



ALTA VISTA
HOME AND SCHOOL CLUB

Board Meeting Minutes

Tuesday, August 17, 2017

2017-2018 Academic Year

In Attendance

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

1. President Call to Order and Welcome - Jane Findley

Welcome and Introductions - The 2017-2018 Board members introduced themselves to new board members and new Principal Larry Thomas. New Board members and Principal were welcomed to the Board.

2. Approval of June 6, 2017 Minutes - Jane Findley, Stacy Badjis & Elizabeth Ramirez

The Board Voted unanimously to Approve the Minutes from the meeting held June 6, 2017.

3. School Board Meeting Sign up Sheet - Jane Findley

Alta Vista's HSC board members need to sign up and take a turn attending the District's School Board monthly meetings and report back to the board. Sign up will utilize SignUPGenius this year.

4. Bylaws and Conflict of Interest Policy - Jane Findley

Jane distributed copies and discussed the policy that at the start of each year, all board members need to review and sign acknowledgements for Receipt of the AVHSC 2017-2018 Bylaws and AVHSC 2017-2018 Conflict of Interest Policy.

5. Movie Night Update & Signup - Jane Findley, John Hart, Jill Brehmer

Movie Night planning is underway, including:

- purchasing stock for concessions,
- ordering Pizza My Heart.
- Expect a sign up for half-hour shifts (Board members will be needed to staff tables, concessions).
- The committee may do a blast at Union Middle School for help with staffing.

- This year's plan includes: No food trucks, just pizza & other concessions.
- Board members were asked to provide feedback on the Movie Night poster/flyer, which went out via email.
- Movie will be *The Secret Life of Pets*.
- The following groups were invited to set up tables/hand out flyers at Movie Night: Scouts, Softball, Champions, AV Band, Girls on the Run, and Champions (on campus).

6. Principal Update - Larry Thomas, Principal

It has been a GREAT first 2.5 days! Kindergarten opened the day before school started. It has been wonderful to meet Alta Vista students and parents!

- 84 kindergarteners enrollment growth may be leveling off
- Kindergarten had their BTSN on August 15th and Larry welcomed them and Jane gave a HSC presentation.
- BTSN for 1st-2nd 6:00pm, general meeting 6:45-7:15, 3rd-5th @ 7:15

Solar Eclipse Monday, August 21st!

- Communication going home tomorrow (18-Aug-17) with details for parents including safety tips.
- Will ask for parent volunteers for just grades K-2.
- The plan is to bring smaller groups of students out at a time to view with the Solar glasses, and be monitored for safety.
- Grades 3-5 will be out on blacktop with Larry directing, all will review safety

precautions in their classrooms prior to viewing the eclipse.

- Students will have option to opt out.
- School will hold INDOOR RECESS Monday morning. Eclipse viewing will be very organized but this will prevent kids from looking @ the sun without supervision/safety glasses.

The solar eclipse will be very exciting; there was a solar eclipse, which Larry remembers back in 1979, and the next one is not until 2023 over Redding.

Q & A from Board:

- Buddy Benches (with encouragement/enrichment words) - the Board is still interested in finding out the options for installing. Larry to look into.
- Re-seed the grass area that was ruined by the construction of the STEAM Lab building? Can this become an area for play again? Larry will find out.
- Opening date for the Steam Lab? Per Larry: Not yet - furniture done, need A/C, working with Julia. Pole has to be moved & a tripping hazard removed.

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

Nikki (representing K-2nd grades) and Liz (representing 3rd - 5th grades) updated the Board jointly, since only 2 days into the school year.

- The school year is off to a great start!
- Thank you to HSC for the Back-to-School Night presentation and Staff Luncheon on Tuesday. Treats like that are really special and appreciated.

8. Safe Routes to School Program - Wendy Marioni

Wendy Marioni spearheading the Safe Routes to School Program. She is planning a **kick-off week**, and plans recruit a committee/team.

What is Safe Routes to School?

