



ALTA VISTA  
HOME AND SCHOOL CLUB

# Board Meeting Minutes

**Tuesday, October 9, 2018**

2018-2019 Academic Year

# In Attendance

Name	Representing (self, committee, initiative)	Name	Representing (self, committee, initiative)
Jayme Monroe	President	Cathy Bailey	Principal
Jill Brehmer	Vice President	John Hart	Parent, Movie Night Representative
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
Lea LeGault	Book Fair Rep		

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: September 11, 2018

- Jayme Monroe & Johanna Danes

The Board Voted to Approve the Minutes from:

- ❖ Board meeting held September 11, 2018 - MINUTES APPROVED
- ❖ Revisions requested: None.

**VOTE:** Minutes APPROVED.

## 3. USD School Board Meeting Update – Oct. 8 Meeting

- Anna Rubalcava

- ❖ Carlton was there - discussed Constitution Day celebration event that took place on September 17.
- ❖ Oster family was recognized for donating a digital sign to the school.
- ❖ Community concerns - teacher concerns on special day classes merging.
- ❖ Community concerns - parcel tax.
- ❖ Investment portfolio = \$7.5 billion.
- ❖ California Assessment of Student Performance and Progress (CAASPP) for ELA and Math - Alta Vista scores are neck and neck with Los Gatos. In the district Alta Vista is at the top.
- ❖ Teacher professional development - teachers observing other teachers.
- ❖ Looking at increasing fees and simplifying the fee structure on field usage for the entire district.

## 4. Principal Update

- Cathy Bailey

- ❖ Guadalupe has gone full inclusion with their kindergarten special day class. Acknowledging that change is hard and doing more investigation on how to implement this model. The state is moving to a more inclusive model.
- ❖ Field trip time for the entire school.
- ❖ Doing walk-throughs. Teacher and staff from other sites coming to our classes. We visited Union (6th grade focus) and Oster. The debrief was focused on observation.
- ❖ Professional development opportunities at the district office - and choice is there.
- ❖ STEAM night was a huge success - 500 attendees. Food trucks were helpful for families.
- ❖ *Count on Me* assembly on character building. Will be sending a form for teacher feedback.
- ❖ Santa Clara Fire Department coming for fire safety. 3rd - 5th.
- ❖ Picture day make-up is Oct. 10.
- ❖ Purchases are underway - laminator, splitters, etc.
- ❖ Shared the [CAASPP](#) results by grade and also by cohort.

## 5. Teacher Update – Nikki Grist & Liz Werner

### a. Kindergarten through 2nd Grade Update

– Nikki Grist

#### Kindergarten

- Kindergarten had a field trip today to see “Elephant & Piggie: We are in a Play.” It was really a fun show.
- We have moved into the full “Daily 5” now with Guided Reading with the teachers starting last week & our aides starting last week.
- We are getting ready for the Feast in November.

#### First Grade

- Thank you HSC for our grant for Daily 5/guided Reading supplies. The students are especially excited about the stamps and through letter magnets.
- We are looking forward to our field trip to see the play, We Are In A Play! Same as kindergarten.
- Our class is especially loving our Rhythm and Moves PE.

#### Second Grade

- Looking forward to participating in the Cardboard Challenge this Friday. All 2nd grade classes will be going to the makerspace to design/create using donated materials
- We are going on a walking field trip during the week of Oct. 22nd to visit Mrs. Peers and her cooking class students to create some Halloween themed tasty treats.
- Began our reading rotations this week.

### ❖ 3rd Grade:

- Field trip to Sanborn Park to learn about the Ohlone.
- Beginning measurement in math
- In science, we are studying weather and painted clouds in the Makerspace.
- Began our RTI aide time, able to offer more small group instruction.
- Using Notice and Note signposts when reading and 5 Parts Grammar (noun, verb, adjectives, pronouns, and adverbs inspired by a photo).

### 4th Grade:

- Finishing *Island of the Blue Dolphins*, using Notice and Note signposts.
- Working on 8 parts Grammar with our ToSA, Christy Mills
- Studying sound and will make their own instruments in the Makerspace.

### 5th Grade:

- Field trip to The Lawrence Hall of Science.
- Ms. Riley set up a dinosaur dig as a wrap up to the web of life science unit.
- Now students will all rotate science units.
- Book Clubs are finishing Wonder.

