



ALTA VISTA
HOME AND SCHOOL CLUB

Board Meeting Minutes

Tuesday, November 19, 2019

2019-2020 Academic Year

In Attendance

Name	Representing (self, committee, initiative)	Name	Representing (self, committee, initiative)
Jayme Monroe	President	Cathy Bailey	Principal
Erin Kasenchak	Vice President	Jessica Winter	Parliamentarian
Darren Matson	Co Treasurer	Anna Rubalcava	Co Treasurer
Farrah Hoehne	Co VP Fundraising	Damaris Gellman	Co VP Fundraising
Claire Kalia	Co VP Enrichment	Nina Gholami	Co VP Enrichment
Lauren Jewell	VP Membership	Sarah Wager - Ratinoff	Historian
Jane Findley	Corresponding Secretary	Johanna Danes	Recording Secretary
John Hart	Co Auditor	Jill Brehmer	Co Auditor
Nikki Grist	Teacher Rep K-1st	Liz Werner	Teacher Rep 3rd-5th
Sarah Lee	Parent Guest	Melissa Nunez	Parent Guest

Names in grey text = absent

Voting quorum reached: yes no

1. President Call to Order and Welcome

- Jayme Monroe

- ❖ Welcome!
- ❖ 6:30 pm start.

2. Approval of October Meeting Minutes

- Board Members

- ❖ October Minutes approved.
- ❖ Posted to AVHSC website:
<https://altavistahsc.weebly.com/meeting-agendas--minutes.html>

3. Garden Club Presentation

- Melissa Nunez

- ❖ Melissa Nunez presented an update on the Garden Club.
- ❖ The 2019-2020 budget was \$400.
- ❖ Melissa is passionate about expanding the impact of Garden Club. Presented budget. She has connected with the district office and is thinking about what parents can donate to extend the modest budget.
- ❖ Melissa has also connected with Leigh High School and connecting with their students that need community service hours.
- ❖ Melissa has also connected with Union Middle School and their Environmental Studies class and how it can engage with Alta Vista Garden Club.
- ❖ Talked about a donation banner to solicit Garden Club donations.

4. Principle Update

- Cathy Bailey

- ❖ Thank you for the wonderful Halloween breakfast and the candy donations.
- ❖ School Site Council - focus is safety and school climate - character traits. There will be a lockdown drill in December and we'll provide messaging for parents and students.
- ❖ Book Faire - there was a great connection with the Walk-a-thon.
- ❖ Student recognition - Reclassification ceremony.
- ❖ Last week started parenting courses through the office of Education.
- ❖ Student Author ceremony.
- ❖ Alta Vista at Board Meeting -- the student chorus is going Dec. 9.

5. Teacher Update

- Nikki Grist & Liz Werner

Kindergarten/1st Grade /2nd Grade:

Kindergarten:

- ❖ We completed the introduction of all letters & letter sounds and are now moving onto word families.
- ❖ We have begun Module 4 in Eureka Math
- ❖ We are enjoying music with Mrs. Threet & will be singing songs she has taught us at our upcoming Friendship Feast on Friday.
- ❖ We are looking forward to our Feast Friday. This year, we saved a lot of money by not doing the pillowcase costumes. We are all dressing as

turkeys this year to both save on expense be more culturally sensitive.

- ❖ We completed two lessons using Ozobots in October in the Makerspace. In December, we will return to the Makerspace for CodeSpark to prepare for Computer Science Week/Hour of Code the week of December 9th.
- ❖ We really enjoyed our breakfast on Halloween week provided by the HSC. Thank you!

1st Grade:

- ❖ We all had a great time at the Union Middle School Cooking Club field trips. The first graders worked alongside a middle schooler to make a mini pumpkin pie, and homemade butter. They also offered us turkey rice soup and cornbread muffins.
- ❖ The first graders are working well in their RTI groups.
- ❖ Many students had fun at the walkathon. Thank you!

2nd Grade:

- ❖ All classes are having their alliterative potluck lunch on Wednesday
- ❖ Classes are finishing up narrative writing and planning publishing celebrations
- ❖ Looking forward to going to the makerspace this week and using VR goggles to visit Antarctica, great way to kick off our upcoming penguin unit!
- ❖ In social studies we have started our study of Life Long Ago and Today (students are learning about/comparing life in the 1800s to life today)
- ❖ This week students are sharing an artifact that tells about their family history and presenting information they learned about their family by interviewing a family member.

