Carlton Home and School Club
General Meeting
September 12, 2017, 7:00PM

Present:
President: Brandi Mincey, Co-Vice Presidents: Missy Romero, Scott Conners,
Treasurer: Jennifer Michaelsen, Fundraising Chair: Rachel Zanger,
Programs Chair: Mary Clinton, Community Chair: Kulwinder Sandhu,
Secretary: Euli Oh
Interim Principal: Dr. Bitsey Stark,
District Office Representatives: Superintendent: Denise Clay, Associate Superintendent Andrew Schwab, Director of Human Resources Steve Burrell
Community Members: Catherine Hertel, Christina Oshinsky, Gwen Fox, Jill Carlson, Megan Powell, Lisa Allen, Teri Ketten, Mindy Rast, Maureen Currie, Lara Panish, Jules Robbins, Jennifer Watanabe, Sheetal Vaghela, Summer Aupperle, Stacy Greenwood, Katie Currie, Vanessa Michaelsen, Hannah Grant, Vicki Wooledge

General Meeting to Called to Order by Brandi Mincey 7:00PM
All present introduced themselves.

Carlton Principal Search Update by Superintendent Denise Clay; Director of Human Resources Steve Burrell & Associate Superintendent Andrew Schwab:

- The District Office has 36 applications received so far, and they would like input on what kind of Principal we would prefer. Dr. Stark will forward any input to the District.
- Some requests from our Carlton community on what they would like in our new Principal:
    - Someone familiar with our community's culture ie. Union Middle School's Principal Todd Feinberg.
    - Someone like Dr. Stark or better yet.. Can we just keep her forever?
    - Someone who is sensitive to the needs of our diverse community and different cultures.
    - Someone who can be the voice for single parents and divorced parents.
    - Someone who help advance academic achievement by providing resources to high performing students.

    - Someone who will create a standard of uniformity across all classrooms ie. same homework across the grade level. Students are complaining it's unfair homework that their teacher gives homework while another doesn't.
    - Someone who is a great listener.
    - Someone who is committed to retaining our great teachers. Someone the teachers will feel comfortable working with by being personable. Someone who can make a connection with parents and kids. Someone who will be a good mediator and liaison between HSC parents and teachers.
    - Someone who believes in and implements positive discipline, and who will be a playful, friendly figure and who will also be a steward of the community.
    - Someone who is up to date with technology and utilizes it to give quick responses.

- What is the process for selecting our new Principal? Are the teachers involved in the interview process? Director of Human Resources Steve Burrell said the following: 2 parents and 2 staff members (teachers) as well as district employees are included in the process. The timeline is that we hope to find someone in next couple of weeks, but we want the best person overall not best person right now. We won't settle. We will keep looking until we find the right person. However, looking for a new Principal at this time can be tricky because most people are settled into their new posts. Those who are looking during this time of the year are people who are looking for a promotion like a vice principal or teacher on special assignment.
- How many applicants are internal to the district? It's varied. (The District representatives did not feel comfortable giving us a specific number.)

2016-2017 Budget Recap, 2017-2018 Proposed Budget Summary and Discussion lead by Treasurer Jennifer Michaelsen:

Budget Recap of 2016-2017

Income	$109,162
Expenses	$166,118
Decreased reserves by	$ 56,956
Cash available at beg. of 17-18 yr	$ 94,466
Funds already allocated	$ 5,989
General Fund available to start 17-18	$ 88,477

Summary:

- The proposed budget for the 2017- 2018 school year has been posted online and at the school for 30 days prior to this meeting for the community to review.
- Per the community's request, 2016- 2017 and 2017-2018 budget were set up to intentionally decrease the surplus. Many parents have voiced that they want to spend the funds they raised during the time their children attend Carlton. However, this is the last year we can spend more money than we bring in. A surplus of $20,000 is a good amount to have, but we don't want to have less than this.

2017-2018 Budget Proposal Summary

General Fund to Start	$ 88,477
Expected Income	$ 87,005
Expected Expenses	$154,360
Expected General Fund at end of year	$ 21,122

- **Clay**: We have three separate 1 time cost expenses for Clay. Total: $6,345
    - New Kiln - It would cost $835 to repair the kiln and we only get two more years of use. It would take 6 months to order and receive a new Kiln which would disrupt the clay program for most of the year. Instead, we decided to use pick up the one time cost now while we have the surplus to buy a new Kiln now for $2,775.
    - New Cink Filter - A one time cost of $2,270. This is a new portable sink on a wheeled cart. This would protect the school's plumbing from potential clogging.
    - New Shelves - A one time cost of $1,300 We needed to add more shelves to prevent breaking projects in the closet room previously used to store Basket Bingo items.
- **Grade Level Allocation**: Grants is now "Grade Level Allocation." Grade level teachers will decide amongst themselves to decide how to spend the money. Grades K-5 will have $500 each and TK will have $250. This will make it more transparent to see where the money is going.
- **Multicultural Night**: Multicultural Night's budget has been increased to $2850 from $1000 from the previous year to accommodate increased participation. There is an estimated 20 countries participating this year.
- **Teacher Allocations**: This amount is same as last year at $25 per student x 693 students = $18,150.
    - Teacher Allocations were almost completely used up last year: used $17,772.09 of $18,150 budget with $377.91 remaining.
    - We hope we will have a strong year in fundraising because we want to be able to continue giving Teacher Allocations. However, if we are forced to cut expenses next year to match our income, then Teacher Allocations might be reduced along with other expenses that don't have contracts.

