



ALTA VISTA  
HOME AND SCHOOL CLUB

# Board Meeting Minutes

**Tuesday, April 3, 2018**

2017-2018 Academic Year

# In Attendance

Name	Representing (self, committee, initiative)	Name	Representing (self, committee, initiative)
Jane Findley	President	Larry Thomas	Principal
John Hart	Vice President	Lizl Pienaar	VP Enrichment
Erin Kasenchak	Treasurer	Sunghee Park	Treasurer
Jill Brehmer	VP Internal Fundraising	Jayme Monroe	VP External Fundraising
Rebecca Bond	VP Membership	Stacy Badgis	Co VP Membership
Karen Jacobs	Corresponding Secretary	Elizabeth Ramirez	Recording Secretary
Kathy Yen	Auditor	Nikki Grist	Teacher Rep K-1st
Yolande Tang	Historian	Liz Werner	Teacher Rep 3rd-5th
Sarah Wager-Ratinoff	Parliamentarian	Guest	

Names in grey text = absent

Voting quorum reached:  yes      no

## 1. President Call to Order and Welcome - Jane Findley

- ❖ Welcome!
- ❖ Committee working on Kinder Play Dates hosted by AVHSC, a couple of kindergarten parents host in order to welcome new/incoming parents.
  - Thurs. May 24th, planned to align with Kindergarten Assessment Day. Starts 8:30 ish, when parking lot is a bit cleared out. Lisa Matson & Brandy Samaripa are preparing a flyer to go out.
  - Board members may be asked to attend. It's all day. It was split up last year into morning and afternoon. Normally would utilize the STEAM Lab/space, but there's a conflicting 4th grade on site field trip with the Tech Museum that day in the Maker Space (so Kinder cannot use the Maker Space/STEAM Lab)
  - Lizl will help with treats coffee, bagels, pastries, drinks, etc. Nice to have treats for an ice breaker for parents. Jayme will also help.
  - Food was discussed. Decision is to have it in the same room with the parents, away from the kids.

## 2. Approval of Meeting Minutes: March 6, 2018 - Jane Findley & Elizabeth Ramirez

The Board Voted to Approve the Minutes from:

- The Prior Board meeting held March 6, 2018
- Revisions requested: None.
- Minutes were APPROVED.

### 3. Teacher Updates - Nikki Grist, & Liz Werner Teacher Representatives

#### a. Kindergarten through 2nd Grade Update - Nikki Grist

##### Kindergarten

- We have really moved along this year with the implementation of the Guided Reading/Daily 5 program. The district has found the program to be successful and is hoping to roll that out as the main primary (K-2) reading strategy going forward. Today, all Kindergarten teachers went around observing others in the district, and had others observing us. We felt very good about how far we have come this year! The Alta Vista Kindergarten Teachers have seen a lot of progress made in *all* students with this program.
- Kinder “Spring Fling” planned for Friday (supposed to be a huge downpour). Will plan to move indoors, if so will cancel the outdoor activities.
- April 25th - Field Trip to Emma Prusch Farm is planned.
- April 25th is also the date of the Volunteer Tea, to which you [the Board] are all invited.
- Kindergarten Round up scheduled for May 24th.

##### First Grade

- Flat Stanley Ptoject - In first grade, we are getting ready to send off our Flat Stanleys to friends near and far.
- We are also prepping for our Recycle Project coming up after Spring Break.
- At the end of April, we are having an in-house presentation from YSI, a big thank you to our home and school club for that! :)

## Second Grade

- In Second Grade, we are working on our final writing genre, opinion writing
- After break Second graders will resume social studies and science rotations
- In math students are enjoying the unit on multiplication
- In May 2nd grade will have our final field trip! We'll be going to Huddart County Park in San Mateo for the first time. This replaces our trip to Filoli, which wasn't available this year. Students will go on a nature hike as well as participate in docent led hands on activities.

## **b. 3rd through 5th grades, STEAM Update** – Liz Werner

### Third Grade

- Third Grade Students went on a Field Trip to the Campbell Historical Museum & the Ainsley house, with the focus on Local History. Thanks to the HSC for funding.
- The 3rd grade is studying *adaptations for survival*.
  - STEAM Lab (Makerspace) held a third grade bird beak design, e.g. for seed eaters vs. bug eaters, fish eaters to pick up their food, with testing and thought process of “how did that work, how can we improve, try it again”, in order to study Adaptations.
  - Crayfish coming after Spring Break. We will study their unusual body structures and territorial behavior.
- Three weeks left of instruction before SBAC testing begins; 3rd is prepping!
  - Math - important standards have been taught this year; less

important standards are held for the end of the year. Usually this time of year we double up on Math adding a unit in the afternoon, right before the testing.

