Carlton Home and School Club Meeting Minutes
July 26, 2016 12:40pm Denise Kranich's home

Present:

President: Denise Kranich
Vice President: Nicole Cione-Baker
Treasurer: Brandi Mincey
Community Co-chairs: Missy Romero and Kulwinder Sandhu
Fundraising Chair: Kristin Gist
Secretary: Sarah Tiglao
Principal: Lisa Lorona

Absent:

Programs Chair: Maki Hirata

What's Working:

- The high turnout at the final meeting of the 2015-16 school year and the election of a full board for this year is excellent. Having a high level of community input and involvement along with a full board will set this year off on a very positive note.
- We are getting a great deal on merchandise for this coming year and are also getting new signs for better communication with community. **Next Steps:** We will get a free banner with our order and need to decide what it should say.

Merchandise:

Merchandise – kinder merchandise and end of year orders have to be filled. Order needs to be placed. Denise Kranich called for an up-front merchandise expenditure of up to $4000 to be approved. Missy Romero motioned that we approve the expenditure. Kristin Gist seconded the motion. All were in favor, the motion passed.

Grants:

A discussion clarifying the "Grants" line item was discussed. It was explained that these were funds earmarked for special projects brought to the attention of the board by teachers. (This topic was revisited later in the meeting under "Budget."

Calendars:

Before continuing the discussion of the proposed budget and clarifying our understanding of last year's budget the meeting schedule was set for the rest of the year. The meetings were moved to Wednesdays to avoid conflicting with Union Middle School Home and School Club meetings. It was decided that the HSC Code of Conduct will be included on the form sent to community with HSC meeting dates.

- Aug 18th 8:30am
- Sep 21st 7pm – Vote to approve proposed budget

- Oct 19 8:30am
- Nov 16 7pm
- Dec 14 8:30am
- Jan 18 7pm
- Feb 15 8:30am
- Mar 15 7pm
- Apr 19 8:30am
- May 17 7pm (Vote in 2017-18 board members)
- Jun 7 (possible final meeting of the year)

Friendship Benches:

- Expense was already approved by last year's board out of Project Cornerstone line item, but there are still concerns about how the first bench was constructed. Design needs tweaking to maximize safety and comfort. Need volunteers to construct the remaining 7 benches (five regular benches, two specially marked as "friendship benches." A request will be put out to the community by Denise Kranich for volunteers.

Marquee:

Last year a new electronic marquee had been proposed, but the cost was higher than originally expected when taxes and installation were added in ($24,000 vs. $17,500). The full cost will be added to this year's proposed budget as its own line item.

Survey Community:

Nicole Cione-Baker will draft a message and survey to be sent out to the Home and School Club membership asking members to prioritize proposed uses of funds and to come to the **budget vote meeting on September 21st at 7pm**. Input received will be reflected in the proposed budget, which is required to be posted 30 days prior to vote.

Proposals for the use of funds that will be included as possibilities in the survey are:

- Construction of shade structures for the 1st/2nd/3rd and 4th/5th play yards. (Union School District is paying for a shade structure in the kindergarten play yard.)
- Marquee
- Have CHSC purchase the majority of the school supplies that parents usually purchase at the beginning of the school year.
- Have CHSC purchase playground toys, ie balls and hula hoops

Shade and PE:

- Lisa Lorona updated us with the information that the school district will not pay for shade structures for the primary grades and is only paying for a shade structure for the kindergartners.
- She also shared that the kindergarten teachers now want kindergarten to join the PE program, "Recsess 101," which will increase the cost by $6,500 for the year, bringing the total to $33,000. Board will propose CHSC include $25,000 for PE in our budget. Lisa Lorona also explained that our school was given a significant

discount in the past and the cost may go up to $42,500 for the 2017-18 schoolyear. She explained the other item under the "Bridge the gap" line item covers a grant to the school, which is used to pay RTI tutors (whose wages will be increasing this year) and supplies for teachers & CHSC to use.

Budget:

- Walk-A-Thon organizers are proposing to raise $85,000 and requesting that $5,000 be used to pay for 5th Grade Science Camp
- Board members discussed several unclear line items. It was decided that line items need to be given more clear names to increase transparency
- Teacher allocations are proposed to be $25 per child; new teachers receive an additional $100 flat to help with setup of their classroom.
- The Grants line item will be renamed "Special Projects Requests" and lowered to $15,000 or less. The concern with lowering the funds in this line item is whether it will slow the implementation of important new projects.
- We need to price out the cost of building 2 shade structures. Lisa Lorona should be able to come back to us with an idea of what the cost of 2 identical structures would be.
- We ended last year with $140,000. We anticipate spending about $146,000 and anticipate an income of about $115,000 and need to keep a reserve of $30,000 in our account. That means we will have about $75,000 extra to pay for projects the community values like shade structures, school supplies, etc.
- Board members want to make the financial process as transparent as possible. To that end, we are looking into making bank statements available either to the board through dropbox or to the entire community on our website.
- Nicole Cione-Baker suggested that we have a finance committee or assistant to the Treasurer who can help with some of these new ideas. Next Steps: We need to find someone interested in the Treasurer position to shadow the current Treasurer.
- It was encouraged that line items be made as clear as possible. For example, the proposal of a water cooler for the staff room should come under the "Drinks for Staff Room" line with a note specifying that $180 will be spent on the cooler.
- It was decided that funds raised by the "Chef's Night Out" will be designated for fourth grade fundraising.
- The yearbook cost will be included in the beginning of the year consolidated classroom donations. They will also be available later in the year, but it is hoped that this will help prevent the scramble at the end of the year.
- Kristin Gist inquired when the last annual audit was performed on the CHSC financials and Denise stated that last spring it was done.

Community:

Welcome back breakfast expenses are covered under hospitality. Missy Romero and Kulwinder Sandhu will organize and pick up coffee and doughnuts:
Teacher breakfast – Aug 16 – 8am
Parent "boohoo breakfast" – Aug 17 – coffee & doughnuts

Back to School Nights

- Aug 24 – Denise Kranich will talk
- Kinder - Aug 18th at 6pm – Nicole Cione-Baker can talk

Minutes from Final Meetings of 2015-16 school year
Sarah Tiglao will contact previous Secretary Deann Boyd to get the minutes from the last two meetings of the 2015-16 school year. We need them to be sent to us and get them posted to the website asap.

The meeting was adjourned at 3:15pm.