



ALTA VISTA
HOME AND SCHOOL CLUB

Board Meeting Minutes

Tuesday, November 14, 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

a. Walk-a-Thon Result

We raised 70k + \$2,800 (for checks from per lap pledges) up until Friday, from the annual Walk-a-Thon, just shy of 75k!!!

b. Next Board Meeting

Next HSC meeting will be a Holiday Bocce dinner at Campo di Bocce in Los Gatos! Please r.s.v.p. Via the signup. Complimentary for Principal & Staff.

c. District wide HSC leadership meeting update

- Jane attended a district-wide HSC presidents/leadership meeting. Main take-away is how we are very lucky here at Alta Vista - we have so many parent volunteers.
 - 2 other schools (Carleton & Noddin) are not doing an auction this year.
 - Lietz has amazing spirit wear, got a tattoo artist to design!
 - Kelly @ Leitz has invited all schools to a SJ Giants fundraiser. Jane thinks it could be done on MSA.
 - Carleton had to postpone their walkathon due to the poor air quality/smoke from the North Bay fires, but the rescheduled day was a rainy day.

2. Approval of Meeting Minutes: October 10, 2017 -

Jane Findley & Elizabeth Ramirez

The Board Voted to Approve the Minutes from:

- The Prior Board meeting held October 10, 2017
- Minutes were APPROVED .



3. USD School Board Update November, 2017 District meeting - Sunghee Park

USD Board Meeting Update – Sunghee attended and reported back to the AVHSC Board the following:

- School Presentation. Dartmouth Middle school students presented examples of their activities in community outreach and fundraising for various charities.
- Parcel Tax Report. Under consideration, for 10 years, \$96 per parcel, about 13,000 parcels, \$1.2M for 2016-2017, est. same for the next year.
- Enrollment Projection/Analysis Report. Discussed enrollment and projections for each school.
 - Kinder expected enrollment is trending down. The theory is that because of the ½ day K program vs. other full day programs, people initially put their children into a full day program over the USD schools. USD is looking into implementing a full day kinder. It will be expensive, for such reasons as needing facilities, funding increase, etc.
 - First grade enrollment is trending up, and actually most of the grades are trending up. Expanding Kindergarten to a full day might be an investment but would bring in more revenue for the district, however it is hard to estimate the actuals.
- Calif. School Dashboard Report. Andrew (on the USD Board) discussed this report which covered the LCFF (Funding Formula) & LCAP (Accountability Plan). The Dashboard Report tracks indicators for certain populations against stated goals from the LCAP, and will be posted to the USD website.
- AEDs On Campuses. There was an update to previously reported research. The Heart Association is willing to fund 50% of the District's costs, but issues still remain, such as:

- it is very tricky to maintain the AED Devices at all the campuses,
- there have been recalls,
- very low usage,
- we'd need both kid & adult models (AEDs are not one-size-fits-all)

The District Board discussed but decided they needed more information, facts & details before any decision is made.

4. Auditor Report - Kathy Yen

- Kathy completed, covered through end of June '17. Audit Scope is the same. Please refer to the published Auditor's Report. Summary:
- Kathy commended our Treasurers for their hard work. She could not believe the amount of paperwork that happens! For the five areas that included inconsistencies vs. the stated expectations, in terms of quantity, it's a *very small* percentage of items or transactions that do not meet expectations.
- Kathy thinks she found a few anomalies, not necessarily flaws in the process, and recommends committees also become more responsible for the onus of reviewing receipts.
- A 2nd Officer should sign the bank statements. Per Sunghee, it's all electronic. Now she just downloads and prints. Bank Statement should tie to the GL in Quickbooks each month - But Sunghee says that's the reconciliation in the binder.
 - John recommended we check the bylaws for the frequency. Probably don't wait until the end of the year for review & signoff.
 - Perhaps the Treasurer could print monthly reconciliation report, a month in arrears, have it signed off and it then it goes into the binder.
 - *Note that the "Reconciliation Report" ties what's in the bank (bank statement) to (or vs.) what's in QuickBooks*

5. AVHSC's Tax Return Vote & Approval - Sunghee Park

Summary of Tax Return (it's a 37 page document!).....

- Annual Income tax return is due tomorrow
- We work with the same CPA firm as in the past.
- \$189k gross annual revenue.
- Tax year is 1-Jul-16 thorough 30-Jun-17. eFiled yesterday.
- \$111,144.00 in assets.
- On time!

The Board voted to **APPROVE** the tax return & submission.

