



ALTA VISTA
HOME AND SCHOOL CLUB

Board Meeting Minutes

Tuesday, February 13, 2018

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	Mr. Kay, working on school administration studies

Names in grey text = absent

Voting quorum reached: yes no

1. President Call to Order and Welcome - Jane Findley

- ❖ Welcome!
- ❖ The Family Dance was a really fun night, Thank you, Jill for all the work getting that organized (this was an easy one, plus Dammarice, a kinder mom, & husband Scott helped with decorations!) Thanks also to John and Mark for helping to hang up banners.
 - We earned \$2,000.00, we still have some expenses, at least \$1,000.00 (Per Erin we budgeted \$2,500.00 expect to make \$500, which is what we expect!)
- ❖ We had a wonderful Drama Club Production, Thank you to Larry, Liz & the teachers for guest star cameo appearances.
 - Consensus was fun, and fun to see the kids in a different environment.
- ❖ Jane noted that it is so nice that we (AVHSC) can do all our sales on My School Anywhere now, then manage events by simply running a report for the details and statuses!

2. Approval of Meeting Minutes: January 9, 2018 - Jane Findley & Elizabeth Ramirez

The Board Voted to Approve the Minutes from:

- The Prior Board meeting held January 9, 2018
- Revisions requested: none.
- Minutes were APPROVED.

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

a. Kindergarten through 2nd Grade Update – Nikki Grist

Kindergarten

- Right now Kindergarten is studying about the Presidents, focusing on George Washington & Abraham Lincoln.
- Animals: groundhogs, hedgehogs, etc. for “factual writing”.
- Participated in Global School Play Day.
- Kindergarten "Snow Day" was held earlier this month and it WAS reasonably cool, for once!
- 100th day celebration was a success in February.
- Kindergarten also learned about Groundhog day.

First Grade

- Moving along with science rotations.
- Worked with “Big Buddy” classes doing Maker Space “puff movies”.
- In house YSI (Youth Science Institute brings a field trip/activity to the classroom) coming up.

Second Grade

- Preparing for Penguin Day coming right up!
- Learning about the Frog Life cycle in maker space (STEAM lab)
 - In groups, using lego “we-do” kids to show stages of the life cycle
- Planned a Magic presentation on 2/26, from a retired police officer, will do safety tips in the style of Officer Buckle

Third Grade

- Working on Marine Animal reports, but have made changes to match up with the new science standards so we extended deadlines to March 6th (enough time so won't have to do work over the break). Teachers wanted more classroom instruction time also due to the new science standards.
- Marina Animal Dioramas (which formerly went along with the Marine Animal Reports) are now planned as a maker space (STEAM lab) creation, planned for the week return from break
 - Plans are in the works in which students will work in groups and do learning activities based on where the animals live within the ocean (deep sea, reef, e.g.)
- Third grade is studying fractions, will be working on through April. Also doing division, modeling with folding paper, models with manipulatives, artworks utilizing fractions
- This month, on Tuesdays & Thursdays 8 students from each 3rd grade go to Maker Space at lunch & work with the Minions (older students)
 - Mrs. P. has some choices/options, including Osmo, gadgets, building things

Fourth Grade

- Walk Through California was a great presentation for all the 4th grade classes.
- For the new, redesigned 4th grade Mission Project, the students will be Designing a Mission, pretending it is another mission, the 22nd, using Minecraft in the STEAM lab.

- Fourth grade will begin the Gold Rush soon
- In math, working on Decimals
- Field Trip to San Juan Bautista (including Mission) this Thursday

Fifth Grade

- Walk Through American Revolution a success for the 5th grade classes.
- Working on the weekly CNC newscast which is a big hit.
- This week the Fifth grade is watching the movie Wonder, (can opt out).
- Fifth grade Book Clubs are kicking off. Groups will meet in different classrooms for different book choices.

STEAM update

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

4. Principal Update - Larry Thomas, Principal

Round Up of what's going on:

- Chris Kay is visiting, working on administrative credential, so visiting our meeting as a guest of & shadow of Larry. Many of you will know Chris as an Alta Vista parent and band director at Union Middle School.
- Spelling Bee (new to Alta Vista!) was a great success. It went well considering it was the first time. We did send a student on, a 4th grader! The bee itself took more than an hour, and turned out to be an intense competition between one girl and boy.

