



ALTA VISTA
HOME AND SCHOOL CLUB

Board Meeting Minutes

Thursday, May 16, 2019

2018-2019 Academic Year

In Attendance

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

Names in grey text = absent

Voting quorum reached: yes no

1. President Call to Order and Welcome

- Jayme Monroe

- ❖ Welcome

2. Approval of Meeting Minutes: April 16, 2019

- Jayme Monroe & Johanna Danes

The Board Voted to Approve the Minutes from:

- ❖ Board meeting held April 16, 2019 - MINUTES APPROVED
- ❖ Revisions requested: None.

VOTE: Minutes APPROVED.

3. USD LCAP Update

- Andrew Schwab

- ❖ LCAP - Local Control Accountability Plan
- ❖ Was implemented with the idea that California must do a better job for its underperforming students.
- ❖ In the categories of English learners, free and reduced lunch recipients, and foster youth, the unduplicated population in USD is 19.2%, which is low compared to other districts in the state.
- ❖ LCAP has to address 8 state priorities: 1) Basic Services, 2) Implementation of State Standards, 3) Parental Involvement, 4) Student Achievement, 5) Student Engagement, 6) School Climate, 7) Access to Courses, and 8) Other student outcomes.
- ❖ LCFF - Local Control Funding Formula - equity is the key criteria.
- ❖ In USD Revenue is less than expenditures, with lease revenue filling the gap. But lease revenue isn't going to continue to fill that gap, so looking at revenue generators like parcel tax, new leases, and extended care program.

- ❖ LCAP is a report on progress towards goals.
- ❖ Reports on greatest needs - USD has no red at this time.
- ❖ Reports of performance gaps - which is performance for any group that is two states lower than the general population.
- ❖ It is a 3 year plan and next year it starts fresh with a rewrite of the plan for the next 3 years.

4. Principal Update

- Cathy Bailey

- ❖ Staff Appreciation Week was awesome!
- ❖ The Art Vistas show was amazing. It was like being in a museum.
- ❖ Next year:
 - PE - District can't give us the money needed to fund a 100% Rhythm and Moves program. Looking at a combo of Recess 101 and Rhythm and Moves with AVHSC contribution staying at the same level next year.
 - Music - Jane Threet coming back again next year, but looking to revise the performance schedule next year.

a. Kindergarten through 2nd Grade Update

- Nikki Grist

Kindergarten

- We enjoyed a great trip to Prusch Farm this year. It was a little warm, but the children saw many farm animals and the tour guides were great.
- We also enjoyed our annual Mother's Day celebration.
- We are busily getting ready for Open House, completing many spring-themed projects.
- We are working on end-of-year assessments and squeezing in our last bit of learning!
- Thank you, HSC, for a wonderful Teacher Appreciation Week. The luncheon was incredible, and the daily surprises were so uplifting!

First Grade

- Each 1st grade student has a caterpillar on their desk. They are journaling the life cycle.
- We had a great time on our Vasona YSI field trip at the beginning of May.
- We are getting ready for Open House & each class is prepping for the Great Kapok Tree (a rainforest play).

Second Grade

- Thank you for a wonderful Hawaiian themed luncheon, it is very much appreciated!
- Over the next 2 weeks all classes will be going on a field trip to Filoli in Woodside.
- Students are going to the makerspace this week to decorate a paper doll cut-out to look like themselves.
- During the week of May 27th students will be demonstrating how to make their favorite sandwich in front of the class.
- Looking forward to a Mad Science presentation the end of May.

3rd Grade:

- Our Wax Museum/Biography Report is this Friday! We also received our crayfish yesterday so our students are wildly excited about those.

4th Grade:

- They are building chain reactions in the Makerspace.
- They are reading City of Ember and making floating boats that will hold weights.
- New math games with tessellations (repeated patterns of polygons).
- They are also studying the new economy of the Silicon Valley.

5th Grade:

- State reports.
- Cain's Arcade (arcade games made of cardboard, etc.). Fifth grade hosts the arcade for all the other grades to visit.
- Pool Party on June 4th and graduation on June 7th.

