Carlton Home & School Club
Board Meeting
Tuesday, October 10, 2017 at 8:30 AM
Carlton Avenue School, Staff Lounge

Present: President: Brandi Mincey, Co-Vice Presidents: Missy Romero, Scott Conners, Fundraising Chair: Rachel Zanger, Programs Chair: Mary Clinton, Secretary: Euli Oh
Principal: Mary Katayama
Community Members: Hannah Grant, Jennifer Watanabe, C. Sue Park, Marisa Black, Shectal Vaghele, Vanessa Michaelsen, Kristin Gist, Monica Donohue, Jen Fosco, Lara Panish, Jean West
Regrets: Treasurer: Jennifer Michaelsen, Community Chair: Kulwinder Sandhu

General Meeting to Called to Order by Brandi Mincey 8:32AM

5th Grade Special Presentation

- Ms. Gee's students, Ben and Natalie, addressed the Board.
  - Ms. Fox and Ms. Gee's teamed up to work on collecting donations for Hurricane Relief (Florida, Texas, Puerto Rico)
  - Selling art and crafts such as origami bookmarks and bracelets afterschool
  - Please stop by their donation table 10/23-10/26 after school!
- Ms. Gee has requested that HSC to write a check for the cash donations the students collect.
- This project has been a part of a long process exploring what students can gain from service learning. Students learned about hurricanes and how they happen. What's happening with the victims and what are their needs? Students decided what they want to do about it. Please remember that this project is not about the product but about the service of helping others in need. This project is fully student centered. Full circle, science related and human sided.

Approval of September Meeting Minutes

- President Brandi Mincey asked for a Motion to Approve September Meeting Minutes. Rachel Zanger moved to approve the August Minutes. Scott Conners seconded the motion. The motion was approved with no nays and no abstentions.

What's Working?

- We are thankful for Rachel Zanger who has been doing a fabulous job on the new flyers that went home last week. The Fundraising flyer and CCD flyer received positive feedback and have sparked conversations.

- Running club kicked off with a ton of energy, festive red balloons and new Running club shirts.
- Garden Club's scarecrows went up last month and generated positive feedback from volunteers and the community.
- We are appreciative of Dr. Stark for stepping in and helping us during our transition period.
    - We are excited to have Mary Katayama as our new Principal!
    - Dr. Stark will be here until the end of the week and then she will continue to be at Carlton for two days a week until December.
    - We will get a new TOSA to fill the newly vacated position.

General Business: President Brandi Mincey provided an update.

- **My School Anywhere update:** There are 550 families at the school, and 395 families signed up. 72% signed up.
    - We are happy with this number since this is our first year implementing this. We hope more families will sign up.
- **Newsletter topics:** We are planning on sending out a monthly newsletter once week after our monthly Board meetings. We plan on asking the various chairs (fundraising, community, programs) to write short updates. We will attach the minutes to the newsletter and a calendar review of upcoming events. We will also post it online as a blog update. This way anyone can access it.

Treasurer Report: President Brandi Mincey provided an update on behalf of Treasurer Jennifer Michaelsen.

Assets as of 10.9.17:
Checking $24,593.21
Savings $50,586.85
Total Assets (combined cash available) $75,180.06

Fund Balances as of 10.9.17
Allocated for CCD (Field Trip and Grade Level) Funds $19,519.55
Allocated for Yearbook Fund $5,976.19
General Fund $49,684.32

Total $75,180.06

Budget Recap as of 10.9.17
General Fund $49,684.32
Est. Inc. still to r'cv acc. to budget $78,541.34
Est. Exp still to incur acc. to budget -$106,353.67
Estimated extra acc. to budget $21,871.99

CCD Update

- The CCD Flyer went home last week. Cash and checks were turned in but these numbers are not included because those checks have not been processed.
- CCD is 69% funded as of 10/12/17.
    - As of 10/12/17, CCD 2017-18. Total CCD received by Grade Level:
        - TK 100%
        - Kindergarten 83%
        - 1st 82%
        - 2nd 59%
        - 3rd 71%
        - 4th 57%
        - 5th 62%
- Can we ask the teachers to send an email reminder next week?
    - Historically, CCD collections were completed weeks before Walkathon. Walkathon is this Saturday, and we hope this does not overlap or compete for attention.