- Sunghee says it was really fun to watch, went until 8pm!
- Students in 4th & 5th were tested in December to prep and screen for Spelling Bee participants.
- Will probably expand [to more grades] in the future. This first Spelling Bee was piloted with just the 4th and 5th grades.
- New school registrations - Open Registration time
 - Incoming kinder
 - We have 50 already, the earlier people register the better, to have families on our rolls & receive school & district communications
- Parent Teacher Conferences March 8-16.
- President's week is next week.
- Although "California Distinguished School Program" was suspended, it has been reworked, currently it's by invitation only. They look at the school "dashboard", and assess more than test scores, AV, Oster, Guadalupe invited. Applications due 12-March-18, there will be no site visits in the evaluation process, schools were pre-screened before invitation extended. Technology will be our [Alta Vista's] practice to showcase.
- Music concerts begin after Presidents' week (by grade level).
- Read Across America - March 2nd.
- PARENT SURVEY!! Larry has sent out twice via email, would like more than 150 responses. We have 650 kids, so maybe 400-500 families.
 - This is NOT the district survey, not the one Todd Feinberg sends out, fill out one for kids in both places.
- Steam Night event coming!

Q & A with the Board:

- Jane - our next meeting the District will come and review the dashboard and statistics.
- Larry: you can look up any school's dashboard
 - Website: CA schooldashboard.org

5. Treasurer Report - Erin Kasenchak & Sunghee Park

a. Income update

- Income to date: \$120,000.00
 - Company match continues to grow, we are now @ \$22k! (this is/the match portion is free money)!
 - Jane noted this is significant growth in the category.
 - Dance, income of \$2k so far but still need expenses (which will offset).
 - Too early for Drama Club final. So far, income shows \$41,000 (includes ticket sales, registration fees), but expense reimbursement request deadline is end of February 2018. Some figures:
 - Regular income \$19,000
 - Ticket sales income \$14,000
 - Concessions & Actor-grams income \$2k (Sunghee)
 - Very cute
 - Expense about \$3k

b. Expenses

- Expenses to date: \$103k
 - We paid out the second payment for Recess 101
 - Paid out for science camp
 - Library got some new books

c. Other Treasurer Topics for Discussion

- None this month

6. Grant Requests – Erin Kasenchak for John Hart

GRANT REQUEST – By the Great Horn Spoon Books for simultaneous reading – one 4th grade Classroom – Erin Kasenchak for John Hart

- Grant request – from Mrs. Yu representing 4th grade
 - AMOUNT REQUESTED: \$163.20
 - AMOUNT IS FOR: a set of The Great Horn Spoon books for one classroom.
 - JUSTIFICATION: Three of the 4th grade classrooms already have enough books. Additional books needed to have enough for entire 4th grade. The entire fourth grade will be reading the book simultaneously.
 - BOARD DISCUSSION: **No board discussion.**
 - BOARD VOTE RESULT: **Grant request was approved with a unanimous vote.**

GRANT REQUEST – City of Ember books for simultaneous reading – two Fourth grade classrooms – Erin Kasenchak for John Hart

- Grant request - from Miss Schott & Mrs. Hamamji representing their 4th grade classrooms.
 - AMOUNT REQUESTED: \$257.52
 - AMOUNT IS FOR: 2-3 class sets of City of Ember books.
 - JUSTIFICATION: All of the Fourth Grade classes (entire grade) will read City of Ember at the same time. Additional books needed to complete the entire grade set of books.
 - BOARD DISCUSSION: **No board discussion.**
 - **BOARD VOTE RESULT: Grant request was approved with a unanimous vote.**

