



ALTA VISTA  
HOME AND SCHOOL CLUB

# Board Meeting Minutes

**Tuesday, December 12, 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	Jayme 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

Welcome and Happy Holidays! The Executive Board held a closed meeting off-site at Campo di Bocce, which included dinner, white elephant gift exchange and a game of bocce ball with enrichment and committee chairs.

## 2. Approval of Meeting Minutes: November 14, 2017 -

Jane Findley & Elizabeth Ramirez

The Board Voted to Approve the Minutes from:

- The Prior Board meeting held November 14, 2017
- Minutes were APPROVED

## 3. VP/Grant Request - Jane Findley

### GRANT REQUEST - Kindergarten - John Hart & Jane Findley

- Grant request - Props and Costumes needed for the annual Kindergarten Nutcracker performance. Submitted by Mrs. Grist (kindergarten teacher) representing all Kindergarten classes.
  - TOTAL AMOUNT REQUESTED: \$403.70
  - BOARD UNANIMOUSLY VOTED TO **APPROVE** specific expense/grant request to replace & refresh the Kindergarten Nutcracker props and costumes.

### GRANT REQUEST - Health Grant Revision - Jane & Erin

- Grant request CHANGE - from Mrs. McAlavey (school nurse/health clerk) representing health office at AV
  - AMOUNT REQUESTED: Originally the amount was \$540.17, however the price increased about \$100.00 from the time request was submitted to the time it was approved and she tried to order the item, which is now approximately \$640.17.

- **BOARD NEEDS TO VOTE TODAY** on the **approximate \$100.00 increase in price, making the total about \$640.17.**
- **AMOUNT IS FOR:** increase in cost of recovery couch has occurred from the time Mrs. McAlavey submitted the grant request and the time of Board approval.
- **JUSTIFICATION:** The Board already approved the justification to replace the “sick couch” in the health clerk’s office, please refer to November meeting minutes. This approval is for additional cost. See “Amount Requested”.
- **BOARD DISCUSSION: No board discussion.**
- **BOARD VOTED TO APPROVE** specific expense/grant request for increase of approximately \$100.00. **Unanimous.**

#### 4. USD School Board Update & PLC meeting December, 2017 District meeting - Yolande, Jane

##### USD Board Meeting Update - Yolande

Yolande attended and reported back to the AVHSC Board a brief summary of the meeting (more details can be found on the USD web site):

- Under the direction of our TOSA, Chanmi Chun, Alta Vista Kindergarten and first graders gave an excellent presentation of their guided reading program. Chanmi Chun included a cute video and a few students presented and taught the Board Members how the guided reading program works.
- The Board held a ceremony for Janice Hector, who recently retired from the Board.
- The Board approved salary increases for staff and the Superintendent.

## PLC Meeting Update – Jane & Erin

- ★ “Parent Leadership Council” includes HSC leaders from our district’s schools and holds a periodic meeting.
- ★ Lower rates of volunteerism: Noted that it does not appear that it’s due to everyone working or schools with differing socio-economic ranges in their populations. In general, people seem to be willing to donate & drop stuff off but there are definitely fewer parents volunteering at some of the other schools in the district.
- ★ Some neighboring schools’ HSC’s have cancelled their auction, since they had trouble finding volunteers to chair it. AV & Leitz may be the only schools in our district still holding an auction this year. A few schools hold an auction during their Harvest festival or Walk-a-thon.
- ★ Ideas shared:
  - hot chocolate sales,
  - craft faire,
  - Holiday Faire for kids (an org. would come in and kids could “go shopping” at prices from 25 cents, however the school’s HSC only made \$140).
  - Family board game night, different games set up for families to come in and try out.
  - Book Club.
- ★ Some neighboring schools’ HSC’s have cancelled their auction. AV & Leitz may be the only schools in our district still holding an auction this year.

## 5. Fundraising Update – Jill Brehmer & Jayme Monroe

### Family Dance

- Starting after Sees is over & after the holiday break.
- Not worried about ticket sales maybe 1.5 weeks ahead of the dance. Last year we sold tickets for \$10/ticket or \$25 for a family of 5.

- Will get volunteers as needed (decorations, set up, etc.)

## Sees Candy Fundraiser

- Feedback: In years the AVHSC is meeting fundraising goals, this one is probably not worth the effort and time that is required. When AV had orders from corporate groups like Campo di Bocce, it was worth the effort for the amount of income.
- Suggestion is to continue this fundraiser only if we face a budget issue.
- It's a lot of work and time for any person who would be in charge. We can address during the budget meeting in the summer.

