

# **Bret Harte Community Club**

## **August 28, 2018 Board Meeting Minutes**

- I. Call to Order @ 9:33AM (Co-President, Yael Kharman)
  - A. Attendees: Phalguni Nandi (Book Fair Chair), Yael Kharman (Co-President); Yunyun Jiang (Co-President); Maggie Wang (Communications Chair); Megan Choi (Cultural Fair Booth coordinator); Lieke Vlasveld (Cultural Fair Chair & Volunteer Coordinator Co-Chair); Stefanie Bellucci (Donation Drive Co-Chair); Dom Ereno (Emergency Preparedness Co-Chair & Vice President); Natalie Miller (Everday Heroes Co-Chair); Annette Mackaness (Math Olympics Co-Chair); Lisa Elliott (Math Olympics Co-Chair); Ronit Polak (Parent Speakers Chair & Volunteer Coordinator Co-Chair); Ladan Ralston (Career Day Co-Chair); Run Jin (PEST Co-Chair & Website Coordinator); Hyunmi Seo (PEST Co-Chair); Michelle Etter (Project Cornerstone Co-Chair); Kristine Irish (Project Cornerstone Co-Chair); Erika Murphy (Secretary); Claire Wonting Chiu (SNAC Co-Chair); Paula Ould (SNAC Co-Chair); Megan Harb (SNAC Co-Chair & Career Day Co-Chair); Archana Zarabi (Staff Appreciation Co-Chair); Ruchika Bhatia (Staff Appreciation Co-Chair); Sheryl Elo (Treasurer); Alanna Callaway-Wilson (Principal)
  - B. Proxy: Phalguni Nandi for Diane Augusto (Bronco Night Chair); Ladan Ralston for Dom Ereno
- II. Principal's Report (Principal, Alanna Callaway-Willson)
  - A. Updates:
    1. Construction update.
      - a) Library carpet to be installed this week followed by the reinstallation of shelving. Scope of library remodel increased to include all new carpet (including the "Hang Out") due to other areas of remodel coming in under budget.
      - b) The Hang out will open after Labor Day.
      - c) Construction update will be included in the next parent blast.
    2. Cornerstone assets to be covered in SSR in September and grade level assemblies will be held in October. All 6th grade teachers and new teachers to BH invited to Bronco Branding.
    3. RFF support from Social Studies and Science teachers speaking at Back to School Night.
    4. Overview of RFF applications scheduled to be presented at staff meeting on 9/10/18.
    5. The new leadership teacher will plan the first Bronco Night scheduled for 9/21/18.
    6. Clubs will start after Labor Day.
    7. First student council meeting scheduled for 9/5/18.
    8. New Director of the Rock Program at The Spot will be revamping program and have a table at Back to School Night.

9. Excited to get going with Point Break for 7th graders and expecting more parent volunteers to get involved.
10. Pre-surveys being done by grade in PE to start assigning counselors.
11. Junior Robotics took the place of computer programming in the 7th grade wheel.

B. Outstanding:

1. Alanna to confirm General Meeting time for Yael.
2. Yael to clarify what Leland would like to have advertised at Back to School Night. Allana okay to advertise for events at Leland but not okay to be selling for these events as it will conflict with BH fundraising taking place at Back to School Night.

III. Treasurer's Report (Treasurer, Sheryl Elo)

A. Updates:

1. Motion for approval of Budget Overview for Fiscal Year Ending July 31, 2019 last updated as of 8/20/2018 - 1st by Phalguni Nandi; 2nd by Michelle Etter; motion approved without opposition.
  - a) General Meeting held on September 12, 2018 is when the Budget for Fiscal Year Ending July 31, 2019 gets approved.
2. Motion for approval of \$3000 donation from Staff Stuff fundraiser to Dorris Dillon School Foundation in Cambodia - 1st by Phalguni Nandi; 2nd by Dom Ereno; motion approved without opposition.
3. Donation Drive
  - a) \$50K is the target for this year's donation drive
    - (1) Target an increase in families participating. (Last year only 27% of the families participated and of those participants \$12,000 was raised through company matching.)
      - (a) Provide donation drive forms to 5th period teachers for Back to School night.
      - (b) Add an image of a thermometer to show fundraising progress to Newsletter.
      - (c) Use the electronic message board to provide fundraising updates.
      - (d) Consider making participation a friendly competition (i.e. pizza or ice cream sandwich party for class with highest number of participating families)
4. SNAC Profit Projects
  - a) Last two years of SNAC Profits allocated to get water filtration system fountains in conjunction with the Booster Club (50/50 split of project costs). Water filtration system not approved by SJUSD due to maintenance cost concerns last year.

B. Outstanding

1. Try to revisit water filtration project from SNAC profits and consideration of other project ideas to do in conjunction with Booster Club.