GRANT REQUEST - Flexible furniture for 2nd grade - Erin Kasenchak
for John Hart

- Grant request - from 2nd grade teachers representing their 2nd grade classrooms.
 - AMOUNT REQUESTED: \$1,075.00 (tax amount makes it a bit above the \$1,000.00 maximum).
 - AMOUNT IS FOR: **12 wobble chairs and 10 balance stability desks for use in Second grade classrooms.**
 - JUSTIFICATION: **There are FIVE 2nd grade classes this year. Last year balance/stability desks and wobble chairs were approved for the usual four classes, so now this year one class does not have the wobble chairs & stability desks.**
 - **Note: Next year this bubble of a larger grade will move to 3rd grade, it is proposed to move the extra flexible wobble stools and desks up with the large grade as they won't be needed by the incoming Second Grade.**
 - BOARD DISCUSSION: **The Board discussed that we checked with the district, which confirmed they will NOT be purchasing nor**

providing this requested furniture.

- **BOARD VOTE RESULT:** Grant request was approved with a unanimous vote.

7. Fundraising & Events Update - Jill Brehmer & Jayme Monroe

a) Dining for Dollars - Jayme Monroe

- Earned about \$250-300 from Mendocino Farms
- MooYah \$150-200, was low, this was a day off school
- Firenza Pizza would like a Dining for \$ event! Jayme will check calendar, will do mid-to-late March after Auction.
- Will be reaching out to the Art Vistas Leads, Mendocino Farms will deliver AV a cow, to be decorated, goes back to store for voting, can win \$1k for school's Art Program!

b) Auction Update - Jayme Monroe & Sarah Wager-Ratinoff

- Auction work is full force - 2 weeks & counting
- Donations are coming in daily
- We're up to about 100 tickets sold, maybe a smaller group this year
- Flyer went out - blast coming this week, Online auction is coming. Costume contest is coming
- Jane: maybe it is a good time to have room parents send out an email to the class emails.
- Teacher Adventures - should see a lot of activity/response this week, teachers haven't had the opportunity to meet. Will be included in the online Auction.
- Parent participation was full force online last year, high hopes for similar turn out for this year's online auction.
- May need to adapt to our [Alta Vista's] parent community if this becomes a trend [lower attendance & participation]
 - Recruit Parents in the younger grades to form a committee to plan

- some event & online thing
- Some other schools in the district decided to cancel their auctions (Noddin dropped, Carleton dropped, Carlton isn't even doing an online auction).
- Some other schools in the district decided to try other events such as a series of parties, social gatherings. Noddin is doing multiple parties, still doing teacher adventures, one party is \$100/head!

c) **Family Dance** - Jill Brehmer & Jane Findley

- Please refer to report details above in section 1.

d) **Multicultural Night** - Jill Brehmer & Jane Findley

- A flyer will go home soon for a March 2nd, Friday 2:50pm planning follow up meeting. Parents to sign up to sponsor booths.
- Priti & Gomathi are now leading this event.
- Theme is “Women Leaders” or something along those lines (did we ever notice a theme before) Flags around the world?
- Discussion: should probably not be only women? 1st & 2nd graders might not comprehend.
 - Jane will follow up to clarify what the planned theme is
- To be held Friday 4/20/18, 5-8pm, inside & outside
- Each booth presents artifacts & info. About their countries, simple craft, nut free ethnic food

e) **Fantasy Faire** - Jill Brehmer

- Theme is “Candy Land” this year! Will be similar to last year's event, with a the new theme.
- Planning underway:
 - Heidi Owens will do the cake contest
 - Jill booking Food, DJ, photo booth, etc.

- Do we have a list of contacts of vendors from last year?
 - Jill will keep this year's list
- Jane will organize the class game booths
- Jessica Lucky [Lucke?] will be the cakewalk caller
- Candy land game board as the flyer
 - Jeff Hahn loves designing flyers and is great at designing.
- Bounce houses - Lisa Matson booked last year. Jane will check with her to see if she wants to do again.

8. 2018-2019 Board Recruiting – Sarah Wager Ratinoff

a) Open Board Positions, nominations – Sarah

- Board for next school year is in the works. All positions open this year. We have current Board members interested in President, VP, Membership, Enrichment, Corresponding Secretary, Recording Secretary, Auditor, Historian.
- Looking for candidates for VP Fundraising and Co-Treasurers.

b) Open Event Chair Positions, nominations – Sarah & Jane

- List & flyer coming soon

c) Timeline for Recruitment – Sarah & Jane

- i. March push information to General Membership
- ii. Tentative Slate at April Board Meeting
- iii. Final Slate Approval at May Executive Board Meeting
- iv. Membership Vote at Open House Meeting

9. Auditor Report – Kathy Yen

Please refer to the Detailed Audit Report for the period 1-July-2017 through 31-December-2017.

