

# **Bret Harte Community Club**

## **October 16, 2018 Board Meeting Minutes**

- I. Call to Order @ 9:30AM (Co-President, Yunyun Jiang)
  - A. Attendees: Yael Kharman (Co-President); Yunyun Jiang (Co-President); Stefanie Bellucci (Donation Drive Co-Chair); Dom Ereno (Emergency Preparedness Co-Chair & Vice President); Annette Mackaness (Math Olympics Co-Chair); Run Jin (PEST Co-Chair & Website Coordinator Co-Chair); Hyunmi Seo (PEST Co-Chair); Michelle Etter (Project Cornerstone Co-Chair); Erika Murphy (Secretary); Claire Wonting Chiu (SNAC Co-Chair); Paula Ould (SNAC Co-Chair); Archana Zarabi (Staff Appreciation Co-Chair); Ruchika Bhatia (Staff Appreciation Co-Chair); Sheryl Elo (Treasurer); Like Vlasveld (Volunteer Coordinator Co-Chair); Maggie Nguyen (Website Coordinator Co-Chair); Alanna Callaway-Wilson (Principal); Lucy Carroll
  - B. Proxy: Yael Kharman for Megan Harb (Career Day & SNAC Co-Chair) and Ronit Polak (Volunteer Coordinator Co-Chair); Yunyun Jiang for Maggie Wang (Communications Co-Chair); Michelle Etter for Kristine Irish (Project Cornerstone Co-Chair)
  
- II. Principal's Report (Principal, Alanna Callaway-Willson)
  - A. Updates:
    1. Increase in students at second student council meeting; 35 students in attendance so missing approximately 20 students to reach 100% participation.
    2. ASB hosting a fall carnival on November 2nd with raffles, games, a haunted house in the cafeteria. Ms. Burns will reach out for volunteers as needed.
    3. First Project Cornerstone presentation last Thursday with 21 students being nominated.
    4. College spirit week organized by counselors for the first time leading up to the parent college informational night on 10/24.
    5. Second school site council meeting taking place 10/23.
    6. Alanna presenting to the superintendent and principal peers on math performance with a focus on improving performance for hispanic male, special education and low socioeconomic students that historically have been under-performing in math.
  
- III. Treasurer's Report (Treasurer, Sheryl Elo)
  - A. Updates:
    1. Thank you from teacher for Staff Stuff donation approved last month.
    2. Activity since last board meeting reviewed.
      - a) Income
        - (1) \$1K received from corporate matching.
        - (2) \$17.6K in member donations.
        - (3) \$1.6K in emergency preparation donations from 6th grade students.
        - (4) \$4K from SNAC

- b) Expenses
  - (1) \$369 expense to replace emergency supplies
  - (2) \$855 for SNAC
  - (3) \$8.5K for Point Break
  - (4) \$678 Staff Stuff approved at last meeting.

#### IV. President's Report (Co-Presidents, Yael Kharman and Yunyun Jiang)

##### A. Updates:

1. Motion for approval of September Board Meeting Minutes - 1st by Dom Ereno; 2nd by Ruchika Bhatia; motion approved without opposition.
2. Motion for approval of Maggie Nguyen as Communications Co-Chair with special focus on FaceBook for 2018/2019 School Year Board Member - 1st by Stefanie Bellucci, 2nd by Paula Old; motion approved without opposition.
3. Communication content submission
  - a) Principal's Weekly Message ([bhccpresident@gmail.com](mailto:bhccpresident@gmail.com)) by Wednesday noon
  - b) Newsletter ([mwang27@hotmail.com](mailto:mwang27@hotmail.com)) by end of the 3rd Tuesday of the month - board meeting day
  - c) Facebook ([maggie.nguyen@gmail.com](mailto:maggie.nguyen@gmail.com)) as needed
  - d) Display case ([mwang27@hotmail.com](mailto:mwang27@hotmail.com)) by end of the 3rd Tuesday of the month - board meeting day
  - e) Suggestion made to place the member drive higher in any of the next communications.
4. Communication content submissions needed for all BHCC programs for the website to help with future recruitment.
5. Borad Opening for Emergency Preparedness
  - a) Need job description for Emergency Preparedness so BHCC can get the word out.

