing this for many years. We are excited with the results we're already seeing with the students, and we are having fun with all of the hands-on activities and literacy games.

- In math, we are wrapping up Module 1 in Eureka, which covers number sense to 10. We will begin studying shapes in our next module.
- We have a field trip on the 25th to Spina Farms Pumpkin patch.

First

- Thank you for the caterpillars! HSC funds were used to buy these and they arrived last Friday. The children are excited to begin studying the life cycle of a butterfly.
- We have a field trip this Friday to see Creepy Carrots at the Mountain View Center for Performing Arts

Second

- Students loved participating in the Cardboard Challenge in the Maker's Space, lots of creativity! (1st Grade did this also)
- We're looking forward to our next visit later this month where students will be constructing catapults. (a pumpkin catapult for Halloween...scaled back!)
- We have been invited by Susan Peers, UMS cooking teacher, to bring our classes and work with middle school students in creating some Halloween themed foods. Classes will be going this week and next.
- Most classes have finished up their Social Studies unit on Life Long Ago. We will be visiting History Park in SJ next month to experience what life was like during the 1800s in San Jose.
- We started RTI last week
- In writing we are focusing on writing personal narratives.

b. 3rd through 5th grades, STEAM Update – Liz Werner

Third Grade

- Third Grade has a Poetry project underway right now, students learn, do a poster & recite for the class
- Measuring, length, liquid volume, introduce a vertical number line for rounding (including the beans & rice!)
- RTI is now done within their own classrooms, there's a bit of an aid shortage, the teachers are trying to work something out with the schedule, RTI time is normally a "non-touchable oasis".

Fourth Grade

- Learning how sound travels via vibrations string & cups
- Studying California's regions
- EPIC- read online books
- Going to steam lab soon

Fifth Grade

- Working on endangered species, causes leading to endangered status, will present their research to a local official!
- Starting to work on CNC newscast
- Starting explorers

- Will do a Field Trip to the Exploratorium, possibly Nov. 3rd

STEAM update

- “Maker Space Minions” program starting. 4th, 5th graders can be assistants at lunch time!
- Cardboard challenge
- Website is still being worked on

8. Treasurer Report

Jane reported on behalf of Erin and Sunghee:

a. **Income update by Category** Board Discussion

- Lots of great news!
- CCP exceeded + general donations category was at \$69,995, but we have now hit over \$71k! Congrats to Membership!!!
- Spirit wear category was projected to bring in \$2k, but we’re now over \$3,175!
 - Jill will be spending \$2,700 to restock Spirit Wear. We are out of size youth medium.
- There’s a new benefactor level contributor, (from Sept), Jill delivered the sweatshirt. Last year 5 families did the benefactor level, This year 22!!! Banner being created with those families’ names!
- Birthday books category is now at \$3k Asma working hard on it
- Movie Night - projected to break even but we had a profit of \$431.00!
 - But expenses coming for pizza, candy, glow stuff, projector, etc.

- so probably will reduce that profit.
- Thanks to Jill. Thanks to Karen who helped as Treasurer. Rebecca was a 2nd counter. Many board members helped. It was such a team effort. Larry stayed the whole night.
- Some feedback from the evening - some complaints about “too much” junk food, but Board noted: it ALL SOLD! Food, snacks & candy were all sold before the end of the movie.
- Company Match category was at over \$8k in income in August, with \$5k pending in September. We are close to projected income, more could come in for the walkathon!
- Sponsorships - Thank you to Jayme, we have \$10,150, more just came in! We have EXCEEDED!!!

b. Total Income update

- Income is \$76,500 to date.

c. Tech Expenses & CCP Carryover Discussion

Technology Spending

- Discussion of what Tech spending has occurred, whether Board needs to potentially increase budget for Technology.
 - We’ve spent \$11k already for tech, out of a planned \$15k,
 - Lisa’s tech committee has been busy.
 - Larry will find out - usually the district pays for a good portion.
 - The chrome book refresh for 3rd grade funding came from the district.
 - Expect detail next month.