6. Walk-a-Thon Update - Jill Brehmer

Results of this year's Walk-a-Thon.

- Walk-a-Thon brought in just shy of \$75k this year!
- Cassie Gray will take over next year. Jill wrote her 8 pages of notes!

7. Principal Update - Larry Thomas, Principal

Larry's experience of Walk-a-Thon

- Larry: had a great time at his 1st walkathon - did 30 laps!

Family Science Night

- Was a LOT of fun

Upcoming Events and Notes

- It's Alta Vista's turn to present at the December 2017 USD meeting. Larry is planning K-1st "Guided Reading" presentation, including students, to highlight a teaching strategy the teachers are using across the district.
- A Math Night is in the works!
- Probably an event around the Steam building also.
- Nov 30th the District is holding a "Parenting in the Digital Age" presentation. It's through "My Digital Tadoo" (which must be connected to Common Sense Media).
- Alta Vista got some new striping on the playground blacktop! Kindergarten still has to be done.
- Between Thanksgiving and Winter, there are 4 school weeks this year. (Typically there are 3 weeks). In that time,
 - 1 week for "hour of code" Week encouraging everybody does some coding! Parents will get a communication.
 - Julia is planning easy suggestions based on age of child. Can google for resources @ home also.
 - Teachers will be doing that week @ school
 - Chorus performance on 13th Dec.
 - Introductory spelling bee, 4th & 5th grade, could lead to county then on!
 - School wide spelling bee - Jan 15th - ish
 - In December there will be a written introductory bee to qualify for the school wide bee
 - Info to come out between Thanks. & winter break

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

d. Kindergarten through 2nd Grade Update - Nikki Grist

Kindergarten:

- Kindergartners had a great trip to Spina Farms Pumpkin patch on 10/25. Thank you HSC for supporting field trips. It was a great end to our pumpkin unit.
- We will complete our letter study next week! All letters A-Z have now been introduced, and we will move onto other spelling patterns next like blends & digraphs.
- We have also wrapped up our first Eureka module on numbers to 10 and now we are moving onto shapes
- Friendship Feast is next Friday the 17th as a send-off to Thanksgiving break. This is always a fun event that brings all the kindergarten families together to share some food and "recreate" the first Thanksgiving.

First Grade:

- First graders had a great time at the Walkathon! New families to AV were very impressed!
- First-grade classes will be visiting Mrs. Peers' class at Union next week for a cooking class.

Second Grade:

- We had a great field trip to History Park and learned all about how life was different in the 1890s
- All 2nd grade classes had a walking field trip to UMS and visited Ms. Peers' food class and got to decorate Halloween cookies, fill popcorn hands, make mummy pizzas, and enjoy some toxic punch. It was great fun!

- Looking forward to the Alliterative potluck the week before Thanksgiving

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

Third Grade

- Cultural Doll Project will be assigned on 11/13 and is due on 12/14.
- All third-grade teachers have now been GLAD trained and we are looking forward to grade-level collaboration using GLAD strategies. GLAD is an acronym for the “Guided Language Acquisition Design” program.
 - Program was initially created for esl, but includes good teaching strategies for all kids.
 - District has been working on getting teachers trained. It’s a multi-day training, including Visiting classrooms using these techniques.
- We are taking a field trip to Alum Rock Park to study the Ohlone Indians. The field trip is led by the Youth Science Institute.
- The third-graders were happy to go to the Makerspace in October. They worked on a superhero badge and hooked it up to a Makey-Makey to play music when the students made a complete circuit.
- FROM LAST TIME - HAVE AIDS BEEN FOUND? 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

- Fourth grade will be going to the Tech Museum in San Jose for a field trip on Nov. 30th.
- 4th grade was able to go to the makerspace and make Bristle Bots,

which use toothbrushes and batteries to move around. We also made cards that light up for our energy unit.

- We started reading groups to target small group instruction by leveling readers and finding engaging novels.

Fifth Grade

- Enjoyed a field trip to the Exploratorium last week.
- Getting prepped for Science Camp, which will be in early January.
 - Note: Science Camp is the 2nd week we return from Winter Break
- The first CNC Newscast of the year will be on Friday, November 17th!
- In Social Studies we are creating an advertisement for a settlement in Colonial America.

