

Bret Harte Community Club

September 18, 2018 Board Meeting Minutes

- I. Call to Order @ 9:31AM (Co-President, Yael Kharman)
 - A. Attendees: Yael Kharman (Co-President); Yunyun Jiang (Co-President); Stefanie Bellucci (Donation Drive Co-Chair); Dom Ereno (Emergency Preparedness Co-Chair & Vice President); Run Jin (PEST Co-Chair & Website Coordinator Co-Chair); Hyunmi Seo (PEST Co-Chair); Kristine Irish (Project Cornerstone Co-Chair); Erika Murphy (Secretary); Claire Wonting Chiu (SNAC Co-Chair); Megan Harb (SNAC Co-Chair & Career Day 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: Steffanie Bellucci for Lisa Elliot (Math Olympics Co-Chair); Hyunmi Seo for Megan Choi (Cultural Fair Booth Coordinator); Kristine Irish for Michelle Etter (Project Cornerstone Co-Chair); Ruchika Bhatia for Archana Zarabi (Staff Appreciation Co-Chair)

- II. Principal's Report (Principal, Alanna Callaway-Willson)
 - A. Updates:
 1. First School Site Council meeting today from 3-4PM. Meeting is held monthly for 8 months out of the year and is open to the community. The School Site Council has 4 parent filled positions and could have up to 4 community member positions should they choose.
 2. Lookin got ire 4 instructional aids.
 3. Special Day class teacher has been hired and starts next week.
 4. Point Break going well but parent volunteers are low this year. Point Break dresses anti bullying and social issues; however, not as robust as we would like so looking for a better solution to revamp the program.
 5. Looking at doing more front loaded parent communication for incoming 6th grade parents for next year.
 6. Ice Cream social was a success.
 7. Bronco Night is Friday and will be capped at 400 students.
 8. Good first student council meeting and most classes sent a representative. Student council meets once a month.
 9. Construction update.
 - a) Library to reopen after fall break.
 10. Meeting with Councilman Khamis to see how the city might be able to better support Bret Harte.

- III. Treasurer's Report (Treasurer, Sheryl Elo)
 - A. Updates:
 1. Motion for approval for use of \$678 from Staff Stuff held in reserves - 1st by Like Vlasveld; 2nd by Megan Harb; motion approved without opposition.
 2. Activity for the last 6 weeks reviewed.

- a) Business support of \$118 accounts for money from shopping with Amazon Smile.
- b) Half of the \$1,705 spent for Insurance will be reimbursed by Booster Club.
- c) Donation Drive
 - (1) 31K raised of 50K target this year's donation drive.
 - (a) 3K from PayPal payments

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

A. Updates:

1. Motion for approval of August Board Meeting Minutes - 1st by Stefanie Bellucci; 2nd by Dom Ereno; motion approved without opposition.
2. New 2018/2019 School Year Board Members.
 - a) Motion for approval of Maggie Nguyen as Website Coordinator Co-Chair, Thuy Tran as Everyday Heroes Co-Chair, and Claire Wonting Chiu for Request for Funding Co-Chair for 2018/19 school year - 1st by Megan Harb, 2nd by Ruchika Bhatia; motion approved without opposition.
3. Back to School Night Update
 - a) More attendees than anticipated.
 - b) Great slide presentation but next year ensure microphone is working to ensure speakers can be heard.
 - c) Suggestion made to have Board Members available to collect any Donation Drive checks on Back to School Night.
4. Volunteer Status (Process) and Badges/Pictures
 - a) Email alias up and running to allow volunteers to send pictures for badges or any volunteer related questions.
 - b) Volunteers only show up if they filled out a purple form despite being approved by the district.
 - c) Badges being made with priority being made for SNAC team and then library volunteers.
 - (1) Only 17 out of 38 SNAC volunteers are approved volunteers.
 - d) Need Point Break volunteers for Thursday.
5. BHCC Display Case
 - a) Parent volunteer found to update BHCC Display Case once a month with the Newsletter and Maggie will update Facebook with the Newsletter monthly.
 - b) If you would like to send an update with the Principal's Weekly Message send to Co-Presidents for review by Wednesday.

B. Outstanding:

1. Ronit shall request an email be sent for Point Break volunteers.
2. Lieke shall make reusable volunteer badges for Bronco Nights and ensure volunteers are cleared.

V. Committee Updates:

- A. 8th Grade Promotion Dance - Christina Bullard - Need new Co-Chair to replace Stephanie Bullock otherwise no update, chair not in attendance.

- B. Book Fair - Phalguni Nandi - scheduled for November 5th-9th.
- C. Bronco Night - Diane Augusto - no update, chair not in attendance.
- D. Communications - Maggie Wang - thank you to Principal for her support. Users must subscribe to receive the Monthly BHCC Newsletter and we have more than 120 subscribers at this time. Shall use google docs for communications. If committees would like to include an update in the newsletter they can send 1-2 paragraphs and a photo or two to Maggie by mid month for inclusion in the newsletter.
- E. Cultural Fair - Lieke Vlasveld, Meghan Choi (Booth) - plan to reach out to Social Studies teacher in October 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 - Stefanie shall work with Belinda to add an update on the Donation Drive to the electronic sign and look into a banner for the back side of the school. (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.) Current Donation Drive has raised ~35K without corporate matching. Stefanie shall provide updates on the Donation Drive for the weekly Principal message.
- G. Parent Speakers - Ronit Polak - goal is for 3 events per school year and last years focus was on physical changes, social media responsibilities and safety. SJPD suggested again as it was viewed as a good presentation last year.
- H. Emergency Preparedness - Dom Ereno - gluten free bars purchased and will coordinate with Trinidad to pull buckets for restocking.
- 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.
- M. PEST - Run Jin, Hyunmi - need 10 more parents to volunteer and requested a signup for PEST be created in Signup Genius. Shall provide and updated description for the Newsletter and Website.
- N. Project Cornerstone - Michelle Etter, Kristine Irish - Bronco Branding went well. October 11th is the first Project Cornerstone Award ceremony.
- O. Request for Funding - Lily Chen, Pin Zhou - teachers must pay for their needs up front and submit receipts for reimbursement; however, if there is a hardship we can work through on a one off basis.
- P. SNAC - Claire Wonting Chiu, Paula Ould, Megan Harb - volunteers expected to be notified of the availability of their volunteer badges this week. The price increase for SNAC items is expected to fund an additional \$5k for the year. Concerns expressed over the price increases coming out of the kids pockets; however, it was noted that items sold by SNAC are not a basic necessity such as breakfast or lunch - they are snacks. The District recommends selling items at \$1 so SNAC still offers some items under the recommended price. A further price increase by the district for the items sold would not be expected over the next 4-5 years so SNAC could expect not to do any further price increases during that

time. Further discussion could be suggested for next board meeting if there is still concern.

- Q. Staff Appreciation - Archana Zarabi, Ruchika Bhatia, Rebecca Edelman - next lunch scheduled for October 24th will be Mexican food. Will request volunteers for dessert items (homemade are okay) via SignUp Genius and request link in Principal's weekly message.
- R. Volunteer Coordinators - Ronit Polak, Lieke Vlasveld - Board decided that there was no need to have badges made for them; however, if you would like one you can request one made.
- 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 @ 10:50AM (Co-President, Yael Kharman)