Community Update: President Brandi Mincey provided an update on behalf of Community Chair Kulwinder Sandhu.

- Lunch with a Loved One/Picnic with Pals and the Book Fair is on Thursday. Please invite all teachers to join Picnic with Pals.
- A parent brought up the idea of Adopting a family in need around the holidays. After much discussion, we have decided to pass on this due to the current holiday donation events already tentatively scheduled such as: the Kindness Project, Coat Drive & Food Drive.
    - Maybe we can combine all the donations for coat and food drive and combine it with holiday boutique.
    - Let's leave room for teacher/class level service related projects.

Programs Update:

Running Club: Running Club leads Vanessa Michaelsen and Hannah Grant presented their update.

- 70% of student body signed up for Running Club. The kids are having a great time!
- Halloween cat charms are new for this week, and pumpkins charms are new for next week.
- Running Club t-shirts are sold out.

Garden Club: Garden Club lead Marisa Black presented their update.

- About 80 students per week are participating in Garden Club.
- They are doing art projects, and they are planting today.
- The Scarecrows were a lot of fun and it was fun to have Mrs. Katayama join us.

Clay: Clay leads Kristin Gist and Marisa Black presented their update.

- We are still waiting on the new kiln. It ordered 3 weeks ago after the budget was approved. We are excited and thankful a new one is on it's way because the current kiln keeps cracking more and more.
- We will need to wait about 2 weeks for the cink filter to arrive.

Art Vistas: Programs Chair Mary Clinton presented the update on behalf of Maki Hirata.

- As of the October meeting, there is a concern over the lack of classroom leads for Art Vistas.
    - A parent proposed an idea of hiring an art teacher to lead classroom projects instead of using parent volunteer leads. However, our budget is already maxed out and we do not think we can add a new expense.
        - Would the current Art Vistas volunteers consider working more than one class within the same grade level? Mrs. Katayama will reach out to the teachers to encourage them to support their room parents.
        - We can take other steps before hiring an art teacher. Perhaps we can cut down on the number of projects.
    - Some Room Moms do not have access to the class email list yet. This year, the school has been enforcing privacy laws and requiring the room parents to have parents opt into a separate Room parent email list.
        - We can use a class list of names but not email addresses to tap parents to help.
        - Next year, we should work on being more consistent. Perhaps the teacher can hand out one form at Back to School Night. This form might include a "Can I share this information with the room parent?" box.
        - Some teachers are not using blind copy when sending emails to parents. Teachers should be reminded to use bcc on emails, so parents do not copy and paste private email addresses without consent.
        - We can start including sign up sheets links to the monthly newsletter.

Project Cornerstone: Cornerstone lead Lara Panish presented an update.

- We are happy to have readers in every class, and we trained 12 new readers through Asset 101 training.
- This year's theme is empathy. We created new laminated bookmarks so students can collect the monthly stickers after each lesson.

Safe Routes: Programs Chair Mary Clinton read the following update from Christina Oshinsky.

- **4th Grade Bike Rodeo** was on 9/22. Carlton has been conducting the Bike Rodeo for the past 5 years. This year, we partnered with the San Jose Police Department to help us lead our bicycle safety skills stations along with an

Licensed Certified Instructor and parent volunteers. This was an amazing collaboration and well received by students, teachers, and parent volunteers. Carlton is very appreciative that our local police department took the time from their busy enforcement schedule to come out to our school and teach our students important bicycle safety skills. We hope to continue this partnership throughout the year.

- **International Walk and Bike to School Day** was on October 4. It was a huge success, approximately 314 Carlton students arrived to school either by walking, biking, carpooling or scootering! On this day, we also launched our Walk and Roll Wednesday scanning program. We will be scanning every Wednesday (weather permitting) from October 2017-May 2018. Walk and Roll Wednesday dates are posted on the Home and School Club website.
    - This year, we added an additional component to Walk and Roll Wednesdays - the 5th Grade Walking Brigade. To promote leadership skills and student involvement in supporting our Walk and Roll Wednesdays, 5th grade students will be our lead scanners with adult supervision.
    - Two students and an adult will be stationed at each of the school entrances (front, back, and near the clubhouse) to scan students who participate in Walk and Roll Wednesdays.
    - We are still in need of adults to help supervisor our students.
    - Anyone interested in supporting our efforts, please contact Christina Oshinsky at carltonsjsafety@gmail.com

- Can we bring our own balls to school? We don't have enough balls. We are unable to keep replacing them fast enough because we have a limited budget. This year it's a new rule that students can't bring their own ball to school.
    - Maybe each classroom can have their own set of balls. We can collect classroom donations for balls.
    - Are there any sporting stores that might be open to donating balls or creative equipment?