- ❖ We have \$11,000 more in company match for the year than what we budgeted.
- ❖ Spring Auction - \$18,000
- ❖ Fantasy Fair - \$2,500
- ❖ Need to look at more revenue generators for next year since we are spending more than we are making. We have a reserve that we are spending to cover the gap.
- ❖ Reminder that all reimbursement requests need to be in by May 31 with original receipt.

a. Budget vs. Actuals

- ❖ Income: \$125,015.39 (budget) vs. \$142,254.34 (actuals)
- ❖ Expenses: -\$222,600.39 (budget) vs. -\$157,957.09 (actuals)
- ❖ Net Income: -\$97,585.00 (budget) vs. -\$15,702.75 (actuals)

b. Profit and Loss

- ❖ Total Expenses: \$157,957.09
- ❖ Net Operating Income: \$15,702.75
- ❖ Net Income: \$15,776.96

c. Balance Sheet

- ❖ Total assets: \$80,314.35
- ❖ Total liabilities: \$2022.61
- ❖ Total Equity: \$78,291.74
- ❖ Total liabilities and equity: \$80,314.35

d. Bank Balance

- ❖ As of May 15, 2019:
 - AVHSC Checking Account Balance: \$38,939.28
 - AVHSC Savings Account Balance: \$20,020.30
 - USD Credit Balance: 9,072.79
 - AVHSC total: \$68,032.37

e. Deposits

- ❖ As of May 15, 2019 total AVHSC deposits: \$19,536.73
- ❖ As of May 15, 2019 total AVHSC deposits/checks: -\$17,105.97

8. 2019-2020 Board Members

- John Hart

- ❖ President - Jayme Monroe
- ❖ VP - Erin Kasenchak
- ❖ Treasurers - Darren Matson and Anna Rubalcava
- ❖ Corresponding Secretary - Jane Findley
- ❖ Recording Secretary - Johanna Danes
- ❖ Auditors - Jill Brehmer and John Hart
- ❖ VP Enrichment - Claire Kalia & Nina Gholami
- ❖ VP Fundraising - Farrah Hoehne and Damaris Gellman
- ❖ VP Membership - Lauren Jewel
- ❖ Historian - Sarah Ratinoff
- ❖ Parliamentarian - Jessica Winter

9. Parent Survey Results Review

- Elizabeth Ramirez

- ❖ Reviewing the results now. 90 surveys have been received so far.

9. Committee Updates

- Board Members

a) VP/Grant Request Update - Jill Brehmer

- ❖ No updates.

b) Fundraising - Sarah Ratinoff

- ❖ See results in Treasury's Report.

c) Enrichment Update - Elizabeth Ramirez and Claire Kalia

- ❖ Room parents - teacher appreciation was a huge effort and very well received!
- ❖ Fantasy Fair booths were really fun and signage was better than last year.
- ❖ Author visit resulted in a significant amount of book sales and in the future will have classes prepare questions for the author.
- ❖ Garden Club wants to work on fence repair. Discussed working this in to the budget for next year and also connecting with USD on available district provided materials for fence repair.
- ❖ Discussed progress on slate for enrichment leads for next year:
 - Room Parent Coordinator - Jane Findley
 - Milage Club: Johanna Lintu
 - Author Visits: Jane Findley with a shadow
 - Cornerstore: Lea LeGault with a shadow
 - Clay: Brandie Sammaripa
 - Library: Sarah Lee and Lisa Merkel

- Garden: Still confirming
 - Father's Workshop: John Hart
 - Hospitality: Still confirming
 - Teacher Appreciation: Still confirming
- ❖ Discussion on Fantasy Fair and ideas for next year. Suggested that we engage student council next year to create and staff booths and also maybe connect with 5th graders and link the work their Cain's Arcade project.

d) Membership/MSA Update - Rebecca Bond and Erin Kasenchak

- ❖ No update.

e) Corresponding Secretary - Jessica Winter

- ❖ No update.

f) Recording Secretary - Johanna Danes

- ❖ No update

g) Historian - Yolande Tang

- ❖ No update.

h) Auditor - Kathy Yen

- ❖ No update.

i) Parliamentarian - John Hart

- ❖ Presented 2019-2020 AVHSC Board slate. See notes above.

10. Meeting Wrap Up / General Meeting Prep – Board Members

- ❖ Track updates still in the works. Working on update for General Meeting.
- ❖ Discussed format for presenting financials at General Meeting.

Calendar Review

– Board Members

CALENDAR REVIEW

Date(s)	Event/Item	Times
5/22	Open House, AVHSC General Meeting	6:30 pm
5/27	No School - Memorial Day	
5/31	Kinder Round Up/Variety Show	
6/3	USD School Board Meeting	
6/4	5th Grade Party	
6/5	Olympic Day	10 am - 12 pm
	Chorus Performance	6:30 - 7:30 pm
6/7	Last Day of School, 5th Grade Promotion	11 am - 12 pm

Meeting adjourned 8:20 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