Carlton Avenue Home and School Club Board Meeting
Monday, August 13, 2018

In attendance:
Steve Chalgren Revi Sagee, Lisa Allen, Rachel Zanger, Katie Currie, Michele Anderson, Scott Conners, Lesley Foster, Swarna Podila

President Steve Chalgren called the meeting to order at 7:07 PM

1. Steve Chalgren discussed upcoming events
   - 8/16, TK presentation. Steve will spend a few minutes presenting. Can Vicki Woolege speak about WAT? Approved. Rachel will let her know.
   - 8/15, Back to Breakfast. 8:15-9:15 AM. 8-8:20, mingle. 8:20 Mary introduces Steve, Steve introduces Board and Program Leads, informal networking and recruiting for vacant positions, particularly Art and Clay
   - 8/22, Back to School Night 6:45-7:15 PM. Mary talks at 6:45, introduces teachers, they leave, Steve talks around 7:05-7:15.
   - 10/9, STEAM Night, 5:00-6:15 PM

2. My School Anywhere. Brandi is the subject matter expert on this project and will present it to teachers. Revi volunteered to help Brandi confirm parents for membership.

3. Proposed Board Meeting dates and times are as follows:
September 17 7:00-8:30 PM
10/15: 8:15-9:15 AM
November 5 8:15-9:15 AM
December 17 7:00-8:30 PM
January 14 8:15-9:15 AM
February 4 7:00-8:30 PM
March 18 8:15-9:15 AM
April 22 7:00-8:15 PM
May 20 7:00-8:15 PM

4. Community Chairs Report from Scott and Swarna:
   - Welcome teacher breakfast. No action items.
   - Back to breakfast. 8:00 (doors open). Officially scheduled from 8:15-9:15. Clean up 9:30. Donuts and coffee.
   - Have stayed within budget for breakfasts.
   - Mary and Molly are selling merchandise Tuesday morning
   - The current placement of the Carlton Marquee sign does not have adequate visibility. It needs to be re-oriented so that it can be read from both sides while walking or driving down Carlton Avenue, rather than only while facing the school.

5. Fundraising Report from Rachel and Katie:
   - Vicki Wooledge, room parent coordinator for last school year, has questions. The Room Parent Guide needs review from Scott. Looks good to Rachel but she is requesting another set of eyes. Vicki would like to confirm dates for teacher treat days. Currently 9/20 (5th grade), 10/24 (?) 4th

grade--science camp?, November (no treat day), December (no treat day), January 23 (3rd), Feb 13 (2nd), March 20th (HSC). The Room Parent Coordinator needs to manage expectations and make sure that grade level parents don't go overboard. Moving teacher treat days to Wednesdays when available per teacher input.

- Moving teacher appreciation week to the week of March 18th. Ask Mary for input before codifying. Concern: National Teacher Appreciation Week is in May. "Hallmark Week"
- Need flyer created/printed for back to school night to capture new parents. Also to be emailed. Brandi created last year. Steve to do this year.
- Bringing back Birthday Book Club. Needs some massaging in order to make the financial side more streamlined. Concern is PayPal access and reconciling it with monthly financial statement. Suggestion to have Kara Yoshikawa manage the PayPal account, download reports, and disseminate to various program leads in order to reconcile.
- WAT: 9/22. Communications to go out week one.

6. Treasurer report from Lisa:
    - Co-signers. President, VP, Secretary, Treasurer. Approvals are based on what the published budget amounts are. All accounting is done in QuickBooks. Two signatories are required for checks. Please let chairs know the process for submitting for reimbursement (forms, folders, anticipate a 2 week turnaround).
    - Lisa reviewed last year's budget. Recap $116K income, 134K expenses. Over budget on income and spent less than planned.
    - Updating current budget to accurately reflect income and expenses. Example: WAT, yearbooks. Goal is to make income and expense as transparent as possible and have detailed line items for each individual income and expense item.
    - Science camp. Estimated $44,500 but if they do a 4 day camp it'll come down a bit (est. $20/pp).
    - Goodwill program. Rachel/Katie to manage in the spring if needed.
    - Merchandise. Already spent $3500 to restock. $1,000 will be needed for March Madness T-shirts, this will be budgeted separately.
    - Mary Katayama is requesting $$ for parent programs. Consensus is not to have $$ for parent programs. Concern is lack of participation and the fundraising that the HSC does is for programs for the kids and not for the parents.
    - STEAM TOSA, reduced to $1K for consumable project supplies since $2K last year included supplies for the new STEAM lab.
    - Mary Katayama is working on bringing in an book author as an assembly speaker.
    - Mary Katayama is requesting $6K for crossing guards because the school budget can't fund it.
    - Reduce historical restoration line item to zero.
    - Safety supplies for classrooms line item. Michele will follow up with Vicki/Maureen to see what has previously been done and how it has been managed from a HSC perspective. Once we have that information then we can address funding for safety supplies more specifically.
    - Funding for classroom book sets has been requested. The consensus is that teachers who need it can apply for it. Need to find out if this is a one time cost or recurring so that it can be appropriately budgeted for future years as necessary. (Update: the District will cover these expenses)

The meeting was adjourned at 9:29 PM.

June 2018 Summary Report

Checking	19,746.92
Savings	50,591.26
Total Bank Accounts (Combined Cash)	**$ 70,338.18**
PayPal	$ 275.38
Total Assets	**$ 70,613.56**
Final Budget Recap as of 06.30.2018	
Total Income for 2017-2018	**116,292.03**
Income Budget Target	*87,005.00*
Income Received Over Budget	*29,287.03*
Total Expenses for 2017-2018	**134,155.46**
Expense Budget Target	*156,137.49*
Expense Under Budget	*21,982.03*

May 2018 Summary Report

Checking	40,476.17
Savings	50,590.84
Total Bank Accounts (Combined Cash)	**$ 91,067.01**
PayPal	$ 275.38
Total Assets	**$ 91,342.39**
Fund Balances as of 05.31.2018	
Allocated for bill payments	12,633.91
Allocated for CCD	3,790.25
Allocated for yearbook fund	6,501.86
Total Current Liabilities	**$ 22,926.02**
General Fund	**68,416.37**
Total Assets	**91,342.39**
Budget Recap as of 05.31.2018	
Income to date	112,991.28

Expenses to date	133,051.90
Expenses still to incur	23,085.59

April 2018 Summary Report

Checking	48,354.59
Savings	50,590.41
Total Assets (Combined cash available)	**$ 98,945.00**
Fund Balances as of 04.30.2018	
Allocated for bill payments	1,650.89
Allocated for CCD	15,016.13
Allocated for yearbook fund	6,501.86
Total Current Liabilities	**$ 23,168.88**
General Fund	**75,776.12**
Total Assets	**98,945.00**
Budget Recap as of 03.31.2018	
Income to date	108,836.21
Expenses to date	121.537.08
Expenses still to incur	34,415.92