Fundraising Update: Fundraising Chair Rachel Zanger provided an update.

- Budget Flyer went out last week about the HSC budget. Feedback was positive because it was very informative.
- Walkathon is this Saturday! Come check out this year's WAT Shirt. It's up in office window! Everything is going great and been having fun getting kids excited with the assembly, lunch activity last week for poster that was hung yesterday
    - We need to borrow pop-up tents and tables. They can dropped off early in cafeteria. Please contact Lara and Rachel if you need any help getting these items to school.
- Pledges
    - Online pledge total = $7,640
    - Confirmed company matching = $2,234
    - Still need approximately $65K to meet our pledge goal

    - Historically approximately 50% of all pledges are received via the pledge envelopes. At this point, we have no visibility into how much has been collected using that method.
    - Traditionally, the majority of our online pledges are received the week of walk-a-thon which is THIS WEEK!
- Volunteers
    - We still have 166 out of 303 shifts to fill.
    - Most of these are adult only shifts.
    - Most of the shifts are only one hour.
    - Shifts start at 7am and end at 4pm.
    - If each family who plans on attending signs up to work one shift, all shifts would be filled.
    - Please spread the word that we are also looking for middle school and high school student volunteers. We usually we have more of these filled up at this time.

Book Fair

- The Book Fair is already set up already for this week. It will be open during Lunch with a Loved on and during Walkathon.
- Volunteers are needed to help during lunch with a loved one.

Chef's Night Out

- Chipotle earned $733
- Next few dates are: 10/25 at Roundtable, and sometime in December at SuperDuper
- First of year looking for new places – possibly Armadillo Willy's

Skate Night

- We would like to schedule a date sometime in January.

Auction

- Officially no Auction for 2017/18 school year
- Will actively recruit committee for 2018/19 school year
    - Would love to have a brainstorming session with parents who might be interested in helping out or have ideas
- Venue- Please help find a venue that we can use for free.
- Silent Auction items- Very Small Silent Auction for items such as: parking spot for next school year; front row/VIP for Dance Fest, Music performances & 5th Grade Promotion; VIP Walk-a-thon cabana
    - Basket Bingo lead Vanessa Michalsen suggested that we host the Silent Auction during Basket Bingo. We think this is a great idea because it's a popular community event, and we will be able to get great visibility for the Silent Auction.
    - Silent Auction and Buy in Party leads should be notified that their signage and items should be ready to be presented on Basket Bingo night.

Box tops: First Announcement was made that Mrs. Davis' class won for September box tops.

CRAFT BOUTIQUE / DOG EARED Books Sale

- Flyer went out!
- Euli is considering leading the Dog Eared book sale.

New Ideas:

- Food Trucks
    - Looking into possibly coordinating with existing events or a separate fundraiser in Spring
    - District list is really small with only 3 food trucks approved, but they are willing to work with new vendors to get them on the list
- Paint Nite
    - Contacted Paint Night and they will help coordinate a fundraiser
    - $15/ticket goes back to school for a $45 ticket.
    - When is a good time to schedule with school calendar? January or February?
- Buy In Parties
    - Madres & Margaritas will have a new host with a possible new theme.
    - Potentially another buy in party for moms & dads of Carlton. Night out / costume theme party.
    - Open to others hosting parties if interested in DONATING a party to the school.

Principal's Report: Mary Katayama provided her first principal's report.

