



ALTA VISTA
HOME AND SCHOOL CLUB

Board Meeting Minutes

Tuesday, June 5, 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 (Incoming President)
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	Clarie Kalia	Incoming VP Enrichment
Johanna Danes	Incoming Recording Secretary	Darren Matsen	Incoming AVHSC Treasurer
Jillian Brandt	Incoming Co-VP Fundraising		

Names in grey text = absent

Voting quorum reached: yes no

1. President Call to Order and Welcome - Jane Findley

- ❖ Welcome!
- ❖ Thank You to current board members for your service and dedication to AVHSC over this past year
- ❖ Welcome & introductions of new board members: Claire, Johanna, Darren, Jillian.
- ❖ *The Board presented Jane with a Thank You gift in recognition of her years of service and dedication to the board as President.*

Important Year-End Reminders:

- ❖ TRANSITION - in the next few weeks or early summer, meet with the person taking your role to transition.

2. Approval of Meeting Minutes: May 15, 2018

- Jane Findley & Elizabeth Ramirez

The Board Voted to Approve the Minutes from:

- ❖ The Prior Board meeting held May 15, 2018, the General Membership Meeting at Open House.
- ❖ These Minutes will also approve and cover the new officers (voted into office at the May 15, 2018 General Membership Meeting).
- ❖ This will apply to and enable the banking transactions that need to occur over the summer.
- ❖ Revisions requested: None.

❖ **VOTE:** Minutes were APPROVED.

3. Principal Update - Larry Thomas

- ❖ *Jane presented a framed photo of students' hands forming a heart as a Thank You gift and a memento of his time at Alta Vista, to Larry.*
- ❖ Larry Updated the Board:
 - Tomorrow (6-June-2018, morning) Olympic day, including the yearbook announcement and release.
 - Thursday is the last day of school and will include:
 - 12:15 dismissal, no hot lunch,
 - the 5th grade promotion, with a video montage from K-5th for the 5th grader!!
- ❖ Grass was opened TODAY!! Kids had a great time playing on the new grass!
- ❖ {The D.O. is }still looking for new principal to take over for Larry at Alta Vista
- ❖ Summer projects that will be happening include:
 - fencing,
 - library revamp (office spaces)
 - fire alarm system facilities updates over the summer.

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

a) Kindergarten through 2nd Grade Update - Nikki Grist

- ❖ Promotion today in Kindergarten!
- ❖ Our Teacher Teams Reviewed all the events held over the year and recognize none would be possible without HSC, we are so thankful.

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

- ❖ Thank you to HSC for all the support, sometimes big things, sometimes little things. All the teachers are so grateful, in fact teachers often adapt lessons because they know they can count on parent support through the AVHSC!
- ❖ 5th grade did Caine's Arcade creating games and activities out of cardboard, etc. Other grades visit the 5th grade to play the games!
- ❖ Looking forward to Olympic day!

5. Event & Enrichment Updates – Board Members

- ❖ Fantasy Fair once again a big success.
- ❖ Teacher Appreciation Week was so fun. It really seemed to energize things at school.
- ❖ Kindergarten Round Up may have been the coldest spring day on record, but seemed to have a good turnout. Thanks to those whom presented to our incoming kinder parents!
- ❖ The Art Vistas Art Show was amazing.
- ❖ The Variety Show was once again a full house and loads of entertainment. It's always amazing to see what talents the Alta Vista community will share!
- ❖ The Parent {General Membership} SURVEY results will be provided to Jayme for the budget planning meeting over the summer.

6. Treasurer Report - Erin Kasenchak & Sunghee Park

a. Income & Expense update

- ❖ Not final yet, expect a few more expenses to come in, however at this point:
 - 126k income vs. 144k
 - 139k expenses vs. 194k
- ❖ All teacher funds are complete. CCP still coming through, but we are getting very close to being final.
 - It was discussed that several of the teachers still aren't sure how to read the report
 - Erin and the board proposed looking into a new way to present the detail to teachers, plus more frequent updates.
- ❖ Some of the unspent funding could be resulting from:
 - if grade levels requested and received a couple of \$1k grants (grants are limited to \$1k) but then perhaps had \$3k not spent from their CCP funds.
 - Also, the District is paying for more than teachers are used to, currently
- ❖ Note that this year teachers got about \$100 per student, regardless of whether \$100 is brought in.
- ❖ When we, as the AVHSC Board, think about the budget for next year, keep these things in mind.
- ❖ Suggestion: to work with the teachers to do some benchmarking

b. Thoughts for over the summer (budget planning)

- ❖ Keep in mind kinder needs a new play structure.
- ❖ Possibly maintain funding to continue giving grants, but cut back on CCP?
 - CCP is meant to be spent @ the grade level, for instance, field trips, grade-level-wide novels, etc.
- ❖ Birthday books - we made \$1,900
- ❖ Dining for dollars did great.
- ❖ Box tops did over their planned budget.
- ❖ Fantasy Faire brought in \$7k
- ❖ Teachers fund doing well.
- ❖ There are a few unspent items.
- ❖ Will review in detail at budget planning meeting.

10. Committee Updates, as needed – Board Members

a) Vice President Update – John Hart

- ❖ No Report; please refer to the May meeting minutes. Have a great summer!

b) Enrichment & Hospitality Update – Lizl Pienaar

- ❖ Have a great summer
- ❖ Refer to section 5 above.

c) Membership Update – Rebecca Bond & Stacy Badgis

- ❖ Rebecca will provide access to new officers as needed in August.
- ❖ Have a great summer!

d) Corresponding Secretary – Karen Jacobs

- ❖ No report.

e) Recording Secretary Update – Elizabeth Ramirez

- ❖ Have a great summer!

f) Historian/Box.com Update – Yolande Tang

Save documents to Google Drive for Transition

{online storage and archive of AVHSC officers' documents}

- ❖ Have set up Google Drives to move forward.
- ❖ Don't forget to:
 - Migrate everything from BOX. Yolande will help!
 - Save all of this year's documentation to google drive

g) Auditor Update – Kathy Yen

- ❖ Have a great summer!

j) Parliamentarian Update – Sarah Wager-Ratinoff

- ❖ Have a great summer!

CALENDAR REVIEW

Date(s)	Event/Item	Times
5 June, Tuesday	Next AVHSC Board Mtg - Exec. Board TRANSITION & Dinner	OPA, 6 - 8 pm (Los Gatos)
6 June, Wednesday	Olympic Day	morning
6 June, Wednesday	Choir Performance-Spring	6:30pm cafeteria
7 June, Thursday	5th Grade Graduation	TBA - morning
7 June, Thursday	LAST DAY OF SCHOOL	1:15 dismissal time

Meeting adjourned 8: 25 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