- SR2S is a national program that is run locally by the County, coordinates municipalities, agencies, schools and parents to educate & create safe environments for children while travelling to (and from) school.
 - School Chairpeople attend monthly meetings: SC County Health Dept., Police Dept.s, Gov't are all involved.
 - Schools usually hold an awareness event or week, and possible other events such as a bike rally/rodeo, or presentations may be planned. A main goal is to encourage walking, biking, scootering to reduce cars.
- **Kick-Off Week** at Alta Vista may include:
 - Alta Vista's staff is already on board, the Teachers tally the students' methods of transportation to school.
 - Need to look for SR2S banners.
 - Committee recruiting and Parent volunteers will be needed. Wendy estimates 6-10 people initially and is recruiting a few.
 - When can a kick-off be scheduled?
 - She needs time to order 1,000 wristbands, etc., possibly pencils, have a little music, banners, trinket giveaway.
 - Will need a blast & flyers.
 - Board advised Wendy contact Mrs. Standridge to involve the student council to help the kick-off event. Student Council students might make posters and hold them up in small groups on kick off day to raise awareness and create excitement amongst their peers.
 - **Budget Request** (to be funded by Home and School Club)

In order to kick off SR2S program @ AV, Committee Chairperson requests \$1,500.00, because there's no funding. *(There may be funding provided for other districts, but with a Los Gatos address Alta Vista is self-funded).*

Dollars will be spent on education and materials for awareness and activities, such as a helmet program. Need funding for pencils and trinkets to incentivize the children. Also, new official Program banners will need to be purchased as the existing ones have not been found at Alta Vista.

• **Budget Request – Discussion**

John asked whether there a way to count the number of students the program would touch this year.

Per Wendy: The program is for ALL students, also parents. Flyers & safety materials would be distributed to all students in every grade. There are age appropriate presentations & activities. Proposing \$1500 to get up & running this year, \$1,000 annually thereafter.

• **Feedback** – Teachers say that historically, during the time the children are being encouraged (tally-taking weeks and event weeks), there is a lot of participation on the part of students/parents. Children walk, bike, carpool more.

Important Note: The tallies go to the Police Dept., for statistics purposes, requests for crossing guards, etc.

The Board voted to approve the \$1500 Safe Routes to School Program Budget for 2017-2018 school year.

Note: Use the OTHER line item on the AVHSC reimbursement form for Safe Routes to School expenditures.

9. Treasurers' Report & Budget Review – Erin Kasenchak and Sunghee Park, Co Treasurers

Highlights of 2017-2018 budget versus prior year budget

Income:

• We're budgeting total income of \$143k, almost \$5k or 4% more than last year. For reference, we were pretty spot on our budget to actuals for income last year.

Biggest differences from prior year are:

- Fantasy Faire income down \$3.5k
- e-scrip down \$5k
- Total donations up \$5k,
- Company match up \$4k

Expense:

•We've budgeted \$193k which is \$16k or a 9% increase from last year's budget. For reference, last year expenses came in 25% under budget.

•The 9% increase comes from from five expense categories:

1. \$5k for busses,
2. \$3.5k for crossing guard,
3. paypal fees, 6k,
4. student programs up 6k:
 - a. safe routes to school – \$1.5k,
 - b. math night \$1k,
 - c. assemblies, \$ 1k,
 - d. science camp, \$2k
5. teacher's fund up \$4k or 17%,
 - a. Several new teachers (funds) and giving \$ to Mrs. Abele (music teacher), TOSAs, Speech, Resource, etc.
 - b. They didn't use 3.5k last year

• In total, we're budgeting to use \$49k which is 28% more than last year's budget

• Last year we budgeted \$39k, but only used \$5.5k

• If we assume expenses come in 25% under budget again this year, we'll essentially break even.

Cash:

Currently have \$111k in the bank, \$20k of which is in savings. Board agreed to move another \$15k to savings. Will vote at General Meeting.

b. Review and Discuss 2017-2018 budget

•Last year expenses came in 25% under. If happens again this year, we'll break

even.

- Cash in bank: \$20k in savings - there's a separate savings account for possible capital improvement, for future, or rainy day fund. No \$ moved last year. Can consider for this year.
- On expense side, we do not go OVER, it would be rare, and decided as a board.
- There are several new teachers (all teachers are provided a budget each school year. New teachers receive additional \$1k to help set up classroom).
- We allocated more budget for TOSAs and Speech & Resource, but we are conservative. Keep in mind the TOSAs' budget wasn't all spent last year even though budget was up (so may not all be spent this year).
- Goal is to spend what is donated each year if we can, within the year. Some perspective: we never end up spending it all, we are conservative.
- Shade covers for areas of playground were also discussed.

c. New Budget Actions

- Board discussed and decided we should hold dollars in the budget for potential Buddy Benches (with inspirational/enrichment words).
- Board discussed and decided \$15k of extra money to be set aside for spending on capital improvement or Rainy Day Funds - to be transferred to AVHSC's savings account.