##### V. Committee Updates:

- A. 8th Grade Promotion Dance - Christina Bullard - still in need of new Co-Chair to replace Stephanie Bullock otherwise no update, chair not in attendance.
- B. Book Fair - Phalguni Nandi - scheduled for November 5th-9th otherwise no update, chair not in attendance.
- C. Bronco Night - Diane Augusto - first Bronco Night was 9/21 and sold out, next Brono Nights schedule for 1/25, and 3/29 otherwise no update, chair not in attendance.
- D. Communications - Maggie Wang, Maggie Nguyen - see President's Report for updates otherwise no updates.
- E. Cultural Fair - Lieke Vlasveld, Meghan Choi (Booth) - Allanna to reach out to Social Studies department chair to see if we can do more of a connected theme this year. The first meeting will be in January.
- F. Donation Drive - Stefanie Bellucci - additional \$2.3K not yet turned over to Sheryl. Still need to get a banner (Note: Hillview in Morgan Hill did a a 4'x10' banner w/ grommets for me for \$190 a couple weeks back - their number is 408-779-6960. I worked with a woman named Joan. Also Dom provided a

contact for banners.) Need to draw name for pizza party winner for those that donated by 9/28. Next year consider encouraging 5th period teachers to push for the donation drive by incentivizing them with class funds for 100% participation. Send one more push for donation drive via a paper flyer after Halloween via 5th period teachers.

- G. Parent Speakers - Ronit Polak - tentative dates are 12/5, 1/16 or 1/23 otherwise no updates, chair not in attendance.
- H. Emergency Preparedness - Dom Ereno - buckets replenished and the old bars had to get thrown out because they were expired so no luck using them at SNAC. New bars scheduled to be replaced next August - consider giving away in May, one week prior to school getting out so that at least they don't go to waste. One bucket is missing from the library and 4 cases of water - still searching - likely misplaced as the result of remodel.
- I. Everyday Heroes - Natalie Miller - no update, chair not in attendance.
- J. Library Volunteer - Geeta Abhay - no update, chair not in attendance.
- K. Math Olympics - Annette Mackaness, Lisa Elliott - no update, chair not in attendance.
- L. Career Day - Ladan Ralston, Megan Harb - no update, chair not in attendance.
- M. PEST - Run Jin, Hyunmi - PEST has enough parent to support the program. Would like to get pictures of PEST gifts to share for ideas with others - Dom to provide one.
- N. Project Cornerstone - Michelle Etter, Kristine Irish - Project Cornerstone Award ceremony with 21 students nominated went well. Alanna was very supportive, warm and welcoming of the students. A student can only receive one Project Cornerstone award per year and if a student has received an award they will receive a cord to wear at graduation. Suggested to add the Project Cornerstone asset of focus to student announcements.
- O. Request for Funding - Lily Chen, Pin Zhou, Claire Wonting Chiu - only 4 teachers have submitted requests thus far. Alanna to remind teachers of deadline, assuming it hasn't already passed - Lily and Pin to followup and confirm.
- P. SNAC - Claire Wonting Chiu, Paula Ould, Megan Harb - still working to get 1/4 of the volunteers cleared through the district. If a volunteer has a question on clearance they should check with Belinda in the office rather than the district as clearance has several steps some of which take place at BH with Alanna reviewing. The price increase made the student newsletter and 12 out of 19 asked thought the price was too high. Decided the mission of SNAC is as a fundraiser and not a student service and therefore okay with keeping new prices as they are for the next several years. Also noted is that the pricing is still under the staff vending machine, food purchased at the cafeteria and the district recommended pricing. SNAC changing the value of Bronco Bucks from 5 Bronco Bucks to \$1 to only 3 Bronco Bucks equal to \$1 so this should be a positive for the students. Need to consider an overview of Bronco Bucks for new teachers and old to ensure they aren't taken advantage of.
- Q. Staff Appreciation - Archana Zarabi, Ruchika Bhatia, Rebecca Edelman - next lunch scheduled for October 24th will be Mexican food. All volunteer spots filled

and only concern is that volunteers remember their commitment - check with Ronit to see if a reminder can be sent via the system.

- R. Volunteer Coordinators - Ronit Polak, Lieke Vlasveld - working to get purple volunteer form online and will bring a revised form for review to our next meeting.
- S. Web Site Coordinator - Run Jin, Maggie Nguyen - request for BHCC program descriptions over the next 1-2 weeks so that the new website can be taken live.

VI. Meeting adjourned @ 10:47AM (Co-President, Yunyun Jiang)