Carlton Home & School Club
Board Meeting
Tuesday, March 13, 2018
Carlton Avenue School, Staff Lounge

Present: President: Brandi Mincey, Co-Vice Presidents: Missy Romero, Scott Conners, Treasurer: Lisa Allen, Fundraising Chair: Rachel Zanger, Programs Chair: Mary Clinton, Community Chair: Kulwinder Sandhu, Secretary: Euli Oh, Principal Mary Katayama Community Members: Vicki Wooledge, Maureen Currie, Lara Panish, Kristy Chia, Gwen Fox, Christina Olvera, Jennifer Watanabe, Jean West, Sheetal Vaghela, Swarna Podila, Vanessa Michaelsen, Sam Holderen, Katie Currie, Jen Fosco, Lesley Foster
Regrets: None

General Meeting Called to Order by Brandi Mincey at 7:10 PM

- Motion: Brandi Mincey requested a vote to increase CCD supplement by $2000 to cover any shortages and ensure field trips are not cancelled. Some grades are still underfunded despite emails from teachers. (3rd needs $640 & 4th needs $1045.) Donation forms were sent out in Thursday envelope and are available in the Front Office.
- Lisa Allen motioned for a vote to increase CCD supplement. Scott Conners seconded the motion. The motion was approved with no Nays and no Abstentions.

General Meeting Concluded at 7:20 PM

Board Meeting Called to Order by Brandi Mincey at 7:21 PM

What's Working? Kindergarten made a Kaleidoscope river; MakerSpace is up! We have 22 countries signed up to represent at this year's Multicultural Night, Baskets for Basket Bingo look great; very grateful for Mr. Philips and Mr. Ahn for another great March Madness

Approval of February Meeting Minutes

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

Financial Update: Treasurer Lisa Allen presented the financial update.

- Action: Accounting set up needs to be changed because we need to get rid of liabilities accounts such as CCD, Science Camp, Yearbook, Scholarships. Brandi will work with Auditor and Assistant Superintendent. Next year, collecting field trip money and payments will go out as an expense for a program. We are not supposed to be holding accounts. Everything will come in as income and everything will be paid as expenses.

Accounting books will be very clear as income and expenses. Auditor is very clear that we should not be booking field trips unless we have the money.

- Action: Brandi will send out a survey to teachers for feedback about priorities in classroom expenses and field trips to be prepared for next year's budget creation.
- Update: 4th Grade Survey was sent out to current 4th grade families regarding 4th grade fundraising for Science Camp. 21 people responded. Of the people who responded, most people said they would just pay for Science Camp. 1 person said they would be a co-lead, and 1 person said they would be on a committee.
    - Thank you Vicki for sending out the survey. Contact Rachel if you are interested in helping out.
    - Action: Rachel will reach out to the two people who said they are willing to help out.

Checking	37,795.04
Savings	50,589.56
Total Assets (Combined cash available)	**$ 88,384.60**

Fund Balances as of 02.28.2018	
Allocated for bill payments	1,087.30
Allocated for CCD	13,535.53
Allocated for yearbook fund	6,501.86
Total Current Liabilities	**$ 21,124.69**
General Fund	**67,259.91**
Total Assets	**88,384.60**

Budget Recap as of 02.28.2018	
Income to date	87,993.93
Expenses to date	109,211.01
Expenses still to incur	44,398.99

- Motion: Lisa Allen asked for a motion to approve $118 increase for Tax Preparation fees. We switched to a new accounting firm and they charged $1300 (extra $100) and a 1099 tax preparation filing fee of $18. Mary Clinton moved to approve $118 increase in tax preparation fee and Missy Romero seconded the motion. The motion passed with no Nays and no Abstentions.

    - Maybe next year we should eliminate the savings account and move everything to checking account to simplify the accounting.

- **Nominating Committee-** Kate LaBarbera, Katie Currie, Lara Panish, Missy Romero, Scott Conners, and Michele Andersen have volunteered to be part of the nominating committee. Thank you!!
    - All Board positions are open for consideration
    - The current Treasurer and Fundraising Chair will be running again next term and both are open to sharing their position (co-position.)

Community Update:

- Multicultural Night 4/27 is gearing up with 22 countries signed up! The details for the poster contest went out in last Thursday's envelope. Students can pick up the poster in the office.
- Action: Field Day 6/5 - Scott is going to meet with Coach Ernesto to discuss details for Field Day. He has 6 dads already. Go, Scott!
- Action: Kulwinder will plan Teacher Appreciation Week and HSC. She will contact caterer yet and discuss details with Principal Katayama.
- **Steam Night-** Kristy Chia presented an update for Steam Night 4/18. She would like Parent support for a Steam team. Steam Night will be a hands on night with 7 hands on Steam activities. This is a community Event, so everyone is invited.
    - Action: A Sign up will be sent out with short 30 minute shifts. Parents can volunteer with the kids. No experience needed. She needs 21 parents.
    - Food trucks: Rachel set up Mexican taco truck. 15% of sales goes back to the school (no minimum) & Kona Ice truck. Thank you, Rachel!