STEAM update

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

9. Treasurer Report - Erin Kasenchak & Sunghee Park

a. Income

- \$129k income to date, we're only \$15k shy of our year's goal.
- CCP has been exceeded
- Company Match category - the \$5k pending in September now closed.
- Book Fair exceeded goal by \$159!

b. Expenses

- Expenses
 - Report shows flat, but remember drama club comes in on expense line, so the registration income lowers HSC expenses temporarily.

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

a. Technology Spending – revise AVHSC budget going forward? – Erin, Rebecca, John, Board at large with contribution from Larry

Rate of Technology Spending so far in Fall, 2017 – follow up from prior meeting discussion:

- This year there is a lot more online licensing being done for all of the grades, for instance:
 - Reflex Math is new this year for \$3k,
 - IXL has gone up to \$5k
 - This is all in the technology budget
- Rebecca thinks historically online licensing would come out of the CCP budget
- Per Erin, Vicki does a total invoice which is not broken out by grade level.
- Licenses are typically one year and software licensing is done at the district level and we receive invoices from the district. The Board questioned how is it determined what the District Office covers:
 - District has say in WHAT (what applications, what software, etc.) we use.
 - District has to come up with a sense of equity across the schools in

the district. But we (local schools' administration, Principals, HSC Boards, etc.) are not part of making those decisions. There are equity differences between the schools based on their communities.

b. New Crossing Guard - AVHSC funded - Jane

- Crossing Guard at the Blossom Wood & Blossom Valley intersection and crosswalks came on board a couple weeks ago!
- HSC budgeted for it in the 2017-2018 budget.
- District approved and hired a crossing guard, who started in November.
- Traffic is so much smoother in front of the school at drop off and pick up and parents are happy about the new crossing guard.
 - Thank you to Larry who somehow made it happen after we've waited for a few years
 - Safe Routes thanks us also!
- Amount for the new crossing guard just came in a few days ago. We estimated \$14k based on old contract for \$7-\$8k (the information available to AVHSC at the time).
- The new crossing guard contract is **\$1,463.12** over the budgeted amount. The Board voted and **approved** the additional amount to be paid to the district for the crossing guard.

c. Kindergarten play structure research update - John

- John took a look at the structure, also tightened a couple bolts, is not an expert on OSHA, the structure may have a couple of years.

- HSC should start budgeting for Kinder play structure. Jane would really like a sense of the cost.
 - Larry suggests contacting Kelly Martinez @ Lietz, a play structure was done more recently for the upper grades, it might be larger, but would give us an idea.
 - As discussed at the prior board meeting, Champions also utilizes that play structure, possibly they would be willing to contribute funding. Could the “Alta Vista Fund” be used? Larry said we should check with Vicki.
 - Also per prior board meeting, we are keeping this on AVHSC radar, *usually the funding is a partnership with HSC and the district.* It will be a big expenditure.

d. Improvements research for “Track”/Walking surface around the Alta Vista Fields – John

- John spoke to two USD board members about the continued interest in a track or improvements to the walking surface encircling Alta Vista’s Fields. Former AVHSC President, now USD Board member Tom Rossmeisl recommended Larry should raise with the superintendent. John has a presentation and will follow up to determine what kind of funding could the district provide, and suggested HSC could offer to help pay. Expects District to get better pricing than a single entity HSC.
- Possible levelling, and drainage under the walking surface likely need to be addressed.

e. Recruiting for AVHSC Board – Jane & Sarah

- 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. It’s never too soon to recruit!

f. Note – for the December Board Meeting – Jane

- Next meeting will be @ Bocce, for holidays with white elephant

gift exchange, please RSVP (see Jane's email/evite).

11. Committee Updates, as Needed

a. VP/Grant Request Update - John Hart

GRANT REQUEST

- Grant request - from Mrs. McAlavey (school nurse/health clerk) representing health office at AV
 - AMOUNT REQUESTED: \$540.17
 - AMOUNT IS FOR: replacing the recovery couch in the health office at Alta Vista.
 - JUSTIFICATION: The current bench covering has holes which absorb blood, etc. and cannot be sanitized. She's found a new couch that will be easily sanitizable, meets California Standards, has a headrest, and will fit exactly into the same space.
 - BOARD VOTED TO **APPROVE** specific expense/grant request.
 - BOARD DISCUSSION: **Won't the district pay for this? Larry guesses the District provides an annual budget for health office and this one item likely is not covered in that budget. Per Leslie's grant request documentation, there's no funding.**

FATHER'S WORKSHOP

- No specific report this week. Please refer to sections 10.a, 10.c, & 10.d.

b. Internal Fundraising - Jill Brehmer

Walk-a-Thon

- See report above, section 6.

