



ALTA VISTA  
HOME AND SCHOOL CLUB

# Board Meeting Minutes

**Tuesday, October 8, 2019**

2019-2020 Academic Year

# In Attendance

Name	Representing (self, committee, initiative)	Name	Representing (self, committee, initiative)
Jayne 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

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 September Meeting Minutes

- Board Members

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

## 3. Principle Update

- Cathy Bailey

- ❖ We had our Cougar Pride assembly this week.
- ❖ RTI starting is starting.
- ❖ Kinder lunch started.
- ❖ Field Trips are kicking off.
- ❖ Last week started parenting courses through the office of Education.
- ❖ Last week we started our safety training.
- ❖ School site council starts on Monday and will have 4 meetings this year.  
3 pm on Monday.

### Kindergarten/1st Grade /2nd Grade:

#### Kindergarten:

- ❖ We have launched the extended day. It went well & we have a great yard duty team helping us through lunch!
- ❖ We now all have started Guided Reading/Daily 5 with our classroom with aides supporting us.
- ❖ We have our first field trip to YSI Vasona this Friday for the program, "Animal Adaptations."
- ❖ We had our first music lesson with Mrs. Threet last Wednesday. We are so thankful to now be a part of both music & Rhythm & Moves, which are both excellent programs!

#### 1st Grade:

- ❖ We had a great time at our field trip to see *The Cat In The Hat*.
- ❖ We started RTI, instructional reading groups this week.
- ❖ Our class is loving Mr. Thomas the PE teacher.

#### 2nd Grade:

- ❖ In science students are having fun with the Mystery Science Animal Adventures unit. Students have been identifying animals and sorting them into scientific groups. Students will be going to the makerspace to design/make a bird house based on what they have learned about different birds.
- ❖ All classes participated in the Cardboard Challenge last week, students had fun designing and building with cardboard and other materials.
- ❖ In math we are working on place value to 1,000.
- ❖ All classes have rolled out Writers Workshop, students are working on narrative writing.
- ❖ We are looking forward to our field trip to Union Middle School. Students will be working with Mrs. Peers Food classes students to create some yummy Halloween treats.

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

### 3rd Grade:

- ❖ Upcoming field trip to the Campbell Historical Museum to study local history.
- ❖ In science, we have been studying weather and we all went to the Makerspace to build wind-powered cars
- ❖ In math we are studying measurement
- ❖ In language arts we are working on narrative writing and finding signposts while reading.

### 4th Grade:

- ❖ Upcoming field trip to Levi Stadium to study touchdown math and yardage measurement.
- ❖ Finished the Birth of Rocks unit in science.
- ❖ Finished Island of the Blue Dolphins with Design Thinking. Example: flexible fishing rod to catch octopus.
- ❖ In Math, studying multiplication.
- ❖ In Writer's Workshop, learning realistic fiction writing.

### 5th Grade:

- ❖ Just beginning 2nd science rotation (rotate among solar system, weather, chemistry and living systems)
- ❖ In math, multiplying with decimals
- ❖ In social studies, beginning the explorers
- ❖ Planning a field trip to the California Academy of Sciences.

## 5. Treasurer's Report & Budget Review

- Anna Rubalcava & Darren Matson

- ❖ \$180,000 in donations.
- ❖ Company match is doing well and we are at \$35,000.
- ❖ Still looking at CCP and it's at about 75%.
- ❖ Overall, good news.
  
- ❖ Balance Sheet as of October 7, 2019:
  - HSC Balance: \$98,351.92
  - Savings Account: \$20,022.78
  - Total Assets: \$129,497.76
  - Total Liabilities: \$2,022.61
  - Total Liabilities and Equity: \$129,497.76
  
- ❖ Budget vs. Actual:
  - Income: \$146,450 vs. \$111,985.66
  - Expenses: (\$190,045.01) vs. (\$47,138.42)
  - Net Income: (\$40,595.01) vs. \$64,847.24
  
- ❖ Transaction List Activity from August 1 to September 9, 2019:
  - Total Deposits: \$94,211.06
  - Total Debits/checks: -\$31,458.48

## 6. PLC Meeting Report Out

- Jayme Monroe

- ❖ MTK can be a digital receipt storage system. Guadalupe is doing it and we can synch up with the team and see how to use MTK for this purpose.
- ❖ Had the first one for the year. Roundtable and reporting on the Home and School Clubs from schools in the district.
- ❖ All 5th graders got new devices and the plan is for them to take them with them to Middle School. The goal is for this cohort to keep the devices after 8th grade.
- ❖ The temporary funding to set up for the STEAM labs will end and looking at ways to fund it long term.
- ❖ Discussion about inclusion and differences in the classroom and training to manage disruptive behavior.

## 7. Committee Updates

- Board Members

### a) VP/Grant Request Update - Erin Kasenchak

- ❖ No grant requests.

## **b) Fundraising** - Damaris Gellman/FarraH Hoehne

- ❖ \$8500 in sponsorships.
- ❖ Dining for dollars - \$200 net.
- ❖ November 19 Dining for Dollars - Super Duper - discussed bringing to the board meeting that night.
- ❖ No raffle at Walk-a-thon this year as it wasn't a big money maker last year for the effort.
- ❖ Engaging room parents in the canvases for the Walk-a-thon.
- ❖ Amazon Smile account has been established.

## **c) Enrichment Update** - Claire Kalia/Nina Gholami

- ❖ Mileage Club is doing really well this year and is asking for an extended budget. And Mileage Club has over 30 volunteers!
- ❖ Thinking about ways to recognize volunteers.

## **d) Membership/MSA Update** - Lauren Jewell

- ❖ More CCPs have come in since last meeting. Now at 75%, up from 70% from last meeting.
- ❖ \$114,000 for CCP.
- ❖ More birthday book orders - \$1300, 64 orders total.
- ❖ Benefactor - waiting to print the banner until the end of the month.

## **e) Corresponding Secretary** - Jane Findley

- ❖ Sending reminder to 5th graders for fundraising for Science Camp/ \$385.



**f) Recording Secretary** – Johanna Danes

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

**g) Historian** – Sarah Wager-Ratinoff

- ❖ Keeping the marquee updated with calendar events.

**h) Auditor** – John Hart/Jill Brehmer

- ❖ No update.

**i) Father's Workshop** – John Hart

- ❖ No update.

**j) President Update** – Jayme

- ❖ Audit report discussion next meeting.
- ❖ Bylaws update discussion next meeting.

## CALENDAR REVIEW

Date(s)	Event/Item	Times
Monday, October 14th	USD Board Meeting - need a board member to attend	
Saturday, October 19	Walk-a-thon	9 am to 3 pm
October 17-23	October Scholastic Book Fair during WAT	
Thursday, October 31	Halloween, USD Family Night	
November 4-5, 7-8, 12 & 14	Parent Teacher Conferences	
Monday, November 11	Veterans Day, No School	
Monday, November 18	USD Board Meeting - need a board member to attend	
Tuesday, November 19	AVHSC Board Meeting, Thanksgiving Potluck, USD Family Night	
November 25-29	No School, Thanksgiving Break	

**Meeting adjourned 7:42 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