### Fourth Grade

- Fourth Graders are spending lots of time in the Makerspace (STEAM Lab) to build missions for social studies. (Building a model of an existing California Mission no longer goes home as assigned homework).
- The Fourth grade continues to use Mystery Science to learn about the human body by making robotic fingers and eye models. We also learned about muscle movement, and why some people need glasses.
- 4th is Finishing the novel By the Great Horn Spoon to learn about the Gold Rush and routes to California.

### Fifth Grade

- Fifth Graders are working on their U.S. State reports & learning state capitals.
- There's a class Post Card contest with the goal of receiving postcards from the most states.
- In STEAM, 5th Graders are working on Battle Bot Engineering Design Challenges
- The 5th Grade Book Club will start a new theme of *life lessons* after Spring Break.

### STEAM update

- This month there is no overall separate STEAM report. Please refer to each grade level report, which includes their STEAM projects and learning activities.

## 4. Principal Update - Larry Thomas, Principal

### Round Up of what's going on:

- Had a great STEAM night last week! District is holding a STEAM NIGHT at each elementary school. Alta Vista was the first school to go. We had a great turnout.
- Safety “Be Seen, Be Heard” assemblies took place, and covered some “Body Safety”. Presenter was great. Turned out well.
- Luke Anthony Hamamji was born! Zachary Edward Bardes (Pugliese) was also born!
- Alta Vista was selected as a California Distinguished School! Well done everyone who contributed to the effort!
- California State Testing begins April 30th and will be held 8:30-10:30 in the morning, if late kids will have to do a makeup test. The Testing period goes for 2 weeks.
- Thanks HSC for supporting the music program at Alta Vista! {Larry has} been attending the music concerts which are wonderful.
- Grass is FINALLY in, in the Primary Area! It has to remain fenced for a while.
- Front of Alta Vista’s fencing project is planned to be started this summer. Larry has not seen the plans. No word on how long it will take, either.
- K1 & K2 will be testing for English Learning students. Used to be the CELL testing program in the Fall; now District is transitioning to a new test which moves it to the Spring. This year students will be tested twice (Fall and Spring, to transition), but go-forward, this testing will just be spring.
  - 3rd, 4th 5th grades completed the English Learner testing this

week

- Note that the Library may be closed at times during this testing.

## Q & A with the Board:

- None this meeting.

## 5. Treasurer Report - Erin Kasenchak & Sunghee Park

### a. Income update

- Income to date: \$124,000.00
  - Company Match continues to grow, which is great. We are now at income of \$22K! (this is/the match portion is free money)!
- Book Fair income is in, brought in \$325 more than budgeted (assuming expenses are in line with past Book Fairs).
- Auction is still being finalized.

### b. Expenses

- Expenses to date: \$117k
  - Net Income about \$7k
  - Net of Auction expected potentially next meeting
  - Drama Club: Erin plans to finalize & speak to drama club treasurer again. Currently it looks like income of \$44k, HSC had budgeted \$33k, expenses were \$28k, so right now Drama Club shows a net profit of \$16k (which does not include the \$5k carry over)!



## c. Other Treasurer Topics for Discussion

- Any information or update from the district on bigger multipurpose space? Since solar panels were cancelled, might we use that budget for our expansion?
  - No, the money for Solar comes from the cost savings on electricity and is all done through the District.
  - Buildings are not funded in the scope of Home and School Clubs as they are capital expenditures of the State/Districts.
  - Next bond issue would prioritize expansion of multi purpose space, but Larry has no idea of any sort of time frame nor expectation.
  - HSC Proposal - Could there be any way to construct a better space, so parents can see their kids better?
    - Larry is certainly open to ideas and open to looking into options in the meantime (we likely have a long while before there would be any building remodel/construction).

## 6. AVHSC Parent Survey – Lizl Pienaar

- ❖ Parent Survey is Conducted Annually, with the goal of future Planning and having details for the summer HSC Budget Meeting. This year we are trying to get the survey out earlier to potentially increase the feedback, being aware that people are burned out @ end of year.
- ❖ Last year, 154 people responded, questions included:
  - Ranking the enrichment programs, to get an idea of parents feeling of importance of various programs (and funding levels).
  - Which fundraising events parents were planning to attend and participate in.
  - Parents were asked to list any new enrichment programs they were interested in bringing on (suggestions included: Spelling bee, Yoga, Robotics, Math, Languages).

- ❖ Suggestion: Exclude 5th grade parents this year? Respondents do answer which grade they have students in. (Last year 20% were 5th grade) or do two surveys, one “exit” and one “current”, send one to 5th, the other to K-4th.