## Other Fundraising Feedback

- Lizl had a suggestion of another group (for candy sales) that delivers to the school and the parents can pick up their own orders. Would be less work for the people in charge.
- Holiday wrapping service might bring in a fair amount.
- It was suggested that the Board might evaluate focusing on the bigger fundraisers and not so much the smaller one (for instance, HSC is no longer doing the wrapping paper sales).

## Dining for Dollars

- Last week \$792 from Chipotle
- CPK also last week, all day, no report yet
- Jan: There will be a Dining for Dollars at Mooyah on January 15th.
- Feb: Mendocino Farms, new place in Campbell. It's the first location in Northern California. Open to doing fundraising 50%!! of what they earn because of their grand opening. It is a sit-down eatery in the Pruneyard. They are very open to joint fundraising efforts in the community:
  - Jayme will explore a new opportunity to be held in April, Mendocino Farms "feed the cow" event, school would decorate the cow, as an art contest, cow goes in the store, voting in store, winner gets \$1,000.



- Mendocino also asked about sponsoring a booth or to provide food, sandwiches for event such as walk a thon, or perhaps Fantasy Faire.

## Auction Update

- Auction tickets pre-sales link is posted to the website NOW! Sold around twenty so far, presales will run through 22nd so buy your tickets!!
- Need people to volunteer to help on the committee to collect donations, so please ask around. The goal is to get more people involved.
- Need people to host pre-parties to collect wine for the auction. If Board members know anyone interested contact Sarah & Jayme.
  - Jill suggested including in the message that people could even hold a virtual wine party (drop a bottle @ my house) without actually hosting a party.
- Yes, Auction Committee is looking for people to host parties again as auction “prizes” or sign ups. We’d really like to embrace the community of Alta Vista, for instance some one could host an authentic cooking dinner or “class”, the multi-family donated bocce party, etc.
- A message will be sent out.

## 6. Principal Update - Larry Thomas, Principal

### Round Up of what’s going on:

- We are through the sickness. Still cleaning rooms where there are any flu-like symptoms & still in contact with the county.
- Congrats to the Kinder & 1st grade teams for their presentation last night at the USD Board Meeting. They got the kids to get the board members involved!! Each child taught a board member one of the “Daily 5” strategies.
- Crossing Guard (new guard at Blossom Wood) - the gentleman who had come up to speed and was doing so well had to move away so we have a

temporary guard, while they are trying to hire another crossing guard.

- Chorus performance is tomorrow night - there was a preview today during school.
- First grade Sing will be Friday
- Kinder Nutcracker next Friday.
- First day back from the break on January 8th will be the SMART START (various 'different' activities planned by grade level, similar to last year which was a huge success).
- If incoming kinder, registration opens February 1st! Date to be set for Kinder Orientation.

### **Q & A with the Board:**

- Will there be a "Kinder round up" for spring?
- Math Night? Yes, a Math Night is still in the works! To be planned after winter break
- Probably an event around the Steam building also
- New Playground striping on the blacktop? YES, almost all is finished - coming on Wednesday to complete the Kinder striping.

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

### **a. Kindergarten through 2nd Grade Update** - Nikki Grist

#### Kindergarten

- All the K classes enjoyed another round of successful Friendship Feasts.
- We are wrapping up the Eureka Math Module on shapes.
- We continue to implement the Guided Reading program and are seeing great successes with student academic gains.



- All K classes participated in Hour of Code
- We are preparing for our performances of the Nutcracker on 12/22 at 10:00 and 1:45. We have put in a grant for costume pieces and props.
- We are looking forward to the holiday lunch tomorrow—thank you HSC!

### First Grade

- We have been practicing for the Holiday Sing, which is on 12/15 at 2:00. Thanks to Mrs. Threet for volunteering her time to teach us all.
- We enjoyed our field trips to Union Middle School to meet/cook/eat with the Cooking Technology classes there.

### Second Grade

- All of the second grade classes had a great Alliterative Potluck last month.
- Second grade is finishing up our study of Ecosystems, will be moving onto our Penguin Unit soon.
- In writing we are moving onto Informative writing.
- All classes participated in Hour of Code activities.

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

### Third Grade

- They are busy! Cultural Doll and Oral Report are due this week on 12/14.
- A when we get back from break, Marine Animal Report will be assigned but being reworked this year because the Teachers are reworking the Marine Animal Report to match the new NGSS science standards. The assignment is being tweaked to match up with new requirements.

Dioramas might go away. We are talking about doing something in the Maker Space instead.

- Field trip to Monterey Bay aquarium is being shifted also, to January. We scheduled the field trip at the beginning of the unit to help the students select the marine animal they will study.
- Makerspace visits to work on erosion modeling and engineering projects. For erosion, they did modeling with cornmeal & dripping water to see what happens, then adding engineering on how to minimize the effects of the water, using cotton balls, etc. really fun.
- Students will have to do a writing assessment on erosion in the 3rd trimester, so Maker Space visits should help prepare them.

