



ALTA VISTA
HOME AND SCHOOL CLUB

Board Meeting Minutes

Thursday, September 11 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
Joe Ayala	Director of Operations, USD	Doug Evans	USD Board Member

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: August 16, 2018 - Jayme Monroe & Johanna Danes

The Board Voted to Approve the Minutes from:

- ❖ Board meeting held August 16, 2018 - MINUTES APPROVED
- ❖ Revisions requested: None.

VOTE: Minutes APPROVED.

3. Perimeter Fencing Project Q&A

- Joe Ayala

- ❖ New fencing at Alta Vista will be ornamental fencing like at Carlton. The project planning phase will close on September 17 and construction will start soon after that.
- ❖ Proposed fencing plan includes fencing that is 6 feet tall and has 8 entry/exit gates.
- ❖ Fence layout renderings were on display at the meeting.

4. Campus Improvements Projects Plan - Joe Ayala

- ❖ Recap Measure J.
- ❖ MakerSpace was the first Measure J project and this summer the focus was safety and security.
- ❖ There is no solar on the roadmap because there wasn't adequate return on investment for this endeavor.
- ❖ We know the parking lot is too small, but limited on where to take additional space from and need to pause on this.
- ❖ Projects over the summer included adding a bigger meeting room in the Media Center and converting 1 office into 1 offices.
- ❖ Security cameras will be installed to monitor the school in off hours and over the summer. These cameras will record a rolling 14 days.
- ❖ Resurfaced the blacktop over the summer and planted new sod.
- ❖ Replaced the fire alarm system.
- ❖ Storage space is coming and will allow for flexible storage.
- ❖ Pipeline for new projects is over 6 months.
- ❖ Discussed exploring an estimate for sun shades on the playgrounds.

5. USD August and September School Board Meetings

- Elizabeth Ramirez and Kathy Yen

- ❖ Tip - arrive early to get a seat. Submit questions prior to the meeting, but know that questions are not addressed directly at the meeting.
- ❖ August meeting topics - enrollment is up, maintained 24 to 1 in K-2. State budget increases - 2.7 percent increase for cost of living and discretionary budget increases. *But*, the per child budget is bottom 10% of the state. \$46.8 M for the district for the year. Net decrease of \$500,000 - looking to federal funding and grants to fill the gap.

- ❖ Belmont Village proposal discussed.
- ❖ District is considering launching a new ballot measure, but the 75 word limit is slowing it down.
- ❖ September meeting topics - Union Middle School cooking class presented and talked about how they are linking food to geography and history.
- ❖ No community comments submitted.
- ❖ Contract negotiations are in process.
- ❖ Summer school report - students need to be recommend for programs, not open to all; there is also online summer school - iXL, etc. More communication needed to parents and families about online summer learning resources. Improving outreach next year.

6. Principal Update - Cathy Bailey

- ❖ Today we started Rhythm and Moves and a music program.
- ❖ Jane Threet will be directing chorus.
- ❖ Staff development day combining technology and content - and will be self-directed.
- ❖ Student Council now helping with announcement on Monday.
- ❖ Newsletter going every other week. More timely and less dense.
- ❖ Assembly on Oct. 8 - "Count on Me"

7. Teacher Update - Nikki Grist & Liz Werner

a. Kindergarten through 2nd Grade Update - Nikki Grist

- ❖ In Kindergarten, we are working on rolling out our "Daily 5," adding a new literacy activity each week. We are now up to 3/5 of the activities: Word Work, Read to Self, and Listening to Reading.
- ❖ Kindergarten is doing weekly modified Wednesdays now. Most other schools in the district do this as well, so we jumped on board. This has allowed us to have weekly team meetings, which we have found to be especially important with the addition of the Guided Reading program. Since 40+ children are in the classroom at the same time, we have been making use of the MakerSpace. The classrooms trade off on who goes to the MakerSpace each week. We have enjoyed two separate activities working with Strawbees so far.
- ❖ We have a Kindergarten field trip to see a play at the Campbell Community Center. The pm classes are going on 10/9 and the am classes are going on 10/10.
- ❖ First Grade: all visiting the MakerSpace lab to create Foil Art, with the help of Mrs. Lynch.
- ❖ We also have had some creative time in the MakerSpace with Strawbees.
- ❖ We have a first grade field trip on October 9 to see a Play.
- ❖ Second Grade - students are adjusting well to second grade. In classes we have been:
 - Learning about having a Growth Mindset and the Power of Yet.
 - Enjoying the Mystery Science activities, classes are focusing on Plant Adaptations.
 - Getting familiar with the chromebooks.
 - Visiting/exploring the makerspace with Mrs Lynch.

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

- ❖ Implementing Notice and Note, which is a close reading strategy: looking for sign posts as they are reading.
- ❖ 4th and 5th grades are reading group novels: *Island of the Blue Dolphin* for 4th and *Wonder* for 5th.
- ❖ 3rd grade is studying weather and integrating art.
- ❖ All working on math: 3rd grade start multiplication the first week of school and 4th grade is learning place value.
- ❖ 5th grade - Lawrence Hall of Science field trip is coming up.
- ❖ Feedback on Teacher Adventure - will we have choice, is transportation needed, felt high bidding would exclude families and like how in-class experiences are inclusive. Primary grades have in-class experiences like movies but need different experiences for higher grades.
- ❖ Grants - need a laminator - discussed finding out how much it would cost as first step.