## 6. Audit Report

- Kathy Yen

- ❖ Reviewed the report sent previous to the meeting.
- ❖ Opportunity to correct any inconsistencies now before a real audit (if one happens).
- ❖ Our checklist was created based on the last audit conducted.

## 7. Treasurer's Report

- D. Matson & Anna Rubalcava

- ❖ Total expenses of \$155,840.79 is coming from issued checks from July 1 to date.
- ❖ We are almost even from what has come in and what has gone out so far this year.
- ❖ Our matching funds (Benevity) are doing very well - on track for \$20,000 this year (more than what was budgeted/expected).

### a. Budget vs. Actuals

- ❖ Income: \$157,815.39 (budget) vs. \$153,912.79 (actuals)
- ❖ Expenses: -\$222,600.39 (budget) vs. -\$155,840.79 (actuals)
- ❖ Net Income: -\$64,785.00 (budget) vs. -\$1,928.00 (actuals)

### b. Profit and Loss

- ❖ Total Expenses: \$71,695.95
- ❖ Net Operating Income: \$28,261.59
- ❖ Net Income: \$28,187.38

### **c. Balance Sheet**

- ❖ Total assets: \$104,629.51
- ❖ Total liabilities: \$2022.61
- ❖ Total Equity: \$102,606.90
- ❖ Total liabilities and equity: \$104,629.51

### **d. Bank Balance**

- ❖ As of October 9:
  - AVHSC Checking Account Balance: \$56,766.46
  - AVHSC Savings Account Balance: \$20,016.78
  - AVHSC total: \$76,783.24

### **e. Deposits**

- ❖ As of October 8, 2018 total AVHSC deposits: \$153,912.68



## 8. Spring Book Fair Timing – Lea LeGault

- ❖ If we book now we get an extra \$250.
- ❖ Hard with minimum days -- looking at other days/times that are more convenient.
- ❖ Looking at timing with Multicultural Night and Fantasy Faire.
- ❖ Can the library bank the Scholastic dollars and use for book carts – yes!

## 9. Fantasy Faire Discussion

– Jayme Monroe

- ❖ Received feedback that there is a lot of sugar at Fantasy Faire. This year we are planning to have non-food items handed out as prizes.

## 10. Committee Updates

– Board Members

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

- ❖ No updates.

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

- ❖ The VIP booth will be notified this Thursday.
- ❖ USD Family night is Oct. 23 and will be a Golfland fundraiser.
- ❖ All set with walk-a-thon volunteers.

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

- ❖ Nov. 7 - Screen Time Battles free talk. Will offer paid childcare (\$10 per child).
- ❖ Safe Routes to School is in process. 3 person committee.
- ❖ All programs overway.
- ❖ Update on Father's Workshop name change to Dad's Club and planned activities to build community and engagement with dads.
- ❖ Garden Club is starting - kick-off planned.

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

- ❖ 77.3% of families have donated, compared to 78.5% from last year.
- ❖ Same number of patrons this year and 9 more benefactors this year.
- ❖ At \$72,000 vs. a \$70,000 budget.

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

- ❖ Reminder on Vicky approvals for blasts. If Vicky has approved a physical printout, you do not need to send a digital version for approval.

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

- ❖ No update.

### **g) Historian** – Yolande Tang

- ❖ No update.

### **h) Auditor** – Kathy Yen

- ❖ Presented audit process and findings - see Section 6.

i) **Parliamentarian** – John Hart

- ❖ No update.

**11. Meeting Wrap Up / Proposed Agenda Items for next Meeting** – Board Members

- ❖ Proposed agenda item: Discuss carry over funds and district funds.

**Calendar Review**

– Board Members

**CALENDAR REVIEW**

Date(s)	Event/Item	Times
October 13, Saturday	Walk-a-thon	9 am - 3 pm
October 11-17	Scholastic Book Fair	
October 19	Staff Development Day - No School for Students	
October 23	USD Family Night (Golfland Fundraiser)	
October 31	Halloween	
November 5-9, 13-15	Conferences, Early Release	
November 12	No School	
November 13	Next AVHSC Board Meeting (Thanksgiving Potluck)	
November 19-23	Thanksgiving Break	

Meeting adjourned 8:19 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