### **Fourth Grade**

- Recent field trip to the Tech Museum including the IMAX movie “Dream Big” which was about engineering. The museum was great hands-on fun.
- Mystery Science Unit on Energy - making cars and roller coasters.
- Flipgrid (app) lessons - students create short video responses to a teacher prompt.
- The 4th grade is holding “literature circles” with novel studies.

### **Fifth Grade**

- Piloting a science curriculum called StemScopes for science instruction - so far they love it.
- 5th grade Science camp has moved dates to January 16, Alta Vista will be paired with a different school. Held at the Cupertino Location of Walden West.

- The Fifth Grade's hour of code participation was with their little buddies! 5th graders are paired up with 2nd graders.

### **STEAM update**

- This month there's no overall separate STEAM report. Please refer to each grade level report, which includes their STEAM projects and learning activities.

## **8. Treasurer Report - Erin Kasenchak**

### **a. Income update** Board Discussion? Erin, Sunghee, Rebecca

- Total income as of report date totals \$132k, only \$12k shy of our overall year end goal!
- Chipote Dining for Dollars did well!
- Company match is continuing to climb, almost to \$20k so far

### **b. Expenses**

- Paid out the crossing guard.
- Sent out teacher budget to actuals,
- Will send out CCP budget in February,
- Lisa Merkel requested history for Drama Club, Erin working on it.

### **c. Other Treas. Topic for Discussion**

- None this month

## 9. Committee Updates, as Needed

### a. VP/Grant Request Update - John Hart

See above, section 3.

#### FATHER'S WORKSHOP

- No Update

### b. Internal Fundraising - Jill Brehmer

See above, section 5.

### c. External Fundraising - Jayme Monroe

See above, section 5.

### d. Enrichment Update - Lizl Pienaar

#### Art Vistas

- Wrapping up the current unit, which is Set C.
- Fourth grade did the famous plaster mask project.

#### Clay

- Projects are all done & glaze firings are wrapping up.
- There are two shadows helping and learning all the clay processes, using the kiln, etc.

#### Cornerstone

- Current book is *When Sophie Gets Very, Very Angry*. It helps students learn how to manage their feelings of anger.

### Author Visits

- Next author visit will be for 4th & 5th grades, Michael Dante Di Martino on Wednesday, January 10th, 8:30am. He writes a well known Avatar series, and has a new series out.

### Parent-Led PE

- No Update

### e. Membership/MSA - Rebecca Bond & Stacy Badgis

- Directory being worked on; will be done soon! Anne Marie & Rebecca have both helped with formatting. It will be out soon. Thanks Jayme for the ads (from the HSC sponsors)! One final approval, then to the printers.

### f. Corresponding Secretary - Karen Jacobs

- No Report.

### g. Recording Secretary Update - Elizabeth Ramirez

- No report.

### h. Historian/Box.com Update - Yolande Tang

- Please remember to begin uploading files, documenting processes, etc. to BOX for future reference and transition to future new officers.
- Yolande has been a great help; reach out to her.

### i. Auditor Update - Kathy Yen

- Audit done. Trying to find space to store the Treasurer's reports.

## j. Parliamentarian Update – Sarah Wager-Ratinoff

- Reminder that the end of the year is coming up quickly and March would be here before we know it; think about whether you want to stay on the board and if so, which position interests you. All positions are officially open.

# CALENDAR REVIEW

Date(s)	Event/Item	Times
13 December	See's Candy Orders Due	Turn in to Office
13 December, Thursday	Alta Vista Chorus Concert	6:30-7:30 pm
25 Dec. To 5-Jan-2018	No School - Winter Holiday Break	Back to School 8-Jan
8 January, Monday	Smart Start (back to school)	8:30am- 2:30pm (volunteers needed only if email sent)
9 January, Tuesday	Next AVHSC Meeting (staff rm)	6:00 pm
10 January, Wednesday	Author Visit (Michael Dante DiMartino)	8:30-9:30 am
15 January, Monday	No School - MLK Holiday	
16-19 January, Tues-Fri	5th Grade Science Camp	
31 Jan through 3-Feb	AV Drama Club Presents My Son Pinocchio, Jr.	Show days/times vary. Check website.

<b>9 February, Friday</b>	<b>Family Dance</b> (Valentine's Theme)	<b>6:30-8:30pm</b>
<b>3 March 2018, Saturday</b>	<b>Spring Auction</b> JCC	<b>6 - 11 pm</b>

**Meeting adjourned 7:06 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	SR2S	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