A summary of the Board's discussion:

No significant deficiencies

- Documentation is good for checks
- On the Deposit side: there's an increase in new types of transactions, for instance in the "benevity" category of deposits/transactions; an example would be company matching. Documentation needed in the binder for these new types of transactions as back-up>
 - Documents were missing in the binder, but are there now.
 - Recommendation for process is to be sure to add with the bank reconciliation as each month gets closed.

Process change recommendation

- Current process is a 2nd set of eyes required to review the bank statements (someone other than treasurer opening bank statements. The intent was that a Board member other than a Treasurer would take a look at the statement also), But NOW, the bank statements are ELECTRONIC, you just go in and print them out.
 - Yes, Sunghee, back in the day when bank mailed a paper statement
 - This is a "control" in the audit process, Propose to change the control, Kathy will take a stab at changing the wording of the control.
 - Questions Raised:
 - Does this change the bylaws?
 - Is there any opportunity to alter the bank reconciliation?
 - When our organization is audited from an external person, do they have a checklist of controls, or does the auditor check our list of controls and test those controls?
 - John can speak to this. We were audited a few years back. Sarah

& Jane remember that our position was good

- We did implement 2 recommendations that came out of the last audit
 - 2 signatures
 - 2 Treasurers, one for deposits & one for expenditures, etc.

10. Other Topics of Discussion - (Addition to Agenda) - Board members

TECH Committee Meeting Update - Nikki Grist attended

TECH Committee Meeting (A Regular meeting in which there is a Teacher representative. Tech expenses are discussed there, e.g. Mystery Science is an online subscription so funding came out of the Tech Committee)

- Nikki Grist attended for Mrs. Barbara and wanted to inform the AVHSC board that she found out:
 - A lot of people do not understand the CCP, they believe as a result of the turnover with the staff and new employees, Nikki learned some grade level expenses are coming out of teachers' own budget
 - Nikki & Liz plan to do a presentation at an upcoming staff meeting or TECH Committee to educate and evangelize the CCP funds and what they may be used for.
 - Question: do the grades/classes tend to spend their allotment (now that amount has changed to \$100)?
 - Question: Mystery Science, are teachers allowed to purchase using CCP funds?
 - 4th grade has a need to purchase more Mystery science supplies
 - Erin: Grade Level determines & decides their spending out of

CCP budget (usually used for Field Trips)

- One example is in the past, Wordly Wise workbooks, for the grades that use them, came out of CCP (2nd through 5th).
- Erin noted that in January, she provided the budget details to be sent out to the teachers, and is happy to check again for the current status and send out where everyone stands with their CCP fund budget.
- 4th grade was given a budget of \$12,000.00 for 2017-2018. Currently they've spent \$7,800.00. Could include the buses for the San Juan Bautista field trip but unsure; will have to check.
- Jane reminded all to keep in mind, if the CCP dollars/budget in a school year do not get spent, the remaining dollars stay with and move up with the grade to the next year.

Shed Key (AVHSC storage room in shed)

- Softball “owns” and gives us our little storage room, they give us a key
- Jill spoke to Softball League President & Founder, Butch. Jill proposed installing a keyless keypad “lock”/entry, Butch said yes, and donated one to HSC.
 - Jill’s dad will install for us!

Mr. Manny’s flat dolly is missing

- It may have been borrowed/used for stage take-down?
- We can send out an email.
- Kathy may have one for Manny?

First USD board meeting - Erin Kasenchak attended

- Celebration of a person named Bitsy - she stepped in as principal for a time for two schools
- USD still considering leasing the land out near the creek, thinking an “old folks home”, stated they don’t want to impact traffic on Union
 - Board members think they contacted neighbors that back up to the property but perhaps not across Union?
- Put together a use case for weekend use of the fields
 - Needs a lot of detail & info. On impact from neighbors
- Governor has put together the school budget for the year,
 - Our district performs @ top 10% of the state, but funding is at the bottom of the percentages! This is a huge disparity, likely because of socio-economic area.

