

Bret Harte Community Club

August 18, 2020 Board Meeting Minutes

- I. Call to Order @9:35 AM (President, Shallu Bhalla)
 - A. Attendees: Shallu Bhalla (President), Erika Murphy (Secretary), Uyenthy Nguyen (8th Grade Promotion Dance), Nina Tsang (Book Fair), Maggie Wang (Communication), Maggie Nguyen (Communication), Megan Choi (Culture Fair), Stefanie Bellucci (Donation Drive & SNAC), Lucia Arsintescu (Math Olympics), Ronit Polak (Parent Speaker & Volunteer Coordinator), Michelle Etter (Project Cornerstone & Bronco Branding), Claire Chiu (Request for Funding), Yunyun Jiang (Request for Funding)

- II. Principal's Report (Principal, Alanna Callaway-Willson)
 - A. Updates:
 1. School staff have been working on distance learning troubleshooting. The goal is to have 100% online this week. The recent new form of teaching has been exciting adventure given 17 years in education.
 2. One way BHCC can support teachers is to find ways of incentive or show appreciation to our teachers, to keep the teacher morale high and thank them for their work.
 3. How BHCC could help at the moment, so far the schools are focusing on the technology SJUSD has provided.
 4. How many school staff come back to school? Teachers with medical history or in highest risk category can choose to work from home.
 5. There are 1100 students in school this school year.
 6. For the students who had video difficulties in joining online class, mostly are caused by bandwidth at home or computer processing speed.
 7. For the classes missed due to school power outage, no answer for if there will be class makeups.

- III. Treasurer's Report (Looking for Treasurer)

- IV. President's Report (Shallu Bhalla)
 - A. Update:
 1. Looking for BHCC treasurer. Alanna suggest to use social media or Nextdoor or other social media to find BHCC treasurer. Erika mentioned a candidate Angela (Last name?). Stephanie will reach out and check with the candidate if she is interested.
 2. BHCC can send weekly updates on Wednesday and Thursday latest, to be incorporated into Alanna's weekly messages to parents.
 3. More messages will be coming this Sunday in Alanna's weekly email regarding to back to school night. For BHCC general meeting, recording meeting works better. Alanna is happy to promote BHCC general meeting to parents.
 4. Shallu suggests to add one more online account Venmo for online donation (no fee). Questions about why we need donations this school year and if we have leftover money from last year. Claire clarified RFF has 18K surplus from last year. Stephanie mentioned she could be involved in the conversation and take the PayPal work.
 5. Shallu suggested the program candidates that could be run online - cornerstone, teacher appreciation. What programs will handle teacher appreciation as Alanna suggested in the beginning of the meeting. PEST? May need PEST chair to revise appreciation form for this year.
 - B. Outstanding:
 1. Shallu would find out what % of board vote is needed to promote motion. Need to check with bylaws.

2. Shallu checked if Michelle Etter could be the interim treasurer for BHCC. Michelle needs time to consider and will talk with Shallu offline.
3. Shallu will run a document collecting program budget for 2020-2021 from all program chairs. Will run donation amount motion in the next board meeting as the budget will be more clear.

V. Committee Updates:

- A. 8th Grade Promotion Dance - Uyentyh Nguyen - \$1000 in expense cleared in June 2020 for 2-page congratulation ad in the Almaden Times; 400 hard copies of the Almaden Times will be available to BH 2002 grads once printing resumes, which was thought to be some time in August.
- B. Book Fair - Nina Tsang - No update.
- C. Bronco Night - Amita Dhingra - not in attendance.
- D. Communications - Maggie Wang - will resume sending monthly newsletter. Will reach out to chairs if need any materials. Monthly newsletter is sent out to Alanna 3 or 4 calendar business days before the end of the month. Maggie Nguyen - will continue to update website as needed.
- E. Cultural Fair - Magan Choi - will think about how the cultural fair would be this year.
- F. Donation Drive - Stephanie Bellucci. Stephanie needs to know the budget. Michelle suggests to let chair come out with budget for each of their program. Erika suggests RFF keep the same budget as the normal school year. Shallu suggests to be creative and figure out the budget amount. Stephanie will check back and find more information about history donation amount changes. No motion in today's meeting until more details are available. Stephanie will send out follow up emails to board.
- G. Parent Speakers - Ronit Polak - Will use the budget from before as reference. There was a preparing ourselves to the stress webinar shared by Ronit earlier in August. For BHCC events, we will invite kids to join the webinars.
- H. Emergency Preparedness - No chair
- I. Everyday Heroes - No chair
- J. Library Volunteer - No chair?
- K. Math Olympics - Lucia Arsintescu, Lynn Zhang - no update
- L. Career Day - Ladan Ralston, Megan Harb - not in attendance
- M. PEST - Joanne Tsudama - not in attendance. Claire talked about past PEST procedures. Board discusses this year form need to change. It may be hard to keep anonymous. PEST chair may need to come up with a program redesign.
- N. Project Cornerstone - Michelle Etter - Michelle Etter will follow up with Alanna offline and collaborate on cornerstone timeline and details. Bronco Branding is the same as Project cornerstone. It's okay to either keep them separate or combine on website. This year can focus solely on cornerstone ceremony. Will set up a video, have teachers read the nominations. Students can check out video outside of school hours. Certificates can be sent home.
- O. Request for Funding - Claire Chiu, Yunyun Jiang - There is 18K surplus from last year. Claire has checked with teachers for those whose requests have been approved but not purchased yet. RFF will keep the same budget estimate as normal school year as there are many unknown and there could be purchase needs when students start to go back to school. RFF may adopt a process change, get approval from board as teacher's request comes. Claire will prepare google doc or doodle pro for approval name collection. Claire suggests to use a weekly approval process. Shallu suggests to keep the purchase receipts in a dedicated folder for now.
- P. SNAC - Stefanie Bellucci - no update
- Q. Staff Appreciation - No chair.
- R. Volunteer Coordinators - Ronit Polak - may find a way of gather a list of volunteers.

VI. Meeting adjourned @ 11:07 (President, Shallu Bhalla)