10. Committee Updates as Needed

a. VP/Grant Request Update - John Hart

- No Grant requests so far.
- Grant coming from Art Vistas next month

- Father's Workshop - request for volunteers is now included in online signups in My School Anywhere.
- John Announced that the Father's workshop & scouts may be available to volunteer for painting lines on playground or anything in classrooms Teachers need.

b. Internal Fundraising - Jill Brehmer

- Walkathon planning will get underway soon. Committee interested in changing the logo, and involving students for inspiration, although logo would still be done by a graphic designer. Teachers supported the idea.
- Spirit Wear is in stock. Might sell @ Movie night, possibly @ Fantasy Faire (about \$500). Just need 2 adults if handling money.

c. External Fundraising - Jayme Monroe

- Sponsor Letter went out already, Erik Swanson will be a sponsor again. This is a monetary sponsorship.
- Chipotle fundraiser is 8/24 specifically for all Art Vistas in the district.
- Updates expected next month for Dining for Dollars plans.
- Whole Foods offers 5% of that day's sales. Jayme will apply. Also a gift card program (purchase of 3% off & HSC keeps proceeds)

d. Enrichment Update - Lizl Pienaar

- Updated Brochures so parents can be made aware of volunteer opportunities. Distributed to kinder parents.
- Kickoff meetings begin soon - dates were planned ahead and posted to the signup information right in the MSA online signup.

e. Membership/MSA – Rebecca Bond & Stacy Badgis

- Reminder went out this week-flyer home with students. Will have a half-sheet to distribute @ back to school night.
- Pizza party to **grade level** with highest participation (new this year, if a grade's classes all have 100% participation, they all get a pizza party).

f. Corresponding Secretary – Karen Jacobs

- NEW WEBSITE!!! Angie Lu created it in Weebly for HSC. Karen is learning how to work with it and navigate.
- The Board discussed appropriate strategies for utilizing Facebook for outreach.

g. Recording Secretary Update – Elizabeth Ramirez

- Piloting new AVHSC Board Member meeting sign in sheet and name badges & system for our first 3 events. Look for basket, pin on your name badge, when you leave the event drop your badge in the basket; will bring to the next event.
- We'll try this for Principal Welcome Coffee, Back to School Night meeting, and Movie Night.

h. Historian/Box.com Update – Yolande Tang

- Box – Yolande able to get in!
- 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

- New to the position and will be transitioning with John Hart, former Board Auditor for the past 4 years, to transition in time for Audit requirements.

j. Parliamentarian Update – Sarah Wager-Ratinoff

- No Update for this meeting.

CALENDAR REVIEW

Date(s)	Event/Item	Times
23-August, Wednesday	General Meeting 6:45-7:15 and Back to School Night 19-26	6:00 low grades 6:46-7:15 Gen'l mtg 7:15 for upper
12-September, Tuesday	Next AVHSC Board Meeting	6:00pm
15-September, Friday	Movie Night	6:00, movie 7:30
21-October, Saturday	Walk-a-thon Scholastic Book Fair	All day

Exhibit A:

Glossary of Abbreviations & Terms

Term/Abbreviation:	Refers to:	Term/Abbreviation:	Refers to:
AV	Alta Vista	K after a number	Indicates quantity of one thousand
AVHSC	Alta Vista Home and School Club	K, kinder	Kindergarten
HSC	Home and School Club	Lead	leader, Committee chairperson, etc.
Board, The Board	elected & appointed officers of AVHSC	MSA	MySchool Anywhere; application for membership, directory, store, volunteer signups, etc.
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	SR2S	Safe Routes to School Program
District	Union School District	TOSA, tosa, TOSAs	Teacher(s) On Special Assignment
D.O., DO 'The DO'	Union School District Office	Union, UMS	Union Middle School