Carlton Home and School Club
General Meeting
September 21, 2016, 7:02 PM

Present:

President: Denise Kranich, Vice President Nicole Cione-Baker, Treasurer: Brandi Mincey, Programs Chair: Maki Hirata, Community Co-chairs: Missy Romero and Kulwinder Sandhu, Secretary: Sarah Tiglao
Principal: Lisa Lorona
Community Members: Gwen Fox, Ellen Mace, Laura Beltran, Vicki Wooledge, Jen Fosco, Maureen Currie, Paula Stokes, Megan Powell, Jennifer Stivers, Jodie Whitney, Ariel Sutton, Lisa Allen, Jeff Kaefer, Kristin Gist, Leslie Mezger, Andrea Knowles, Lara Panish, Katie Currie, Vanessa Michaelsen, Stacy Connolly

General meeting called to order by Denise Kranich at 7:02 pm.

All present introduced themselves.

What's Working?

- Walk-a-thon assembly – laughter, kids loved it
- A ton of room parents working hard already
- New "hydration station" is a big hit
- Signs & balloons alerting community to the meeting
- Brandi Mincey & Denise Kranich's presentation at the staff meeting
- Outpouring of community involvement: great turnout last spring to vote, valuable feedback and conversations, improved communications.
- District is fixing some parts of playground

Proposed Budget Summary and Discussion

- Treasurer Brandi Mincey presented the proposed budget:
  - The proposed budget for the 2016-17 school year had been posted online and at the school for the 30 days prior to the meeting for the community to review.
  - We have an expected income of $116,300
  - We have expected yearly expenses of about $154,000 with an additional $42,000 of onetime expenses for the year, which totals about $196,000 total expenses.
  - This sounds wrong to have more expenses than income, but we have had a surplus that has increased for the last few years. So part of the surplus will help this balance out.
  - Regarding the balance of accounts:

- This year we start our general fund (after our liabilities) at $145,433
- We add in the expected $116,300 in income from our fundraisers
- Then we subtract our expenses:
- With a budget our size, $30,000 needs to stay in the bank for float purposes
- We have the expected $154,000 in proposed expenses
- And then lastly we have $42,000 in 1 time expenses.
- This leaves us with about $35,000 in available surplus.

- The **"Special Project Requests"** line item is to have some funds available to pay for expenses that we do not yet know about. Teachers or others will be able to submit a form detailing the request and its benefits, and the board will then vote to approve the requests. This line item was proposed to be $15,000.

  With parent input, it was decided to change this to $10,000, with $5,000 to be available in fall and $5,000 in spring. There will be fall and spring deadlines by which requests must be submitted in order to be considered. The board will vote as quickly as possible in order for the needs to be met in a timely manner. Teachers are excited about this clear process for making requests.

- **Survey**: Vice President Nicole Cione-Baker explained that the survey was an effort to elicit information about how the community wants HSC funds (particularly the surplus) to be spent. Only after the survey was conducted did we learn from the district that over summer 2017, they plan to build solar panels, which will fulfill at least some of the need for shade, as well as paint the school an install permanent backpack hooks.

  CHSC will provide **low-cost interim solutions** to these pressing issues for the coming school year. A committee of volunteers will be formed to put up and take down shade tents on hot days. In addition, inexpensive temporary hooks will be purchased for the few classes that have nowhere for students to put their backpacks.

- For the 2016-2017 school year CHSC purchased bulk school supplies to provide to teachers in place of requesting parents purchase the supplies and bring them to school the first week. Unfortunately, the distribution of the supplies was a huge amount of extra work for school staff and volunteers. It was decided to remove the school supplies for the 2017-2018 school year from the budget with the possibility of revisiting it later in the year if funds are available. If funds wind up being available, there are several options for purchasing the supplies without creating so much extra work for the front office staff.

- Principal Lisa Lorona explained that the solar panels will most likely be built in areas that will shade part of the secondary play yard and over the parking lot. A onetime line item of $25,000 was added to the budget to pay for a shade structure to be erected in the primary play yard.

- The Walk-a-Thon committee provided an updated expected income for the event due to a few changes in how it will be run this year. It is expected to bring in $80,000.

- Nicole Cione-Baker moved to approve the proposed budget with the following changes:
    - Remove the 17-18 Class supplies line
    - Add Shade structure $25,000
    - Lower Special Projects to $10,000 ($5000 fall, $5000 spring)
    - Expected WAT income be lower: $80,000

  The motion was approved with no nays and no abstentions.

The general meeting was adjourned at 8:26pm.

Carlton Home and School Club
Board Meeting
September 21, 2016, 8:27 PM

The Board meeting was called to order at 8:27pm

WAT update: This year there are more family supporters and fewer corporate sponsors. Kick off assembly was a success. Communications to come. WAT will need lots of volunteers. WAT will use HSC website for donations instead of a separate pledge website.

Carlton Cougar Committees:
We need to have committees or teams to work on projects as they come up – call for volunteers:

- Hospitality Committee – welcome new families
- Finance Committee – people to help with financials
- Communications Committee – web, social media, etc.
- Campus Life – put up shade tents, beautification, help with tiles

Upcoming Events

- Book fair
- WAT
- Basket Bingo, etc.
  -> Volunteers interested in working on these events are invited to a planning meeting – **Fri Sep 30 at 8:30 am**

Financial Report – CCD – collecting field trip donations at the beginning of the year

- In total we are about 97% funded.
- 3rd, 4th, and 5th grades are just slightly under. All other grades are fully funded.

Principal Report: Mrs. Lorona reported that the school year is off to a great start. Ms. Chia, our STEAM TOSA has already worked with every class on exciting design projects. She will be introducing coding in 4th and 5th grades. Union School District is going to be painting the school this summer, our roof is getting work, new perimeter fencing, backpack hooks to be installed on walls, solar panels, hydration stations for students. Steam lab is getting built this spring. Kinder is getting a shade structure, put up by winter break. There is a new TV in office to highlight our programs. She recommends everyone get signed up with remind.com for school communications.

Teachers' Report: Kinder: magical year has begun: library, steam lab, bird watchers, music, working on counting, writing journals,

1st: getting familiar with eureka math, ipads seesaw, zearn math, began bobcat reading groups

2nd: adjusting to behavior, eureka math, appreciative parents' patience, reading off to good start

3rd: enjoying new math, like cursive, steam lessons each week

4th: busy, started rti, Island of the Blue Dolphins, california history, getting used to new math, love music class, recorders,

5th: Thank you from all teachers for the allocations. Eureka math, is a challenge, but the kids are up for it. Talk like a pirate day, constitution week. A member of the Daughers of American Revolution came in and gave a presentation. RTI, STEAM mapping already and coding to come

Carlton was founded in 1956 – 60 years old now!

Programs update: Maki Hirata: We have art vista docents for every class, ABC Cornerstone readers for all classes, almost have clay leaders for all classes.

We need a volunteer to take over Olympic Day. **Event planning meeting Sept 30 8:30am**

The board meeting was adjourned at 8:55pm.