Fundraising Update: Fundraising Chair Rachel Zanger provided an update.

- Basket Bingo/Silent Auction is Friday night 3/16.
- Rummage Sale on 3/24
- Chef's Night Out at Armadillo Willy's on 3/27
- We still have leftover food from Walkathon: 100 hamburgers 90 hotdogs. Maybe we should sell it for 4th grade Science Camp at Dancefest or Steam Night
- Auction 2019 still needs volunteers for a committee.
- Sharpie Pens for Yearbooks- sell or buy Sharpies for kids to use to autograph the yearbooks? Maybe each class should ask for donations for their own sharpies. Or we can think about adding it to the classroom donation wish list for the next school year.

Principal's Report was given by Mrs. Katayama.

Student/School Handbook

- Information is available in the Student/School Handbook on page 10.
- The handbook can be downloaded from our website.
- Each year we ask parents to read through the handbook so they are aware of school policies and emergency procedures.

Emergency Procedures

In the event of an emergency or a major disaster remember the following:

- **Remain calm.** Your child will be cared for at Carlton until you or an authorized adult pick him/her up from school.
- **Students will only be released to adults who are authorized by you on the Disaster Emergency card.**
- **Parents and authorized adults must present identification before being allowed to remove a child from school.**
- **Park a distance away from the school and walk.** The parking lot and streets around the school may be needed for emergency vehicles.
- **Before being signed out at the Student Release Station, children will be asked to indicate that they know the authorized person.**
- **When arriving at the school to pick up a child, form a line at the Release Station located near the school office.** The release of each child will be done in a safe, orderly fashion.
- **Do not call the school.** If the telephone lines are operational, the telephones must be available for emergency calls.

Linda Cline was selected as winner of the Sarah D Barder Fellowship award. She was nominated by Euli's daughter, Alexis Oh, by writing a letter. She was honored at the district board meeting on Monday, March 12th.

Makerspace Parent Pop-In Wednesday, March 28th at 8:15-9:00

Traffic and Safety

We have hired a crossing guard for the back of the school. We are looking for 2 campus aides to help keep traffic moving. Please encourage people to apply for this position. Traffic and Safety Task Force Meeting – Thursday, March 29th at 1:15

CCD/Field trip funds – Grade levels have reached out to parents to pay if they haven't done so already. Funds have come in. Hurray! Brandi and I met and discussed about how we can improve this process and improve communication with the teacher about these funds.

March Madness – I just wanted to inform the community Ryan Phillips and Paul Ahn are giving up their recess and lunch breaks to be referees. We are grateful to Ryan Phillips for organizing this exciting experience to participate in a basketball tournament and learn about good sportsmanship and teamwork.

Mrs. Price is extending her leave. Mrs. Shenefield will be continuing and finishing up the school year.

Teacher's Report was given by Christina Olvera and Gwen Fox.

- TK is studying ocean habitats. We just finished up desert habitats. We are getting ready for Leprechauns.
- Kindergarten is busy learning subtraction, writing informational text and collaborating, planning and constructing leprechaun traps.
- First grade loves spring! We are beginning Writer's Workshop in our classrooms, after a fantastic training last week. We are busy collecting materials for our STEAM project to catch a leprechaun. We are planning our field trip to Vasona Park YSI next month.
- Second grade has just finish a Reading Unit on Fairytales with comparing and contrasting different versions of Little Red Riding Hood. We are learning the difference between fact and opinion. We just started our unit on opinion writing, Cats versus Dogs- The Best Pet. In math we are working with arrays and repeated addition- building the foundational skills for multiplication.
- Third grade is wrapping up our fraction unit and moving onto geometry. We are reading adventure stories in book clubs, focusing on different times and cultures, as well as practicing our notice and note strategies that the teachers are learning.
- Fourth grade is studying the Mexican American War and will start learning about the Gold Rush soon. We are reading nonfiction and fiction sources. In math we are learning about converting decimals to fractions and will soon be studying geometry. Our next field trip is to the Technology Museum with special labs and iMax movie planned. We also are finishing up our third science rotation in the next few weeks.
- Fifth grade is busy, as usual. :) We're getting ready to start opinion writing next week. Mrs. Lamour and Miss Gee have been going to Language Arts training in preparation for next year's LA adoption. Fractions in math is finally almost over, and we'll be working on volume and area. We're continuing our science rotations and starting to plan for the science fair. On March 19th we'll be having Darci Tucker, from Williamsburg, Virginia, do a presentation on women of the American Revolution. She portrays three women, a camp follower, a Loyalist spy, and a woman who disguised herself as a man so she could fight in the war. We are so excited that our students can experience this presentation. Mr. Phillips is trying to run March Madness around the rain. This is a giant commitment for him. He gives up his recesses and lunch to run the games. The students are having fun win or lose. Pi Day is coming up in Mrs. Fox's room. We'll be measuring circles, making pi necklaces and of course, eating pie.

Board Meeting Adjourned 8:44PM.