- **Scrips sale**: Unfortunately, Safeway is no longer participating in this program. We might see a decrease in income from this.
- **Auction**: This year we don't have an Auction lead yet. This year we are lucky to have a Fundraising Chair who explained that we are considering having the Auction every two years to have enough time to plan for the event.
    - Last year the Auction made $12,000 and the previous year it made $36,000.
- **Assemblies**: We spend $6000 on assemblies for the year. Do we want to continue with having several assemblies throughout the year? We can minimize this cost by having just two power house assemblies. For example, maybe we can have Ruby Bridges, author of Through My Eyes, come to speak at our school. This is a Cornerstone book about human heroes. Dr. Stark hopes to schedule this during black history month.
- **Supplies for Copy Room**: We pay $18,000 to stock the room ourselves. The district does not pay for this. Previously, a portion of RTI expenses were nestled into this but none of this money goes to RTI now. Perhaps we can ask other schools in the district if they are bearing a comparable cost.
- **Walk-a-Thon**: WAT is expected to bring in the same as we did last year. A new change this year is that we will support 5th grade Science Camp fundraising. 50% of individual 5th grade student pledges will go to Science Camp and 50% will go to the school. Teachers have already explained this during Back to School Night. We hope this will increase participation from 5th grade students.

President Brandi Mincey asked for a motion to approve the 2017-2018 Proposed Budget.

Maureen Currie moved to approve the proposed budget with the following changes:

- Reduce - Bike rodeo - decrease to $400 from $600
- Reduce - Kindness program - decrease to $100 from $500
- Delete - Buddy Play Expenses $100
- Delete - Young Author's Faire $50
- Delete - "$180 water cooler purchase" from Drinks for Staff Room description

Katie Currie seconded the motion. The motion was approved with no nays and no abstentions.

The general meeting was adjourned at 8:20PM.

Carlton Home and School Club
Board Meeting
September 12, 2017, 8:21PM

The Board Meeting was called to order at 8:21PM

President Brandi Mincey asked for a Motion to Approve August Meeting Minutes
Missy Romero moved to approve the August Minutes. Mary Clinton seconded the motion. The motion was approved with no nays and no abstentions.

MySchoolAnywhere Update: President Brandi Mincey provided an update.

- As of August 12, 2017 350 families signed up for My School Anywhere and 50 people signed up for Remind.
- We will do another push through Thursday envelope.
- We will address privacy concerns by rewording the flyers- families are able to check the box for personal information to not be included in the directory.

Online Store: 752 items have been sold through the online store (CCD, Carlton Tshirts, Running Club Tshirts, Garden Club Aprons)

Monthly Newsletter: We will also work on a monthly HSC newsletter. Since the Principal also sends a monthly newsletter, we will coordinate with Dr. Stark on the timing of the release so we can capture as much information as possible.

- Program Leads will be able to utilize the HSC monthly newsletter to share information with the community by completing a HSC Google form.

CCD Update: President Brandi Mincey shared an update on CCD.
As of August 12, 2017, Carlton's CCD is 54% funded. Please see chart below for grade level breakdown. Previously, we have had 100% participation in CCD. However, this year we are using a new online system, My School Anywhere, to collect donations. It takes time for any change to become fully implemented and we will continue to be proactive in collecting these donations. Moving to online payments has been crucial to reducing the workload of our Treasurer. It takes so much time to process hundreds of checks and we want to preserve the sanity of anyone who is willing to volunteer countless hours to keep our school running.

T-K	$ 150	42%
Kinder	$ 5,060	67%
1st Grade	$ 3,005	64%
2nd Grade	$ 1,510	47%
3rd Grade	$ 1,940	52%
4th Grade	$ 2,580	44%
5th Grade	$ 2,170	45%
TOTAL CCD COLLECTED	**$16,415**	**54%**

- We will utilize the Room Mom email system to send out more information about signing up for My School Anywhere and for collecting CCD. This will include separate hyperlinks for each to make it easier to find the appropriate website.
- Maybe we will include the chart above to show the progress for CCD collections.

Community Update: Community Chair Kulwinder Sandhu shared details from the Teacher Breakfast and Boo Hoo Breakfast.

- She thanked President Brandi Mincey, Co-Vice President Missy Romero and Treasurer Jennifer Michaelsen for graciously helping her with setting up both events. The community events were a success gauged by the fact that all the coffee was gone. Perhaps we will stock more next year.
- **Shade Committee:** We continued to put the shade this month due to high temperatures. Co-Vice President Scott Conners has been leading this project. We set a new protocol: we plan on setting up shade when the forecast is higher than 90 degrees. Set up is scheduled at morning drop off and pull down is scheduled at pick up.