- Dartmouth update: On Monday, all the administrators went to Dartmouth to support them. It was a hard day. Luckily, the media was not there. The staff and Superintendent are doing everything they can to be transparent. Counselors are ready at the school. The Dartmouth band program will continue. The district is doing everything they can to cooperate with the police. According to the police report, one student was affected. All the schools in our district will have a conversation to keep in mind in what we can do to make sure our kids are safe and to review protocols with staff. The district is trying very hard to make the best of a very hard situation.
- Transition for new Principal: Bitsey and Mary will continue to work together as partners. It has been a very positive experience. She emphasized, "I believe in shared leadership, and we are stronger together. My door is open. I welcome you to share your concerns with me. I look forward to working together to come up with solutions."
- Backpack hooks- some classes do not enough hooks. It is in the District's plans to get them. We are concerned with the number of hooks. TK and K may not have enough. Maybe we should get 35 for all the classrooms just in case the classrooms get switched.

Teacher's Report: Mrs. Katayama provided the teacher's report.

- TK: TK student are traveling around the world, learning how to communicate about their feelings (Kimochis) and explore fall topics such as pumpkins and apples.
- Kindergarten: Kindergarten has begun their unit on Autumn using GLAD strategies, scholastic weekly readers, informational text and science hands on lessons. As a grade level, kinders are learning how to read to self/ways to read (from Daily 5) focusing on independence and self driven learning goals in early reading skills. They just completed a unit on community helpers/fire fighters and had real firefighters from San Jose station 9 visit! They let the Kinders climb in their truck, see all their equipment and they taught them how to be safe in case of an emergency!
- 1st: First grade is exploring the Mystery Science units. Students are using GLAD strategies and vocabulary for plants and seasons. Teachers are incorporating technology into the classroom with apps such as Seesaw, Prodigy, Raz-Kids and more!
- 2nd: Second grade is excitedly preparing for their first field trip to Levi's Stadium. They are exploring place value in math. They have been working on narratives in writing and many teachers are piloting the new Writer's Workshop model.
- 3rd: The third grade student are learning about Liters/milliliters in math, using beakers and vertical line graphs to solve problems. Students have completed and are starting to present their Haunted House Book Reports where they are working on summarizing stories and oral presentation skills. Third grade is going to Hidden Villa, half have had a presentation in class about the history behind hidden villa as well as habitats at Hidden villa. This ties in with their life science standards.
- 4th: The kids are researching a California Native American Tribe and creating a hyperdoc to teach the class. In math, they are learning long multiplication, and they started learning to play the recorder.
- 5th: Students are 3-D printing with Mrs. Chia. They are also studying Native American cultural regions in the U.S., and students had a design challenge to design and build an authentic Native American home for each group's assigned cultural region. They are also working on Writer's workshop narrative writing. They are working on writing about small moments and stretching them.

Calendar Review

10/10-10/14 Book Fair
after school, during Lunch With A Loved One/Picnic With Pals, during Walk-A-Thon
sign up for a shift if you can? https://carltonhsc.org/scholastic-book-fair/

10/12 Lunch With A Loved One / Picnic With Pals - join your child for lunch

& stop by the book fair!
11:00-11:30 PM Kindergarten
11:30-12:00 AM Kindergarten
12:00-12:50 1st-3rd Grade
12:20-1:00 4th-5th Grade

10/13 Early Walk-A-Thon Registration - after school

10/14 Walk-A-Thon 10am-3pm - registration starts at 9:30am
Stay all day or just stop by!
Bring in treats to donate to cake walk!
Work a shift if you can! https://carltonhsc.org/wat/volunteers/

10/25 Chef's Night Out - Round Table

10/27 Teacher Treat Day Hosted By 4th Grade Classes

10/31 Halloween Parades
8:30-9:00 AM TK & AM Kindergarten
11:45-12:00 PM TK & PM Kindergarten
1:15-1:45 1st-5th Grade

10/31 Family Night - No Homework

Walk 'N Roll is every Wednesday

Upcoming Board Meeting Dates

- Nov 14, 2017 @ 7pm
- Dec 12, 2017 @ 8:30am
- Jan 9, 2018 @ 7pm
- Feb 13, 2018 @ 8:30am
- Mar 13, 2018 @ 7pm
- Apr 17, 2018 @ 8:30am
- May 8, 2018 @ 7pm – BOARD VOTE
- June 2018 - TBD

The board meeting adjourned at 10:15 AM.