CHSC Board Meeting
January 14, 2019
Attendance: Steve Chalgren, Lesley Foster, Rachel Zanger, Michele Anderson, Scott Connors, Swarna Podila, Lara Panish, Lisa Allen, Revi Sagee, Mary Katayama, Jen Fosco

President Steve Chalgren called the meeting to order at Meeting called to order at 8:30 AM.

The previous meeting minutes were approved.

Community Report:

- Teacher appreciation week is in March.
- What is responsibility of community chairs v. room parents?
- CHSC does the luncheon. Different from grade level luncheons. Can be on Friday or Weds. Mary to poll the teachers to see which day is preferred.
- Revi to communicate the teacher preference for healthy options to the room parent coordinators. Fresh coffee is a must.
- Multicultural night is in good shape due to well-organized parent coordinators. Rachel to reserve space online to ensure proper custodial staffing.
- Suggestion: Codify who does what respective to submitting forms, other responsibilities.
- Field Day: June 4
- Community Event Ideas:
    - February breakfast event ($250 budget +/-). Do February Principal's coffee in conjunction with CHSC, use the breakfast as a vehicle to promote the auction and invite the TK/Kinder families from registration. Breakfast to be February
    - March spring cleaning (Goodwill, possibly as fundraiser, Expect Respect can make posters), community swap. Possibly move to April.
    - May movie night in front lawn. BYO food, rent a projector/screen. Need to look into licensing fees. Jen has contact information for "movie guy" to pass to Swarna (will check with movie guy and Alta Vista's movie guy). If we need to charge, make it donation based.

Fundraising Report:

- CNO February 6th. Main St. Burgers/Willow Street Pizza
- Silent Auction planning is underway! Online auction will be from 1/31-2/7 (5:00 PM-5:00 PM), and the first flyer is going out this week in Thursday folders. Currently $1K in business sponsor income, projecting $4500 overall income. The focus is on Carlton items. Offered current parking space auction winner a complimentary second year due to the auction winner sign not being up for so long.
- Suggestion: put in CHSC communications that the space is reserved for the auction winner.
- Increased front row seats for dance fest.
- Birthday book club enrollment period is still open through 1/17.

- A raffle is a legal process and must be registered through the State of CA's Treasury office two months in advance. Rachel will start the process for Basket Bingo.

Financial Update:
Checking……..$110,207.36
Savings……..$50,593.82
Total Assets……...$160,801.18
Current Liabilities……..$2,808.47
General Fund…….$157,992.71

Budget Recap
Income Budget……..$198,346.13
Income to date……...$193,211.03
Income still to raise……$5,135.10*
Expense Budget…….$217,111.02 ~~(209,814.13)~~
Expenses to date……...$105,831.88
Expenses still to incur...$111,279.14
*Income needed to balance the budget…….$23,899.99

- MSA donations are eligible for company match.
- Kara emails teachers every 2 weeks w/ status of donations to field trips.
- ~~**need to find non-profit status confirmation proof of CA franchise tax board exempt status. Steve and Lisa to look in past documents.~~ Rachel created a proof of status letter during the meeting.
- Room 2 donation. Parent/company matching of ~$600 that was specified to be given to room 2. Steve will email the parent to let him/her know that it can go towards the Kindergarten field trip and have those donations spill over into the general fund. Otherwise, give the donation back and suggest that they purchase items from the teacher's wish list for the benefit of the class.

Principal's Report:
- Book donation to camp fire victim school was a success, Principal of Guadalupe also donated.
- Music: spring concert, challenge with finding a date that works for UMS. Question is to have it during the day, and open to parents. Working on finding options that make it less labor and cost-intensive but still accommodate working families.
- Parenting in the Age of Technology class will be offered at Carlton, as a district sponsored parent education event on January 23rd.
- An information session on Imagine Learning, a program to support English language learners, is upcoming.
- TK/Kinder registration begins 2/1. Please help spread the word. Must do the online registration component first and then bring in paperwork to the office in order to complete the registration. Scott will put info on marquee.

Teacher highlights:

- TK smart start a success! 3rd grade buddies were impressed by their creations
- Kinder: gingerbread houses, buddies
- 1st: maps, world maps
- 2nd: December holidays, Smart Start, Lunar New Year
- 3rd: family treasures slides, creative narrative writing
- 4th: Walk Through CA, Spanish explorers, papier mache masks
- 5th: Informational writing, presentations, president books

Other:

- Funding for STEAM ToSA position may not exist for 2019-2020. Operating under assumption that there will be no ToSA. There is currently a cohort program in place with a goal of training teachers on all the equipment available for teachers in the STEAM room.
- January 24th TK/Kinder Parent Orientation 6:00-7:00 PM
- Need to sort out what to do for hospitality for ToSAs. Need a plan to ensure equitable recognition during “all teacher” recognition events.
- Nothing is in the budget for March Madness.

The meeting was adjourned at 10:17 AM.