Carlton Home and School Club Meeting Minutes
August 18, 2016 9:26am Carlton Staff Room

Present:

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

Absent:

What's Working: We are all here with the best intentions of benefiting the kids.

Volunteer staffing – delineation of responsibilities:

- Denise Kranich stated that she will email out a spreadsheet of the volunteer positions. Board members ill update it with names of volunteers, so that we can **identify what positions need to be filled by next Tuesday**.
- Nicole Cione-Baker stated that there are several people/groups of people who have volunteered to take on planning a spring auction. The board decided that they will all be invited to a short meeting in the morning at school where they can meet one another and take on the job of planning the auction.
- Similarly, we can have quick meetings for volunteers interested in planning Basket Bingo and other fundraising/community events. **Next steps:** begin to schedule and publicize these meetings.
- Nicole Cione-Baker voiced the board's thanks for the excellent "boohoo breakfast" put together by Missy Romero and Kulwinder Sandhu. She suggested that a Hospitality Committee be formed for welcoming new students and their families at the school. We want new families to be met by friendly faces. We will budget money to provide new families with a Carlton magnet and pencil. Next year's "boohoo breakfast" will have a CHSC table where new parents can come to get introduced to the school.
- A Communications Committee or person is needed to send out the CHSC emails, etc.
    - Missy Romero provided designs for 3 large sandwich boards that will be put out to advertise meetings. The designs were approved. There will be a fourth board about the Carlton merchandise available.

Budget:

Updates from District and Staff

- Denise Kranich reported that the district will be putting solar panels with picnic tables underneath up on the primary and intermediate play yards, which will provide significant shade over summer 2017.
- She also reported that the district will be putting up backpack hooks after the school is painted over summer 2017.
- Denise reported that the staff want only two "friendship benches;" one for each play yard.

Survey Results

- Nicole Cione-Baker: The survey results overwhelmingly indicated that our community wants shade (with shade for the upper and primary play areas receiving the most votes).
    - 1st: shade on upper play yard
    - 2nd: shade on primary play yard
    - 3rd: school supplies
    - 4th: playground equipment/toys
    - 5th: garden/field and playground updates
    - 6th: upgrades to teacher lounge/copy room
    - 7th: marquee (indicates that community does not wish to fund this at this time)
- The board decided that we will budget funds to cover interim solutions to the top priorities:
    - We will work with the school and hopefully **find parent volunteers** to put up e-z ups on hot days to provide children with more shade
    - We will purchase temporary backpack hooks so that all students can hang their bags
    - We will purchase and distribute classroom supplies instead of requesting parents provide these materials. (We will plan on doing this again next year.)
    - We will budget $1000 for playground equipment like balls and hula hoops to make sure there are enough for all the children (we may be able to use credits with Scholastic from the book fairs for these purchases).

Budget Clarifications:

- Grants/Special Projects line item would be to cover projects brought to us by teachers or members of the community
- Capital Expenses is money provided to Mrs. Lorona.
- Denise Kranich reported that other HSCs have $15,000 budgeted for flexible spending on projects and that we need the same. We need a policy on how that money to spent and a form that would be attached to the minutes. The line item will be changed from "Grants" to "Special Project Requests," and will be used to cover community/staff requests as they come up through the year.
- Principal's Allocation is for staff development and hospitality

Lunch Bunch

- It was suggested that we ask Mr. Anh to get involved

Workroom Committee

- We need a committee of volunteers to clean up and organize the work room monthly.

Administrative Needs

- Denise Kranich requested that $250 be budgeted for her to purchase organizational materials (for example, file folders and labelmaker tape) to prepare transitional job materials to pass on to the next president of the board

Concerns & Solutions

- There are safety concerns regarding the zip line on the upper playground. We cannot build or modify the structure to make this more safe without license, etc. from the state. We need a **Playground Committee** to research and start the process to fix/improve/replace the play structures. We need to try to figure out if there are any interim solutions we can provide.
- We need to ask teachers to encourage parents to get involved with CHSC
- We will budget $1000 for STEAM lab needs

The meeting was adjourned at 10:20am

NEXT MEETING TO BE HELD SEPT 21ST AT 7PM