Programs Update: Programs Chair Mary Clinton called upon each program lead to give us an update.

- **Running club:** Hannah Bowers and Vanessa Michalsen provided us this update. Running club begins on Wednesday, September 20. The cards are ready, t-shirt orders are being processed, volunteers have been enlisted and we will meet with kindergarten and T-K parents next Tuesday to discuss the 'Lunch Bunch'.

There is $1,000 allocated in the budget, which should be sufficient for this year (since we have some inventory), though we'll likely need a little more next year, perhaps along with higher t-shirt profits. Last year, we gave out approximately 10,400 charms and 500 necklaces.

- **Garden Club:** Marisa Black reminded us that Garden Club has already started on Tuesdays during lunch. Garden Aprons are currently being sold online.
- **Clay:** Training for Clay is done. This year clay docents will store their own clay. We are adding new shelving. And this year clay was purchased in bulk cost which cut the cost by almost half.
- **Art Vistas:** Maki Hirata reported that district training for art docents have started. The first lesson of the year will be some time during 10/9-10/20. We need to find art docents for two classes.
- **Project Cornerstone:** Lara Panish shared that one 1st grade class still needs a reader. Asset 101 training is coming up next week, and monthly training meetings starting at the end of the month**.**
- **Safe Routes:** Christina Oshinsky shared that the 4th grade Bike Rodeo is scheduled for Friday, September 22 9/22. SJPD traffic enforcement will be participating, and a licensed certified instructor will lead the class. Parent volunteers are needed. Another upcoming event is International Walk to School on Wednesday, October 4. Walk-n-Roll cards are ready but we will need volunteers to help with scanning from 7:50-8:10 am.

Fundraising Update: Fundraising Chair Rachel Zanger shared updates on this year's upcoming Fundraising efforts.

- Walk-a-thon: Flyers are up around school & flyers will continue to go out in Thursday envelopes.
    - WAT assembly is scheduled for Wednesday, 9/20.
    - Pledge envelopes will be sent home and pledge site will go live on Thursday, 9/21.
    - Volunteer Sign ups will be available Thursday, 9/28.
    - Initial supporter donation were great. The deadline was last Friday, 9/8.
- Book Fair:
    - Fall Book Fair is coming up next month, October 12-14th.
    - Spring Book Fair is scheduled for May 14th - 18th.
        - Books will be delivered on the 5/14.
        - The Book Fair will be open from the 5/15 - 5/18.
        - Book Fair is scheduled the week of Open House.
- Basket Bingo: The date is set for Friday, March 16th!

- Auction: We don't have a lead for Auction yet. We don't have any plans for a traditional Auction.
    - We are looking to form a committee for 2018/2019 school year.
    - Thinking of possibly replacing with an online auction this year… would be looking for volunteers to help with that.
    - Open to anyone who would like to host a Buy In Party (ex: Madres & Margaritas…maybe a Dad's poker night, kids art party, anything!)
- Box tops: We have a new lead for Box Tops this year. Molly Curtis has graciously taken on the role. The flyer should be going out in this Thursday's envelope.
- Chef's Night Out: We also have a new lead for CNO, Ruby van Dalen!
    - First Chef's Night Out tomorrow, Wednesday, 9/13 @ Chipotle.
    - Flyers & stickers went out and the posters will go up tomorrow.

Principal's Report: Our Interim Principal Dr. Bitsey Stark shared some of her thoughts.

- She has decided she will keep the Principal's pizza lunch with the kids who win the raffle.
- RTI for 1-3 grades will start training their aides.
- Superintendent Denise Clay will sponsor December's Teacher Treat Day this year.
- Construction is going well.
    - MakerSpace modular should be done by December.
        - We may add sewing machines to the program.
    - The solar panels are almost complete.
    - The fencing is almost complete.

Teacher's Report: Christina Olvera provided the following update from the teachers.

- TK: grateful to home and school club for the warm welcome and support
- Kindergarten: learning how to be in school and be kind ☺
- 1st: working hard on math centers and excited to start Bobcats next week.
- 2nd: busy setting up class routines and assessments. We are excited to welcome Celeste Llovera to the team.
- 3rd: excited to start science and social studies rotations and we'll be starting our haunted house mystery book reports soon.
- 4th: excited to welcome Jennifer Catuna to 4th grade! We are so appreciative of her expertise while planning RTI. Next Friday the 4th graders will be participating in Bike Rodeo! We are looking forward to using Writer's workshop and tying our reading and writing lessons together.
- 5th: grateful to home and school club for the generous Teacher Allocations once again.

Calendar Review: A list of upcoming events.

- **Sept. 13** (tomorrow!) - Chef's Night Out @ Chipotle
- **Sept. 22** - Teacher Treat Day provided by 5th grade; 4th grade Bike Rodeo
- **Sept 27** - Family Night - NO HW
- **Oct. 2 - 6** - Int'l Walk & Bike to School Week (Walk 'n Roll starts Wed 10/4)
- **Oct. 10** - CHSC Meeting @ 8:30am
- **Oct. 12-14** - Book Fair
- **Oct. 14** - WAT

The board meeting adjourned at 9:32PM.