3rd Grade /4th Grade /5th Grade:

3rd Grade:

- ❖ We are having our Writer's Workshop celebrations this week. Each class is sharing their writing with at least one more class of students. They are giving meaningful feedback to one another.
- ❖ In math, we are studying multiplication and division.
- ❖ We have assigned the Cultural Doll Project. The students will decorate a paper doll template to represent their cultural heritage. The students will also give an oral presentation. The project is due on December 13th.
- ❖ We have gone to the Makerspace to make Adobe Spark videos of our field trip to the Campbell Historical Museum. We will head back in December to use Google Maps to pin the locations of our cultural dolls.

4th Grade:

- ❖ They already held their Writer's Workshop Celebration.
- ❖ In Math, they are learning fractions.
- ❖ They are beginning to study the human-machine.

5th Grade:

- ❖ They already held their Writer's Workshop celebrations.
- ❖ They are going to the Makerspace to make a balloon parade, their version of the Macy's Thanksgiving Day parade.
- ❖ In math, they are studying fractions.
- ❖ In Social Studies they are beginning to study the colonies.

6. Treasurer's Report & Budget Review

- Anna Rubalcava & Darren Matson

- ❖ CCP \$44,000
- ❖ \$131,000 to date
- ❖ Company match is at \$20,000
- ❖ Fantasy Fair income from last year + \$3000
- ❖ Walk-a-thon - to date the total is \$58,000 gross income
- ❖ 5th grade still need \$38,000 for Science Camp

- ❖ Balance Sheet as of November 17, 2019:
 - HSC Balance: 104,036.45
 - Savings Account: \$20,023.78
 - Total Assets: \$149,119.47
 - Total Liabilities: \$2,022.61
 - Total Liabilities and Equity: \$149,119.47

- ❖ Budget vs. Actual:
 - Income: \$143,950 vs. \$173,854.16
 - Expenses: (\$190,045.01) vs. (\$80,421.20)
 - Net Income: (\$43,595.01) vs. \$93,432.96

- ❖ Transaction List Activity from October 7, 2019 to November 17, 2019:
 - Total Deposits: \$66,078.81
 - Total Debits/checks: \$14,146.06

7. October and November USD Board Meeting Report

- Board Members

October:

- ❖ John Gray, President and CEO of School Services of California, reviewed the state budget as it relates to school district funding.
- ❖ Assistant Superintendent Rita Sohal presented a financial overview of the Union School District budget.
- ❖ Belmont Village Senior Living Project public hearing took place on November 5.

November:

- ❖ Teachers and parents expressed their appreciation for the exceptional teachers in Union School District and asked that they be compensated fairly. Board President Jennifer Petroff thanked everyone who attended the board meeting.

8. Audit Findings/Report Out

- Jill Brehmer

- ❖ Presented Audit report with no significant weaknesses found.
- ❖ Noted that we need 2 signatures for all cash deposits.

9. Bylaw Updates

- Board Members

- ❖ Moved discussion to December meeting.

10. Committee Updates

- Board Members

a) VP/Grant Request Update - Erin Kasenchak

- ❖ Mrs. Threet looking for more xylophones \$871.50 - approved

b) Fundraising - Damaris Gellman/Farrah Hoehne

- ❖ Family Night - Union and Leigh all had fundraisers the same night.

c) Enrichment Update - Claire Kalia/Nina Gholami

- ❖ Budget ask from Library and Garden Club.
- ❖ Milage Club asking for \$100.
- ❖ Volunteer update: 716 positions, 270 people filling the positions as reported from MTK which represents 250 families.

d) Membership/MSA Update – Lauren Jewell

- ❖ Glow in the dark t-shirts will be ready next week.

e) Corresponding Secretary – Jane Findley

- ❖ No update.

f) Recording Secretary – Johanna Danes

- ❖ Website is up-to-date with approved minutes.

g) Historian – Sarah Wager-Ratinoff

- ❖ Please let me know if we want to put something up on the marquee.

h) Auditor – John Hart/Jill Brehmer

- ❖ No update.

i) Father's Workshop – John Hart

- ❖ No update.

j) President Update – Jayme

- ❖ No update.

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