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

A. Updates:

1. Motion for approval of May Board Meeting Minutes - 1st by Annette Mackaness; 2nd by Ronit Polak; motion approved without opposition.
2. New 2018/2019 School Year Board Members.
  - a) Motion for approval of Archana Zarabi, Ruchika Bhatia, and Rebecca Edelman as Staff Luncheon Chairs - 1st by Lisa Elliott, 2nd by Claire Wonting Chiu; motion approved without opposition.
  - b) Motion for approval of Maggie Wang as Communications Chair for 2018/19 school year - 1st by Lisa Elliott, 2nd by Claire Wonting Chiu; motion approved without opposition.
3. Volunteer Status
  - a) Belinda shall send an updated list of approved volunteers weekly. (Note: Post meeting, Lieke sent the updated list and notified BHCC that Belinda will send to Lieke and Lieke will forward to BHCC and update the master list.)
  - b) Yunyun asked each coordinator to check their volunteers against the master list.
4. Meeting Logistics
  - a) Board Agenda shall be sent 2 days prior to board meeting.
  - b) Board Meeting Minutes shall be sent within a week of the board meeting.
  - c) Board members shall provide a proxy if you will not be at a meeting. Proxy shall be sent by noon the day prior to the meeting barring any unforeseen circumstances.
  - d) Board members shall be mindful of email etiquette and avoid including parties that may not be needed for the discussion. If more than 3 back and forth email communications needed, consider a face to face meeting to resolve details.
  - e) The Communications Chair, Maggie, shall manage the Newsletter and Display Case. Co-Chair requested to help with display case and Newsletter edits.
  - f) The board shall use EventBright for signup for events that require RSVP, such as a parent speaker night.

B. Outstanding:

1. Alanna to confirm Back to School Night on September 12th is from 6:30 to 8 or 8:30 - thus determining the General Meeting time for Yael.
2. Lieke shall review the expedited volunteer process with Alanna.
3. Yael shall check with Alanna on Ronit's suggestion for conducting meetings using a conference bridge for those that are unable to physically be at the meeting. Ronit offered to provide the conference bridge and all BHCC would need would be a speaker phone (would recommend a Polycom phone for the best sound quality vs. a standard phone with speaker function).
4. Ronit, will EventBright meet your needs as a best practice for subscribing/unsubscribing for parent communications on specific topics/events?
5. Co-Chair for Communications is open to help with display case and Newsletter edits.

V. Committee Updates:

- A. 8th Grade Promotion Dance - Stephanie Bullock, Christina Bullard - no update, chairs not in attendance.
- B. Book Fair - Phalguni Nandi - Enchanted Forest is the theme and Book Fair is scheduled for November 5th-9th. Email has been sent to parents to volunteer.
- C. Bronco Night - Diane Augusto - (proxy gave update) Bronco Night scheduled for 9/21/18 and will ask for volunteers 2 weeks prior and Phalguni shall forward details of specific volunteer needs to volunteer coordinators.
- D. Communications - Maggie Wang - target delivery of Newsletter for the middle of each month.
- E. Cultural Fair - Lieke Vlasveld, Meghan Choi (Booth) - Lieke will take the lead for Cultural Fair this year and the target date for event is early May.
- F. Donation drive - Stefanie Bellucci - 130 families have donated as of this date. Last years RFF teacher names needed for last year from Lily Chen and Pin Zhou.
- G. Parent Speakers - Ronit Polak - collaborate with Leland on how to share parent events between schools.
- H. Emergency Preparedness - Dom Ereno - gluten free bars are expiring and will be replaced in emergency kits and may sell soon to expire gluten free bars at SNAC.
- I. Everyday Heroes - Natalie Miller - kiosk is getting refreshed and first meeting shall be 9/18 @ lunchtime. Explore the idea of a Parents on Campus Program with Alanna.
- J. Library Volunteer - Geeta Abhay - no update, chair not in attendance.
- K. Math Olympics - Annette Mackaness, Lisa Elliott - Mr. Ching has set aside the last Wednesday in March and all Wednesdays in April for Math Olympics. Math Olympics shall be open to all grade levels this year and will be just one day during the week of SBAC testing for math - the date of SBAC testing for math is still TBD.
- L. Passport to Success - Ladan Ralston - Passport to Success now called Career Day and Ladan requested a co-chair. Motion for approval of Megan Harb as Career Day Co-Chair - 1st by Dom Ereno, 2nd by Lisa Elliott; motion approved without opposition.
- M. PEST - Run Jin, Hyunmi - teacher survey modified this year to better target their wishes and the deadline for survey responses is Friday. Teachers will be matched in early September and notify PEST volunteers by mid-September.
- N. Project Cornerstone - Michelle Etter, Kristine Irish - Bronco Branding for 6th graders is Friday, September 6th.
- O. Request for Funding - Lily Chen, Pin Zhou - no update, chairs not in attendance.
- P. SNAC - Claire Wonting Chiu, Paula Ould, Megan Harb - SNAC opens 9/4 and prices increased to .50-\$1.00 this year. SNAC is in need of volunteers for Friday shifts.
- Q. Staff Appreciation - Archana Zarabi, Ruchika Bhatia, Rebecca Edelman - first lunch was a success on August 12th and next lunch scheduled for October 24th. Will request volunteers for dessert items (homemade are okay).

- R. Volunteer Coordinators - Ronit Polak, Lieke Vlasveld - Ronit shall manage Signup Genius for any volunteer needs and Lieke shall manage the purple volunteer forms and the process for expediting volunteers.
- S. Web Site Coordinator - Run Jin - positions/names and donation forms updated for 2018/19 school year - need updated volunteer form from Lieke to post. Shall post the monthly Newsletter on the website but need to determine best location.

VI. Meeting adjourned @ 10:49AM (Co-President, Yael Kharman)