



ALTA VISTA  
HOME AND SCHOOL CLUB

# Board Meeting Minutes

**Thursday, August 16 2018**

2018-2019 Academic Year

# In Attendance

| Name                    | Representing<br>(self, committee,<br>initiative) | Name                 | Representing (self,<br>committee, initiative) |
|-------------------------|--|----------------------|---|
| Jayne Monroe            | President  | Cathy Bailey         | Principal                                     |
| Jill Brehmer            | Vice President                                   | John Hart            | Parent, Movie Night<br>Representative         |
| Darren Matson           | Co Treasurer                                     | Anna<br>Rubalcava    | Co Treasurer                                  |
| Sarah<br>Wager-Ratinoff | Co VP Fundraising                                | Jillian Brandt       | Co VP Fundraising                             |
| Claire Kalia            | Co VP Enrichment                                 | Elizabeth<br>Ramirez | Co VP Enrichment                              |
| Rebecca Bond            | Co VP Membership                                 | Erin<br>Kasenchak    | Co VP Membership                              |
| Jessica Winter          | Corresponding<br>Secretary                       | Johanna Danes        | Recording Secretary                           |
| Kathy Yen               | Auditor  | Yolande Tang         | Historian                                     |
| Nikki Grist             | Teacher Rep K-1st                                | Liz Werner           | Teacher Rep 3rd-5th                           |
|                         |  |                      |   |

Names in grey text = absent

Voting quorum reached:  yes      no

## 1. President Call to Order and Welcome - Jayme Monroe

- ❖ Welcome!
- ❖ 6:30 pm start. New time for this year.

## 2. Approval of Meeting Minutes: June 5, 2018 - Jayme Monroe & Elizabeth Ramirez

The Board Voted to Approve the Minutes from:

- ❖ The Prior Board meeting held June 5, 2018 - APPROVED
- ❖ Revisions requested: None.

**VOTE:** Minutes APPROVED.

## 3. School Board Meeting Signups - Jayme Monroe

- ❖ Thank you for signing up. We typically have an AVHSC member attend the school board meeting and report back.
- ❖ August 20, 2018 - Elizabeth Ramirez
- ❖ September, 10 2018 - Kathy Yen
- ❖ October 8, 2018 - Anna Rubalcava
- ❖ November 5, 2018 - open
- ❖ December 10, 2018 - open

- ❖ January 14, 2019 - Johanna Danes
- ❖ February 11, 2019 - Claire Kalia
- ❖ March 11, 2019 - Jessica Winter
- ❖ April 15, 2019 - Sarah Wager - Ratinoff
- ❖ May 13, 2019 - Jillian Brandt
- ❖ June 3, 2019 - Jill Brehmer

#### 4. Bylaws and Conflict of Interest Policy - Jayme Monroe

- ❖ Signed by board members at the meeting.

#### 5. Movie Night Update & Signup - John Hart

- ❖ John Hart provided an update.
- ❖ Movie night will be Sept. 7th - set up at 5 pm, event starts at 6 pm.
- ❖ The movie will be Coco with concessions for pizza, glow sticks, etc.
- ❖ Sign-up Genius going up soon for concession sales.
- ❖ Email about the event will go out in late August to the AV community.
- ❖ There will be tables out like last year for Girl Scouts, Boy Scouts, Girls on the Run, Softball, and Verve Lacrosse (new). Additionally, there will be a Lost Kid table.
- ❖ Father's Workshop will do set-up and lighting for the event.
- ❖ Spirit Wear sales: discussed not having physical inventory on-hand at event for Spirit Wear sales, but rather have a few samples and direct to online sales. Also discussed promoting a QR code that goes directly to the Spirit Wear store for direct access.
- ❖ It was noted that the sun will set at 7:15 pm on Sept. 7.

## 6. Principal Update - Cathy Bailey

- ❖ Reported that enrollment is at 647 and it's a moving number.
- ❖ Doing classroom visits rather than an assembly and it's working really well. Getting topics ahead of time from teachers like Internet usage and forrest days. Done tomorrow, Aug. 17, with all 27 classrooms.
- ❖ Smart Start for the first 3 days of school. Focusing on collaboration and have witnessed really great examples.
- ❖ Welcome Back Coffee and special Kindergarten Back to School event were successful.
- ❖ Back to School Night and Staff Development Day are coming up. Back to School Night will be on August 22 and the first Staff Development Day of the school year will be August 31.
- ❖ Recess 101 update - we only have 1 staff member, exploring other options for getting a second staff member.
- ❖ Music teacher update: the search continues for a new music teacher. Have explored the district network and Starting Arts. Other ideas mentioned were Music for Kids (Moves), Rockin Kids, and Mrs. Threet. We have a \$35,000 budget this year for the position.
- ❖ STEAM Night is set for Oct. 2. We will have 7 activities and 9 teachers have already signed up. We'll also have food trucks.
- ❖ Teacher lunch was well received. Thank you!
- ❖ Teaches on Special Assignment were very happy with the budget.
- ❖ Fencing update - checking with the district office. Asking for the district representative to come speak to the board to confirm the plan.