2nd USD board meeting - Anne-Marie attended

- Lietz presented their Kindness initiative
- Dartmouth band transition
- Praise for elementary schools positively impacting the community:
 - AV was praised for impact via Drama Club
 - Noddin for their Variety Show
- Approval of Budget Development Guidelines
- Adopted a 5030 student wellness policy
- Audit was conducted for Measure J oversight committee, district was compliant

11. Committee Updates, as Needed

a. VP/Grant Request Update – John Hart

GRANT REQUEST – John Hart

- Refer to Section 6 above

FATHER'S WORKSHOP

- No Update

b. Internal Fundraising – Jill Brehmer

See above, section 7.

c. External Fundraising – Jayme Monroe

See above, section 7.

d. Enrichment Update – Lizl Pienaar

Buddy Benches

- Friendship Benches, AVHSC started this process last year and would like one per playground to incorporate the Cornerstone Asset words such as “Respect, Kindness, Friendship”.
- Larry to figure out with the district how to install. Expect it to cost us some amount for that.
- It's OK to order, let Larry know the timeline.
- Two benches are planned, one on each playground probably 6 or 8 feet options board discussion to go for larger ones.
 - We [AVHSC Board] already budgeted & approved these benches last year, ranging \$450-\$525 plus \$279 in shipping.

- Erin to look at the budget, including whether Board was aware at the time to add budget for installation amounts
- Board believes this was included in initial budget line. Additionally, there should be extra budgeted dollars at this point that could be shifted from other budgets such as Spark PE, Cornerstone, and Author Visits (when you go through Hicklebees, the Author Visits are free!)

Art Vistas

- Next set of prints & curriculum coming towards end of the month

Clay

- 2nd (Spring) Projects are happening!

Cornerstone

- Kindness Craft

Author Visits

- No Update

Parent-Led PE

- No Update

e. Membership/MSA - Rebecca Bond & Stacy Badgis

- No report.

f. Corresponding Secretary - Karen Jacobs

- No Update, just a question: pointer on school website is not pointing to the new HSC website. Lisa Merkel is contact to fix, email Larry.

g. Recording Secretary Update - Elizabeth Ramirez

- No Update.

h. Historian/Box.com Update - Yolande Tang

- Again, Please remember to begin uploading files, documenting processes, etc. to BOX for future reference and transition to future new officers.
 - Helping Elizabeth on Box, that account is pointed to Jane, has to be unlocked.
- Everyone should try to log on and try password to make sure it still works.

i. Auditor Update - Kathy Yen

- See above, section 9.

j. Parliamentarian Update - Sarah Wager-Ratinoff

- Please refer to above report, Section 8.

CALENDAR REVIEW

Date(s)	Event/Item	Times
19-23 February	Presidents Week Break	
27 February, Tuesday	1st Grade Music Performance	6 - 7 pm
1 March, Thursday	2nd Grade Music Performance	6 - 7 pm
3 March, Saturday	Spring Auction - Location: JCC	6 - 11 pm
8-16 March	Parent-Teacher Conferences	1:15 EARLY RELEASE
12 March, Monday	School Board Mtg. (5175 Union Ave)	6 - 9pm

22 March, Thursday	3rd Grade Music Performance	6 - 7 pm
23 March, Friday	NO SCHOOL Professional Dev. Day	
27 March, Tuesday	STEAM Night Alta Vista	6 - 7:30 pm
29 March, Thursday	4th Grade Music Performance	6 - 7 pm
3 April, Tuesday	AVHSC Board Meeting *note sched. Change due to spring break next week!	6 pm
5 April, Thursday	5th Grade Music Performance	6 - 7 pm
9-13 April	SPRING BREAK - NO SCHOOL	
20 April, Friday	Multicultural Night	TBD
11 May, Friday	Fantasy Faire	TBD

Meeting adjourned 8:10 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