See's Fundraiser

- See's Candies starts tomorrow! Check Wednesday envelopes
- Last year Bocce participated (ordered) & we brought in \$4k just from that,
- We should make \$1k; but keep in mind it's a lot of work. We may not pursue next year, if we are already successful at other fundraising methods.

Fantasy Fair

- Jill, Jayme and Jane will work together to coordinate the event and lead the committees. We have someone in mind for the Cakewalk. Jessica willing to do the announcing.

Family Dance

- Jill and Jane will oversee this event. 2 kindergarten moms will help out with decorations.
- John will look in shed for decorations from last year and Father's Workshop will help put up twinkle lights and decor.

Spirit Wear

- No specific update.

c. External Fundraising – Jayme Monroe

Dining for Dollars Fundraiser Plans

- CPK (California Pizza Kitchen restaurant) Coming Soon. Carry out is available, plus the hours are ALL DAY LONG
- 15-Jan-18 planned for MooYah (burger restaurant), which is a no-school day.

- Will try to get more scheduled
- Gift Cards - program, Jayme thinks she can get it set up where people can buy their own gift cards *on line* (eliminating hSC having to buy them & distribute)!
- Firenza (Pizza place on Blossom Hill Road @ Los Gatos Blvd.): vouchers program - blast came out this week.

The Spring Auction (Saturday March 3rd, 2018)

- Presale tickets planned for 1st week of December, through the 18th (2 full weeks), after thinking through what optimal timing might be for presale. Watch for a blast!
 - Pricing will be \$65 for presale,
 - Then in Jan, weeks of 10th-24th, another 2 weeks @ \$75 level.
 - After that, the last month before the auction, they'll go up to \$80.
 - This is no price change vs. prior year(s).
- Talking about doing tables @ the auction, to buy a "table", and do theme tables. For \$100 extra you can sit with your friends, 10 people would have a reserved table at the auction. Under review.
- Included in the blast, a call for some volunteers, will also put feelers out to kindergarten parents

d. Enrichment Update – Lizl Pienaar

Art Vistas

- 4th grade - Masks will be coming up

Clay

- Most classes have completed the Fall project and are ready to be fired.

Cornerstone

- See Website, link on our site if purchase to “Wonder” movie (5th grade book) Project Cornerstone would get \$1 per ticket if people pre-order. Then AV would benefit from the funding & tools from YMCA

Author Visits

- Next author visit will be for 4th & 5th graders. Jane will report on next time.

e. Membership/MSA – Rebecca Bond & Stacy Badjis

- Directory being worked on, will be done soon!

f. Corresponding Secretary – Karen Jacobs

- Continue to Contact Karen for sending out blasts. Karen tries to spread out the blasts, sending no more than one per day, so people actually pay attention. Can give a few days lead time, can set it up and schedule it ahead of time.

g. Recording Secretary Update – Elizabeth Ramirez

- No report.

h. Historian/Box.com Update – Yolande Tang

- Reminder to send Yolande stuff for upload (for saving documentation).
 - Reminder to provide stuff for example Walkathon transition process documentation. See next bullet.
 - Also will upload & store documentation to help future Committee Chairs, volunteers, processes, details will be posted & saved to BOX.

As a reminder:

- 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

- Refer to section 4 above, Audit Report.

j. Parliamentarian Update - Sarah Wager-Ratinoff

- Recruiting for new board members after the holidays

CALENDAR REVIEW

Date(s)	Event/Item	Times
6-17 November	Parent-Teacher Conferences	Minimum Days
20-24 November	No School-Thanksgiving Break	Back to School 27-Nov
30-November, Thursday	<u>Parenting Elementary Students in the Age of Technology</u>	6:30-8:00pm, UMS, check USD website
5-December, Tuesday	Family Code Night	
7-December, Thursday	Dining for \$ - Calif. Pizza Kitchen	Time: all day
11-December, Monday	USD Board Meeting (next one is 22-Jan-18)	Time: Check AV calendar pm
12-December, Tuesday	Next AVHSC Exec. Board Meeting & Holiday Dinner, Bocce & Gift Exchange (evite)	Event 6 - 9:30pm Meeting 6:00pm
13-December, Thursday	Alta Vista Chorus Concert	6:30-7:30 pm

25-Dec. To 5-Jan-2018	No School - Winter Break	Back to School 8-Jan
3-March-2018, Saturday	Spring Auction	Refer to flyer for times

Meeting adjourned 8:03 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