## 7. Fundraising & Events Discussion – Jill Brehmer & Jayme Monroe

### DISCUSSION

- ❖ There was more on-going discussion of general fundraising levels, whether to make the Fantasy Faire completely free as a gift to the community, more brainstorming and discussion about some suggestions to re-design the Spring Auction Event in order to attract more attendance (this year was viewed as a down swing in attendance), with the following summary points made:
  - The Board MUST to plan for and budget over the summer (then stick to the plan for the year; revisions can be made the following year)
  - Keep Fantasy Faire as-is. The Board cannot predict when donation and funding levels might fall, and would not want to cancel the event due to lack of funding in future.
  - Casinos are not allowed for 501C organizations (Sarah checked into this)

### UPDATES:

- ❖ Most updates were tabled for this meeting in order to focus on and allow time for the AVHSC Parent Feedback Survey and Next year’s board recruiting update.

#### a) **Multicultural Night** – Jill Brehmer & Jane Findley

- All set for Friday, April 20th!

## b) Fantasy Faire (Candy Land Theme)- Jill Brehmer

- Volunteer requests/sign ups going out very soon.
- Event planning is all set for Friday, May 11th event.

## 8. 2018-2019 Board Recruiting – Sarah Wager Ratinoff

### a) Open Board Positions, nominations – Sarah

- Nominating Committee is meeting to discuss nominations in a separate meeting, but we have found candidates for all positions.

### b) Timeline for Recruitment – Sarah & Jane

- i. Tentative Slate at April Board Meeting
- ii. Final Slate Approval at May Executive Board Meeting
- iii. Membership Vote at Open House Meeting, May 16, 2018

## 10. Other Topics of Discussion – (Addition to Agenda) – Board members

- ❖ Suggestion to add to the bottom of every blast a signature with the Link to the AVHSC website, to MSA, store, etc. Karen will look into.

## 11. Committee Updates, as Needed

### a. VP/Grant Request Update – John Hart

#### GRANT REQUEST – John Hart

- Will be one coming from Mrs. Abele for drums. Next meeting.

## FATHER'S WORKSHOP

- Will be prepping Fantasy Faire
- John will look at both HSC “shed” (closet/room in the snack shack building) and the AVHSC Closet (next to Mrs. Plane’s room) for:
  - Any AVHSC documentation boxes we may be able to get rid of
  - Consolidation of storage space

### **b. Internal Fundraising** – Jill Brehmer

- No Report; time given to other topics this meeting.

### **c. External Fundraising** – Jayme Monroe

- No Report; time given to other topics this meeting.

### **d. Enrichment Update** – Lizl Pienaar

#### **Buddy Benches**

- Should arrive end of month think about where to place them. Shady spot, not against the fence? Yard duty suggestions?
- Teachers agreed - not a spot that is too tucked away in the corner.

#### **Art Vistas**

- Next set of prints & curriculum coming towards end of the month
- Last set for the year. Art show coming up May 31st.

#### **Clay**

- 2nd (Spring) Projects are looking good! Clay room volunteers are catching up and working on the Mother’s Day rush.

#### **Cornerstone**

- No update for this meeting.

### **Author Visits**

- No update for this meeting.

### **Parent-Led PE**

- No update for this meeting.

### **e. Membership/MSA** – Rebecca Bond & Stacy Badgis

- Has been sending out Blasts with success!
- Refer to Section 10.

### **f. Corresponding Secretary** – Karen Jacobs

- No report.

### **g. Recording Secretary Update** – Elizabeth Ramirez

- No update for this meeting.

### **h. Historian/Box.com Update** – Yolande Tang

- No Update, but Reminder:
  - Please remember to upload files, documenting processes, etc. to BOX for future reference and transition to future new officers.

### **i. Auditor Update** – Kathy Yen

- No update for this meeting.

### **j. Parliamentarian Update** – Sarah Wager-Ratinoff

- Please refer to above report, **Section 8.**

# CALENDAR REVIEW

Date(s)	Event/Item	Times
5 April, Thursday	5th Grade Music Performance	6 - 7 pm
9-13 April	SPRING BREAK - NO SCHOOL	
20 April, Friday	Multicultural Night	6 - 8 pm?
3 May, Thursday	Parent Edu night with Mary Eschen, "How to Get Your Kids to Listen"	6:30pm cafeteria
8 May, Tuesday	Next AVHSC Board Meeting	6:00pm Staff room
11 May, Friday	Fantasy Faire	5:30 ?? pm volunteers needed
14 May, Monday	USD Board Meeting Unionsd.org For summer school board mtg.s, refer to	6:00 pm
16 May, Wednesday	Open House with AVHSC General Membership Mtg.	Need time for mtg.
31 May, Thursday	Art Show	
1 June, Friday	Variety Show	6:30 pm
5 June, Tuesday	Next AVHSC Board Mtg - Exec. Board TRANSITION & Dinner	OPA, 6 - 8 pm (Los Gatos)
6 June, Wednesday	Olympic Day	TBA
6 June, Wednesday	Choir Performance-Spring	6:30pm cafeteria
7 June, Thursday	5th Grade Graduation	TBA
7 June, Thursday	LAST DAY OF SCHOOL	?? dismissal time

Meeting adjourned
7:56 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