CCP “carryover” (from 1st grade last year to 2nd grade this year)

- REQUEST - would it be appropriate to use CCP funds this year for a

Second Grade Field Trip? (Parents contributed last year when students were in First grade, Funds would be used for same group of students whom are now in Second grade, on a second grade Field Trip)? Treasurers have assessed and found available funds from a CCP carryover, these are CCP dollars which were not spent last year.

- The Second Grade has traditionally gone on a nature hike Field Trip at Filoli (free of charge) which is not being offered this year. Mrs. Raser has found a replacement Field Trip, but it's \$6 per student.
- Rebecca did the numbers, there's CCP carryover from 1st grade which is enough to cover the cost, plus we presume we budgeted for Filoli from the summer, so the differential is around \$400.00, and 2nd grade has \$2,600.00.
- BOARD AGREED the use of carryover CCP funds is appropriate.

10. Committee Updates, as Needed

a. VP/Grant Request Update - John Hart

GRANT REQUEST

- Grant request - from Miss Pugliese representing STEAM Lab:
 - AMOUNT REQUESTED: \$609.00
 - AMOUNT IS FOR: Maker Space (STEAM Lab) materials for "Inquiry Intro." For 4th grade's energy unit
 - JUSTIFICATION: Students will familiarize themselves with

circuits. Meets requirements of grant program.

- BOARD VOTED TO **APPROVE** this specific expense/grant request.
- BOARD DISCUSSION: HSC gave Miss Pugliese \$900 (presumably for general start up costs, rather than grade-specific program materials). She has spent \$500.00 to date. John inquired if for future STEAM materials & programs, if funding is not included from the district, AVHSC should set aside a STEAM budget so Miss Pugliese won't have to submit grants each time, maybe \$1k-2k, or some reasonable amount to cover all grades through the year? Jane: we rarely spend all our grants. Board can review during the next budget cycle, but it also depends on if the STEAM TOSA gets approved after next year, since the TOSAs **are currently approved for 3 years, and we are in year 2 of 3.**

FATHER'S WORKSHOP

- Father's workshop is working with Miss Pugliese on a Lego Wall for the STEAM lab.
- Father's workshop and the Boy Scouts are willing to look into restriping the playground blacktop in the event the DO does not cover that.

b. Internal Fundraising - Jill Brehmer

Walk-a-Thon

- See specific report above, section 5.

See's Fundraiser

- See's Candies planned for November, after the Walkathon is complete.

Fantasy Fair

- Committee Chair needed for Fantasy Fair. Jayme Monroe offered to help, but we should start recruiting new leads for our events.

Family Dance

- Family Dance also needs a committee chair, or at least someone to do decorations. Jane can oversee this year, but we need to recruit “shadows” or new leads for next year.

Spirit Wear

- See above report!

c. External Fundraising – Jayme Monroe

Sponsorships

- Sponsorships - Thank you to Jayme, we had projected \$8,900, but income is now actually \$10,150.00! We just got a Benefactor, after the Financial reports! We have EXCEEDED!!!
- There was an 80% turnover, of people whom formerly donated but “graduated” last spring with their 5th graders. Now we are getting new sponsors.
- NEXT pie to tackle is “people” (rather than businesses).

Dining for Dollars Fundraiser Plans

- Oct 26th, Thurs, Chipotle fundraiser on Blossom Hill Rd. in LG, Good Day in the scheme of things! Remember zero parking there, Jayme will check into possibility of on line and pick up orders, but per the flyer it’s 4-8pm *in-store orders*.
- Firenza: Rebecca got it on the website, and a blast will come out, Jane suggest one blast with escrip & all the other fundraisers

listed.

- A couple others: Main St. Burger is in works & Willow Street.
- Moo Yah will be submitted soon, trying for one Oct., one before end of year.
- Gift card sales planned before holidays.
- Jan, Feb, April-May possibly more Dining for Dollars events.