## 7. Teacher Update - Nikki Grist & Liz Werner

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

- ❖ Happy to be back on the AVHSC board this year.
- ❖ Thank you for the separate Kindergarten Back-to-School event.
- ❖ Thank you for the Teacher Lunch. It was appreciated!

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

- ❖ Happy to be back on the AVHSC board this year.
- ❖ We loved the lunch. Thank you!
- ❖ Smart Start is going well. It's a valuable use of time and builds community in the classroom.
- ❖ We have a new third grade teacher. She's very kind and is doing great. We are here to support her.

## 8. Auction Plan for 2018-2019 - Jayme Monroe

- ❖ We are not doing an in-person auction this year. We are planning for an online only auction.
- ❖ Question for teachers - are they open for teacher adventures? Looking at fun activities like Paint Ball.
- ❖ Farrah Hoehme is willing to help with fundraising. Reaching out to the parent community to see what they want to see and what they want to support.
- ❖ Back to the drawing board and looking at new ideas. It's in

development.

## 9. Treasurer's Report & Budget Review - Erin Kasenchak

### a. 2018 - 2019 Budget update

- ❖ Income proposal: \$125,000.
- ❖ Proposed expenses are \$209,000; up 7 % from the prior year.
- ❖ Net income projection is \$76,000.
- ❖ The AVHSC budget is funding PE this year. Additional funds required if we can secure a second PE teacher to cover 200 minutes and take the pressure off parents. Discussed adding parent support to bridge the gap while we search for a second coach. Proposed fitness workshops with combined grade levels.
- ❖ Crossing guard fees are higher this year and we put more in the budget for music.
- ❖ On the income side we are doing only an online auction and eliminated the See's candy fundraiser.

### b. Discuss potential updates/campus improvements/projects

- ❖ We have a \$20,000 raining day fund and \$70,000 in the bank. How do we want to spend the money?
- ❖ Discussed sun shade over playscapes and an improved walking path.
- ❖ John Hart proposed a sub-committee to address the top 5 projects we can tackle this year. Had 3 volunteers: Claire Kalia, Darren Matson and Anna Rubalcava. Jayme also suggested parents that are not on the board.

## 10. Committee Updates – Board Members

### a) VP/Grant Request Update– Jill Brehmer

- ❖ Requests - under \$1000, benefit a grade level.
- ❖ Nikki putting forward grant from bench purchase.

### b) Fundraising – Sarah Ratinoff and Jillian Brandt

- ❖ Jillian will focus on external fundraising and Sarah will focus on internal fundraising.
- ❖ Working on a sponsored VIP tent for Walk-a-thon. Discussion on how to sell raffle tickets for this item. Ideas included selling at Movie Night, STEAM night, and CCP.

### c) Enrichment Update – Elizabeth Ramirez and Claire Kalia

- ❖ MSA is done and adding another item.
- ❖ August 24 is the deadline to sign up for enrichment volunteer opportunities. Kick-off meetings will be week of Aug. 27 with the Enrichment Chairs.

### d) Membership/MSA Update – Rebecca Bond and Erin Kasenchak

- ❖ MSA up and running. Thank you Mrs. Bailey for sending out the letter.
- ❖ First - 5th grader letters going out this week.
- ❖ Mentioned in Kindergarten last night.
- ❖ No printed directory this year. Printing them for Ms. Vikki and teachers.



#### **e) Corresponding Secretary** – Jessica Winter

- ❖ No update.
- ❖ Discussed Google calendar for Home and School Club events.

#### **f) Recording Secretary** – Johanna Danes

- ❖ Transition meeting has taken place with Elizabeth Ramirez sharing templates and documents.
- ❖ Still training on web publishing.

#### **g) Historian** – Yolande Tang

- ❖ No update.

#### **h) Auditor** – Kathy Yen

- ❖ Getting set up and working toward October.

## CALENDAR REVIEW

| Date(s)              | Event/Item                                      | Times  |
|----------------------|---|--|
| August 22, Wednesday | <b>General Meeting and Back to School Night</b> | 6 pm Grades 1-3<br>6:45 General Meeting<br>7:15 Grades 4-5 |
| September 7, Friday  | <b>Movie Night</b>                              | 6 pm   |
| October 2, Tuesday   | <b>STEAM Night</b>                              | 6 pm   |
| October 13, Saturday | <b>Walk-a-thon</b>                              | 9 am - 3 pm  |
| October and March    | <b>Scholastic Book Fair</b>                     |  |
| Jan. 30 - Feb. 2     | <b>Drama Club: Mary Poppins Jr.</b>             |  |
| February 8           | <b>Family Dance</b>                             |  |
| April 26             | <b>Multicultural Night</b>                      |  |
| May 10               | <b>Fantasy Faire</b>                            |  |
|                      |   |  |
|                      |   |  |
|                      |   |  |

**Meeting adjourned 7:25 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  |