8. Membership Update - Rebecca Bond & Erin Kasenchak

- ❖ Pizza Party Winner is Kindergarten! We will reach out to the teachers and room parents in those classrooms on how to coordinate the pizza parties for each of the Kindergarten classrooms.
- ❖ CCP/donation % participation update: as of 9-7-2018:
 - K: 81%
 - 1: 72%
 - 2: 76%
 - 3: 72%

- 4: 71%
- 5: 64%
- ❖ Overall at 74% and last year was 79% - but not done yet.
- ❖ 94% of enrollment is logging in to MSA.
- ❖ All of the benefactor and patron donation “freebees” have been itemized out for the birthday books, spiritwear, family dance, fantasy faire and general donations for those monies to be distributed into their respective “buckets” for those deposits.
- ❖ Gross Total (no including the PayPal fees that the treasurers figure out) for the deposits thru 9-6-2018: **\$75,710**
- ❖ The Gross Total for CCP is \$46,120 itemized out:
 - CCP K: \$6800
 - CCP 1: \$6910
 - CCP 2: \$6950
 - CCP 3: \$9360
 - CCP 4: \$8300
 - CCP 5: \$7800
- ❖ General Donations: \$23,092.89
- ❖ Helpful to look at CCP plus donations – we’re at \$69,120 versus budget of \$70,355

9. Treasurer’s Report - D. Matson & Anna Rubalcava

- ❖ Note: A lot of our expenses are front loaded in the year and paid for early with carryover from the previous year.
- ❖ Our biggest fundraising event, Walk-a-thon, is just about to kick-off.

a. Budget vs. Actuals

- ❖ Income: \$157,815.38 (budget) vs. \$94,810.43 (actuals)
- ❖ Expenses: -\$222,600.39 (budget) vs. -\$140,078.81 (actuals)
- ❖ Net Income: -\$64,785.00 vs. -\$45,268.30

b. Profit and Loss

- ❖ Total Income: \$39,607.98
- ❖ Gross Profit: \$39,607.98
- ❖ Total Expenses: \$112,016.04
- ❖ Operating Income: -\$72,408.06
- ❖ Net Income: -\$72,408.06

c. Balance Sheet

- ❖ Total assets: \$28,366.90
- ❖ Total liabilities: \$26,355.44
- ❖ Total Equity: \$2011.46
- ❖ Total liabilities and equity: \$28,366.90

d. Checks written to date

Checks written to Union School District 8/22 - 9/10 = \$107,716.70

e. Bank Balance

As of September 8, 2018:

Checking account: \$49,857.55

Savings account: \$20,015.81

Total: \$69,873.87

f. Deposits

As of September 8, 2018:

Total deposits: \$70,631.48

Pending deposits: \$24,178.67

h. Parent Room Funds

❖ Total: \$12,559

10. Safe Routes to School Kick off Plan

- ❖ This program is moving under the enrichment umbrella of AVHSC.
- ❖ Kick-off to come.

11. Committee Updates – Board Members

a) VP/Grant Request Update– Jill Brehmer

- ❖ Grant - Mrs. Grist \$140 for picnic tables. Approved.
- ❖ First Grade team - \$872.41 for supplies for guided reading. Approved.

b) Fundraising – Sarah Ratinoff and Jillian Brandt

- ❖ 6 committed sponsors for \$6000 - hoping for \$12,000.
- ❖ Considering a lower level sponsorship (\$300) with less visibility.
- ❖ Still selling tickets for Walk-a-thon VIP booth - at STEAM night.
- ❖ Oct. 23 4-10 pm Family Night at Golfland (no homework).

c) Enrichment Update – Elizabeth Ramirez and Claire Kalia

- ❖ All kick-off meetings have happened.
- ❖ New garden club - have 12 volunteers.
- ❖ Plan for next year is providing more information about MSA volunteer sign ups to parents.

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

- ❖ See section 8 on page 7.
- ❖ Gross total to date: **\$75,710**

e) Corresponding Secretary – Jessica Winter

- ❖ Reminder: Vicky needs to approve communications before they are sent out.

f) Recording Secretary – Johanna Danes

- ❖ August 16 Meeting Minutes approved.
- ❖ Will post all agendas and approved minutes to date to the AVHSC website:
<https://altavistahsc.weebly.com/meeting-agendas--minutes.html>

g) Historian – Yolande Tang

- ❖ Everything now moved from Box to Google Drive.

h) Auditor – Kathy Yen

- ❖ Due to report everything from last year next month.

i) Parliamentarian – John Hart

- ❖ No update.

CALENDAR REVIEW

Date(s)	Event/Item	Times
October 2, Tuesday	STEAM Night	6 pm
October 9, Tuesday	Next AVHSC Board Meeting	6:30 pm
October 13, Saturday	Walk-a-thon	9 am - 3 pm
October 11-13	Scholastic Book Fair	
October 19	Staff Development Day - No School for Students	
October 23	USD Family Night	
October 31	Halloween	

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