The Spring Auction (Saturday March 3rd, 2018)

- Sarah & Jayme discussing when to start early bird ticket sales? Possibly early November.
- Will be asking for volunteers to get people to come help to auction activities, need to expand the committee.
- Caterer Cafe Primavera is booked, met with her once... 80s food like a potato bar, comfort food.
- JCC is booked. Same venue as last year.
- More to come!
- Jayme is planning to put more auction items on the on line auction this year. Per Jayme, after looking at the numbers, if you deduct the costs of the auction, the in-person vs. the online is pretty close, within a couple thousand in income, so worth it to have more items on the online auction.

d. Enrichment Update – Lizl Pienaar

Art Vistas

- Art Vistas finished 1st set, Set A, great turnout of volunteers

Clay



- A lot of class projects have been booked and done
- Elizabeth reported Thank You to HSC it's so nice to arrive to do clay for your class and find lots of supplies available
- Clay looking for shadow. Brandi Samaripa thinking about it, helped cut the new table covers out of oilcloth, thanks to the HSC Grant awarded last month.

Cornerstone

- It's October, so we are now on the 2nd book. The First book was Friends to the End, next, in October: Giraffes Can't Dance. Cornerstone uses the same book for grades 1-5.
- Larry should get an update for his newsletters on Cornerstone & the values, etc. from Melissa Sheel. Larry working on newsletter by end of week, so there is time for a blurb to make it into his next newsletter. Jane will follow up.
- Cornerstone Author Roby Bridges *MIGHT* do an Author Visit. Larry was contacted regarding this but has not had an update.

Author Visits

- Next Author Visit {regular/non-Cornerstone, 3rd bullet point above see above} coming in Jan, around the 4th or 5th.

Parent-Led PE

- Parent Led PE - feedback, Kathy passed along that she's heard a fair number of parents comment, "I would *pay* not to have to do it".
- If volunteers do not step forward to take on Parent led PE, the teachers have to cover it.

e. Membership/MSA - Rebecca Bond & Stacy Badjis

- Banner - all ordered with "Benefactor" names, logos are on, will arrive



Friday and get hung up asap!

- On October 1, the CCP purchase button is still up on & showing on the online store, but Benefactor levels are removed, since we are obligated to obtain & display logos/names, etc. as promised in the printed Directory, etc., So at this point it's late for any new Benefactors.
- 5 more CCP payments were received in October so far.
- Directory being worked on now, details are under review.

f. Corresponding Secretary – Karen Jacobs

- Contact Karen for sending out blasts.

g. Recording Secretary Update – Elizabeth Ramirez

- No report.

h. Historian/Box.com Update – Yolande Tang

- Yolande is out of town, but email her with any help requests.
- Also will take & store documentation to help future Committee Chairs, volunteers, processes, details will be posted & saved to BOX.
- Also old minutes - to be archived, they can go for box. {2 years of minutes were lost when we switched websites, Jane may have some of those as she took minutes or was copied on them at some point.}

As a reminder, from prior meetings:

- Box - Login is officer Gmail account.
- Each row has an individual folder.
- Box has version control, keeps history.

- Contact Yolande for instructions or information, help.

i. Auditor Update – Kathy Yen

- Report due next month (November) will be sent out ahead of time so people have the opportunity to review.

j. Parliamentarian Update – Sarah Wager-Ratinoff

- No Report, Auction update covered by Jayme

II. Items for Discussion – Board Discussion, Contribution from Larry Thomas

a. Larry's email

- THOMASLA@unionsd.org is Larry's email. Very often people presume it's ThomasL@unionsd.org, which goes to someone else.

b. Kinder play structure – future is short (start planning)

- Larry noted that the Kinder playground structure is towards being on last legs... it keeps needing to be fixed. District people do keep fixing it. Also Bolts on bridge play structure keep coming loose, the tunnel is no longer looking very good (sun burned/opaque). Larry suggested just keeping this on AVHSC radar, **usually the funding is a partnership with HSC and the district**. It will be a big expenditure. It is currently safe & to code, but at some point we will have to take things off the structure when no longer to code, and will have to look into replacing.
 - Jane noted that Champions also utilizes that play structure, possibly they would be willing to contribute funding.
 - John took action to research costs from district perspective

and information.

- Currently AVHSC has allocated \$20k to the capital improvements account.
- Jane mentioned also something called “Alta Vista Fund”.
- Per Larry, a contact at the DO for facilities is Joe Ayala. Maintenance, however is another contact.

c. Crossing Guard Update

- Vicki spoke to district. The DO will give us a quote, but wanted to alert us to the fact they are having trouble filling current open crossing guard positions.
 - HSC planning to fund a Crossing Guard at the Blossom Wood & Blossom Valley intersection and crosswalks.
 - HSC budgeted for it in the 2017-2018 budget.
 - District has to approve.

d. Auction Parties

- Let Jayme know if people are interested in donating parties, theme parties, etc. for the Spring Auction.
- Pre-auction parties, for instance wine donation parties, also let Jayme know.

e. Recruiting for AVHSC Board

- Jane reminded the Board to think of and keep your eye out for new people who might want to be on the board next year. Some of us have been doing this a long time. It’s never too soon to recruit!

f. Note – for the December Board Meeting

- The December Board meeting will be held over dinner with a white elephant gift exchange. Board would like to hold at a member's home, but also off-site works. If you are able to host, we make it easy - food & beverages are brought in.

CALENDAR REVIEW

Date(s)	Event/Item	Times
18-October 26-October	SET UP Scholastic Book Fair Tear Down Book Fair	
19-24 October	Scholastic Book Fair	See Website/Flyer (open during Walkathon)
21-October, Saturday	WALK-A-THON (and Book Fair)	Event 9am-3pm (volunteers needed 6:30am - 4pm)
3-November	Family Science Night	Need from AV Calendar

6-17 November	Parent-Teacher Conferences	Minimum Days, Conferences after school
13-November	USD Board Meeting	Time: Check AV calendar pm
9 & 10-November	No School (Teacher Development day & Veteran's Day)	
14-November	Next Board Mtg. & Thanksgiving Potluck	
20-24 November	No School-Thanksgiving Break	
3-March-2018, Sat.	Spring Auction	Refer to flyer for times

Meeting adjourned 7:53 pm

Appendix I

Glossary of Abbreviations & Terms

Term:	Refers to:	Term:	Refers to:
AV	Alta Vista	K after a number	Indicates quantity of one thousand
AVHSC	Alta Vista Home and School Club	K, kinder	Kindergarten
CCP	Consolidated Classroom Payment	Maker Space	Designated area for STEAM (see below)
Consolidated Classroom Payment	parent payment covers all classroom activities, field trips, fees, etc. in one payment for the year	MSA	My School Anywhere; application for membership, directory, store, volunteer signups, etc.

HSC	Home and School Club	Online Store	in MSA, parents use to purchase most items related to school; CCP, donations, Library birthday books, Spirit Wear, event tickets, etc.
Board, The Board	elected & appointed officers of AVHSC	SR25	Safe Routes to School Program
blast	an email sent out to entire population of Alta Vista	SignUp Genius	Online application which manages volunteer sign up
BTSN	Back-to-School Night	STEAM, STEAM lab	Study combined concepts in Science, Technology, Engineering, Art & Math
Enrichment	multiple programs AVHSC funds which the state/District no longer fund, or fully fund, including Art, Clay, Library, Cornerstone, PE, etc.	TOSA, TOSAs	Teacher(s) On Special Assignment
District, the district, 'DO', USD	Union School District, District Office	Union, UMS	Union Middle School

